

LR2000
CASE RECORDATION (CR)
DATA STANDARDS

Revision Date August 28, 2014

for the

LANDS AND REALTY

PROGRAM

LANDS DATA STANDARDS

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LANDS DATA STANDARDS

INTRODUCTION

These data standards require all cases to be serialized and entered into Legacy Rehost System 2000 (LR2000) Case Recordation for the Lands and Realty program.

The minimum acceptable data quality level for title cases (18, 21, 22, 25, 26, 27, and 386) is 98 percent. The minimum acceptable data quality level for non-title cases (23, 24, 28, and 29) is 95 percent.

I. GENERAL GUIDANCE ON USE OF LANDS DATA STANDARDS

These data standards provide specific guidance on data entry requirements that are mandatory (unless identified as optional) when the event occurs. It is not appropriate to enter an action code if it is not applicable to the case. Therefore, these data standards are mandatory in order to meet specific business requirements in the Lands and Realty Program.

Because of the table structure used in this document, tables or text may stop in the middle of the page, and give the appearance it is the end of the instructions. Be sure to continue to read the text on the following pages for additional instructions.

A. Abbreviations and conventions used in these Data Standards:

AC refers to Action Code

CBS Interface Entry refers to Collections and Billings System data upload entry

CR refers to Case Recordation

DE refers to Data Element

EX refers to an example, usually to a format in action remarks.

FR refers to Federal Register

B. Case File Jurisdiction Code:

The Case File Jurisdiction Code, located in the Header Record, is mandatory for case types 28 (excluding 2891) and 29. It is optional for other Realty case types. The code identifies the Field Office (or other agency) responsible for the administration of the case. This aids in generating reports to identify specific cases for a Field Office where cases involve more than one jurisdiction.

C. Customer Interest Relationship:

When an application is filed, the customer interest relationship is 01 - Applicant with 0% interest percentage. When the authorization is issued, change the interest relationship to the appropriate code (e.g., Holder, Holder/Billee, Patentee, Lessee, etc.) with the appropriate interest percentage (e.g., 100%, 50%, etc.).

D. Legal Descriptions:

The minimum data entry requirement for legal descriptions for linear authorizations is to the nearest 40 acre aliquot part level (e.g., NENW). Enter non-linear authorizations as described on the authorizing document.

1. "700" Lands:

If only part of the lands in a case are involved in an application rejection, application withdrawn, partial assignment, or other action, be sure to "700" the lands in the legal description and update the case acres where needed.

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INTRODUCTION

2. Action to Land Tie:

See the LR2000 Case Recordation Transaction Processing Software User Guide for instructions on how to tie action codes to land descriptions in a case. The Action to Land Tie is optional for Realty cases.

E. Data Entry Guidance for Action Remarks Information:

All entry is done in UPPER CASE. If these data standards do not give specific instructions on what format and content to include in the action remarks, refer to the appropriate Corporate Metadata Repository (CMR) Data Element (aka Data Element Dictionary or DED). For example, refer to Data Element 2910, for the format and content of action remarks. An example is Action Code 502 - LENGTH IN FEET. These data standards require this code but do not give additional guidance on the content and format for action remarks. Data Element 2910 states that the actual length in feet be entered followed by a semicolon in the action remarks. Therefore, it is important to enter and conform the action remarks data to the data element description when these data standards do not provide specific guidance.

1. Format for Serial Number Suffixes in Action Remarks:

Suffixes in action remarks can be numeric, alphabetic, or combination of alphanumeric. The hyphen (-) is required for serial numbers that appear in action remarks with suffixes that are numeric or alphanumeric such as:

NMNM4567-01
NMNM4567-P2
NMNM4567-2F

There is no need to add a hyphen for alpha suffixes. For example: NMNM4567X, NMNM4567AB, NMNM4567FD, NMNM4567PT, etc.

2. Format for dollar amounts in Action Remarks:

When entering monetary amounts, always use dollar sign (\$) followed immediately by up to 9 digits (no commas), and decimal (.) followed by 2 digits if not whole dollars, ending with a semicolon. For example: \$37376.53; <or> \$250; reflecting if there are cents or no cents in the dollar figure.

3. Format for numeric values in Action Remarks:

When entering dimensions (length, width) and other numeric values, do not enter commas. Commas are treated as delimiters in other data formats. For example: 8,000 may be converted to 8 in some reports.

4. Other Action Remarks content:

Certain offices place staff initials after the Action Remarks semicolon in an attempt to track case files or claim progress. This practice is not in compliance with LR2000 Data Standards, creates problems with exported data, and must not longer be used. The only exception is those action codes that require the entry of initials in action remarks, such as Action Code 974 - Automated Record Verif.

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INTRODUCTION

5. Action Code 247 - FUTURE ACTION SUSPENSE:

Use this action code as a tickler or future call-up date as a reminder for future work. For example, when the appeal period ends. This is generally an optional action code, but recommended to monitor future work to ensure something is not forgotten. Once the resulting action occurs and is recorded, delete AC 247.

6. Updating Other Future Action Dates:

Remember to remove or update future action codes such as AC 853 - Compl/Review Due Date or AC 763 - Expires after action is taken. For instance, after a compliance inspection is completed, either remove the previous AC 853 or change the date of the previous 853 to reflect the next compliance due date.

7. U.S. Rights:

U.S. Rights that are reserved in a conveyance document or acquired in an acquisition document are identified in the action remarks of AC 400 - US RIGHTS ACQ/RES by entering the applicable code from DE 2303 - Commodity Mineral, Reservation, Segregation, ending with a semicolon. Example: for all surface rights enter 930;. If multiple entries are required to show multiple rights, enter each code separated by commas ending with a semicolon. Example: 930,911,957;. If the document includes an exclusion enter the primary U.S. Right code followed by EXCL followed by the code for the right excluded ending with a semicolon. Example: For all minerals excluding coal enter 900 EXCL 140;. For all minerals excluding oil and gas enter 900 EXCL 459;. **If the U.S. Rights acquired are less than 100%, enter the applicable code followed by a semicolon and the percent interest acquired. Example: If mineral estate acquired is only 50% enter 900;50%.**

F. Jurisdiction Acreage Record:

The Realty program does not use the Jurisdiction Acreage record because there are no reports available to access this information. Do not perform data entry in this field.

G. Other Systems:

As cases or actions occur, remember to update Lands and Realty Authorizations Module (LRAM) or Communication Site Rental Calculation Worksheet Systems.

The Bond and Surety System records specific bonding information.

The Collections and Billings System (CBS) uploads rental receipts and certain other payments into LR2000 Case Recordation. These are identified in these standards as "CBS Interface Entry." If the incorrect Commodity/Subject/Action (CSA) or Authorization ID (serial number) is entered in CBS, errors will result in the CBS/LR2000 upload that must be fixed in CBS before the data is uploaded in LR2000. There is no need to add additional data after the CBS entry, such as the term of the rental payment in action remarks.

II. SOURCES FOR ADDITIONAL GUIDANCE

A. LR2000 User Guides:

LR2000 User Guides are available at <http://lr2000.blm.gov/>. Separate guides are available for Transaction Processing (data entry) and Reports. See the LR2000 Case Recordation Transaction Processing Software User Guide, Appendix B for Action Codes that set Case Disposition.

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B. National Applications E-Learning website:

Additional LR2000 training materials are available from the National Operations Center (NOC) National Applications E-Learning website available at <http://ilmnirm0ad19105:8300/elearning/>.

C. Realty Program Manuals, Handbooks and Guidance:

The Lands and Realty Program website <http://web.blm.gov/internal/wo-300/wo-350/index.htm> has a variety of information available.

D. Realty Program Data Standards:

This document incorporates all data standards. As we develop new data standards, we will post them at http://web.blm.gov/data_mgt/standards/index.htm and incorporate them into this document continually. Standards are arranged numerically by subject code or alphabetically by category (program area).

E. Corporate Metadata Repository (CMR):

The Corporate Metadata Repository (CMR) contains domain lists for all data elements. It is available at <http://web.blm.gov/CMR/index.htm>. Brio reports (Reports) are available to generate lists of valid codes (Domain Code). Frequently viewed items are available (Domain Values) for items such as action codes, case types, commodity codes, and supplemental purpose.

You may also access the CMR Reports through LR2000 Transaction Processing. A link is available on the left-hand side menu selection near the bottom.

Standard abbreviations are available through the CMR Metadata Browser.

Data Element referenced in these Data Standards:

DE 2303 - Commodity Mineral, Reservation, Segregation
DE 2520 - Segregation Extent Subsurface/Mineral
DE 2571 - Segregation Extent Surface
DE 2683 - Purpose Supplement to Case Type
DE 2910 - Case Recordation Action Codes
DE 2912 - Case Recordation Case Type Codes

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III. MINIMUM ACCEPTABLE DATA QUALITY LEVEL

The following are the minimum acceptable data quality levels by case group.

Case Group	Description	Minimum Acceptable Data Quality Level
18	Recordable Disclaimers and Conveyance Corrections	98%
21	Acquisitions	98%
22	Exchanges	98%
23	Withdrawals	95%
24	Land Classification	95%
25	Disposition; Occupancy and Use	98%
26	Disposition; Grants	98%
27	Disposition; Sales	98%
28	Rights-of-Way	95%
29	Leases and Permits	95%

LANDS DATA STANDARDS

1810 - TITLE RESOLUTION

ENTRY REQUIREMENTS: Upon receipt of a request for title resolution, serialize the case file and enter into CR.

SERIAL NUMBER: Serial Number

PROPRIETOR: Applicant

CASE TYPE: 181301

COMMODITY CODE: 001

INTEREST-RELATIONSHIP: 01 (applicant)

Date	Code	Action Text	Comment
Enter date request received	387	CASE ESTABLISHED	
Enter date title question is resolved	967	CLOSED WITHOUT ACTION	

LANDS DATA STANDARDS

1864 - RECORDABLE DISCLAIMERS OF INTEREST

ENTRY REQUIREMENTS: Upon receipt of an application for a recordable disclaimer, serialize and enter into CR. Includes disclaimers under other authorities.

SERIAL NUMBER: Serial Number

PROPRIETOR: Applicant

CASE TYPE: 186400

COMMODITY CODES: 001 through application processing, and then any commodity code (see data element 2303) between 940 and 958

INTEREST-RELATIONSHIP: 01 (applicant) and 26 (owner)

I. ISSUED

Date	Code	Action Text	Comment
Enter date apln is received	124	APLN RECD	
Enter date received	971	COST RECOV (PROC) RECD	Enter \$ amount in action remarks.
Enter date proj # is assigned	501	REFERENCE NUMBER	Enter project number in action remarks. EX: PROJ-B1234;
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date dec. is signed	393	DEC ISSUED	
Enter date disclaimer issued	620	QCD-DISCLAIMER ISSUED	Change interest relationship code.
Enter date all action on case is completed	968	CASE ACTION COMPLETED	

II. REJECTED, WITHDRAWN, ETC.

A. Rejected

1. In Whole

Date	Code	Action Text	Comment
Enter date decision issues	125	APLN REJ/DENIED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL PERIOD ENDS" in action remarks.
Enter date appeal right ends	970	CASE CLOSED	

2. In Part

Date	Code	Action Text	Comment
Enter date decision issues	126	APLN REJ/DEN IN PART	"700" the lands in the legal description and change case acres.
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL PERIOD ENDS" in action remarks.

LANDS DATA STANDARDS

1864 - RECORDABLE DISCLAIMERS OF INTEREST

B. Withdrawn

1. In Whole

Date	Code	Action Text	Comment
Enter date w/d is filed	130	APLN WITHDRAWN	
Enter date w/d is filed	970	CASE CLOSED	

2. In Part

Date	Code	Action Text	Comment
Enter date w/d is filed	131	APLN WITHDRAWN IN PART	"700" the lands in the legal description and change case acres.

LANDS DATA STANDARDS

1865 - CORRECTION OF CONVEYANCE DOCUMENTS

ENTRY REQUIREMENTS: There are two types of patent corrections: amendatory patents and supplemental patents, which include both the perfect patent and the correct patent.

I. AMENDATORY PATENTS includes a perfect patent, a correct patent and a reconveyance/conveyance.

A. A perfect patent is issued when the official record does not provide sufficient evidence of transfer, e.g., not signed. A correct patent is one which corrects a spelling error or typographical error by issuing a curative patent. Both of these actions are entered into CR in the same method.

Upon application for perfect or correct patent, use the original serial number and case file, if available. Because we are going to cancel the old patent and issue a new one, it will be necessary to establish two records in CR.

1. The first record will be for the original patent. If the original case file has not been entered into CR, simply enter ACs 124 or 387, 271, and 968 and continue as shown below. See item 2, for instructions on entering the second record.

SERIAL NUMBER: Original Serial number (No change)

PROPRIETOR: Patentee

CASE TYPE: The original case type authority (No Change)

COMMODITY CODES: No change

INTEREST-RELATIONSHIP: 26 (owner)

Date	Code	Action Text	Comment
Enter date filed <OR> if no application was filed:	153	POST AUTH APLN RECD	
Enter date reopened	388	CASE REOPENED	
Enter date decision issued	272	PATENT CANCELLED	Enter the patent number in action remarks. EX: 49-2009-0004;
Enter date closed	970	CASE CLOSED	

2. The second record will be suffixed with a 01, or the next chronological number.

SERIAL NUMBER: Original serial number + 01, or the next chronological number

PROPRIETOR: Patentee

CASE TYPE: 186500. Note: This is the CFR reference for taking the action.

COMMODITY CODES: Should be the same commodity code as the original patent but do check to determine if the reservations are the same.

INTEREST-RELATIONSHIP: 30 (patentee)

Date	Code	Action Text	Comment
Enter date apln recd <OR> if no application was filed:	124	APLN RECD	This will be the same as AC 153 on Record 1
Enter date established	387	CASE ESTABLISHED	This will be the same as AC 388 on Record 1

LANDS DATA STANDARDS

1865 - CORRECTION OF CONVEYANCE DOCUMENTS

Date	Code	Action Text	Comment
Enter date patent issued	271	PATENT ISSUED	Enter the patent number followed by a semicolon and enter "PERFECT" or "CORRECT" in action remarks. EX: 49-2009-0004;PERFECT
Enter date patent issued	400	US RIGHTS ACQ/RES	Enter rights reserved code from DE 2303 in action remarks. EX: 942;
Enter date all case work is completed	968	CASE ACTION COMPLETED	

B. A reconveyance/conveyance includes those cases where it is necessary to accept a title from the landowner and issue a new patent to correct a legal description when a resurvey or an unintentional error of the entryman has resulted in the original patent issued in error.

Upon filing of an application for a reconveyance/conveyance, use the original serial number and enter two records into CR. The first record will be for the original patent, which are now private lands (PT record) and will be reconveyed. (If the original case file has not been entered into CR, simply enter ACs 124 or 387, 271, and 968 and continue as shown below). The second record (not case file) will be for the Federal lands (FD) being patented to correct the error. See Item 2, for instructions on entering the second record.

1. Record for the Private Lands (PT)

SERIAL NUMBER: Serial number + PT (Simply add the PT to the original record)

PROPRIETOR: Applicant and Federal agency

CASE TYPE: The original case type authority (No Change)

COMMODITY CODES: No change until title is accepted then check the reservations

INTEREST-RELATIONSHIP: 26 (owner) and 19 (administrative management entity)

Date	Code	Action Text	Comment
Enter date apln is filed	153	POST AUTH APLN RECD	Enter patent number in action remarks. EX: 49-2009-0004;
Enter date deed signed	866	DEED SIGNED	
Enter date title is accepted	865	TITLE ACCEPTED BY US	Change interest relationship code, proprietor, and commodity code.
Enter date title is accepted	400	US RIGHTS ACQ/RES	Enter rights acquired code from DE 2303 in action remarks. EX: 930;
Enter date all case action is completed	968	CASE ACTION COMPLETED	

2. Record for the Federal Lands (FD)

SERIAL NUMBER: Serial number + FD

PROPRIETOR: Federal agency and private party

CASE TYPE: 186500

COMMODITY CODES: 001 through application processing, and then any commodity code (see data element 2303) between 940 and 958

INTEREST-RELATIONSHIP: 19 (administrative management entity) and 30 (patentee)

Date	Code	Action Text	Comment
Enter date apln is recd	124	APLN RECD	Will be same date as AC 153 on Record 1

LANDS DATA STANDARDS

1865 - CORRECTION OF CONVEYANCE DOCUMENTS

Date	Code	Action Text	Comment
Enter date patent issued	271	PATENT ISSUED	Enter patent number in action remarks. EX: 49-2009-0004; Change interest-relationship code and proprietor.
Enter date patent issued	400	US RIGHTS ACQ/RES	Enter rights reserved code from DE 2303 in action remarks. EX: 942;
Enter date patent issued	968	CASE ACTION COMPLETED	

II. SUPPLEMENTAL PATENTS are issued to cover lands or rights to which the patentee is entitled, but which were omitted from the original patent. Upon application for supplemental patent, use the original case file. If the original case file has not been entered into CR, simply enter ACs 124 or 387, 271, and 968 and continue as shown below:

SERIAL NUMBER: Serial number of original patent (No Change)

PROPRIETOR: Patentee

CASE TYPE: The original case type authority (No Change)

COMMODITY CODES: Do not change the commodity code until the supplemental patent is issued, and then only if the reservations of the patent are changed.

INTEREST-RELATIONSHIP: 26 (owner)

Date	Code	Action Text	Comment
Date apln for supplemental	153	POST AUTH APLN RECD	
Date patent issued	271	PATENT ISSUED	Enter patent number followed by a semicolon and enter "SUPPL" in action remarks. EX: 49-2009-0004;SUPPL
Enter date patent issued	400	US RIGHTS ACQ/RES	Enter rights reserved code from DE 2303 in action remarks. EX: 942;
Date patent issued	968	CASE ACTION COMPLETED	

III. REJECTED/WITHDRAWN, FOR ALL CORRECTIONS

A. Rejected

Date	Code	Action Text	Comment
Enter date decision issues	125	APLN REJ/DENIED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL PERIOD ENDS" in action remarks.
Enter date appeal right ends	970	CASE CLOSED	

B. Withdrawn

Date	Code	Action Text	Comment
Enter date w/d is filed	130	APLN WITHDRAWN	
Enter date w/d is filed	970	CASE CLOSED	

LANDS DATA STANDARDS

2100 - ACQUISITIONS

I. ACQUISITION CASES

ENTRY REQUIREMENTS:

SERIAL NUMBER: Serial Number

CASE TYPE:

Purchases: Limited to case types 210013 (FLPMA) ~~and 210012 (King Range NCA)~~ for all acquisitions occurring after October 21, 1976. For pre-FLPMA authorizations occurring before October 21, 1976, refer to Data Element 2912. Pre-FLPMA acquisition authorities (e.g., ~~timber access road~~) or include 210009 ACQ-WILD & SCENIC RIVERS, 210010 ACQ-WILD & SCENIC-MO RIV, 210011 ACQ-NATL TRAILS SYSTEM, 210012 ACQ-KING RANGE CONS AREA, etc. For other agency acquisition authorities where BLM is noting the official land records refer to Data Element 2912.

Donations: Limited to case type 211000.

PROPRIETOR: Agency and grantor's name.

COMMODITY CODES: 963 (exclusive) or 964 (nonexclusive). For fee acquisitions, enter 963 and identify it as a fee acquisition through use of AC 542 - supplemental use, code 077.

INTEREST-RELATIONSHIP: 22 (Acquiring agency) with 0% interest, 33 (Grantor) with 100% interest.

A. BLM PURCHASE OF LAND OR INTEREST IN LANDS (Includes easements)

1. Processing

Date	Code	Action Text	Comment
Enter date established	387	CASE ESTABLISHED	
Enter date determined	095	FUNDED BY LWCF	For LWCF funded projects only.
Enter date determined	092	FUNDED BY OPLMA	For Omnibus Public Land Management Act of 2009 (OPLMA) funded projects only.
Enter date determined	093	FUNDED BY SNPLMA	For Southern Nevada Public Land Management Act of 1998 (SNPLMA) funded projects only.
Enter date determined	094	FUNDED BY FLTFA	For Federal Land Transaction Facilitation Act of 2000 (FLTFA-BACA II) funded projects only.
Enter date determined	500	GEOGRAPHIC NAME	For LWCF or OHV projects, enter the alpha project name in action remarks. Must be used for LWCF and OHV projects, but can be used on all cases, EX: KING RANGE NCA;
Enter date project # is assigned	501	REFERENCE NUMBER	If applicable, enter project or tract number in action remarks, EX: PROJ-B123;
Enter date known	542	SUPPLEMENTAL USE/PURPOSE	In action remarks enter the following code: 077; (for a fee acquisition) 053; (for an easement acquisition)

LANDS DATA STANDARDS

2100 - ACQUISITIONS

Date	Code	Action Text	Comment
Enter date known	542	SUPPLEMENTAL USE/PURPOSE	The second AC 542 code represents true land use. Use only from the following categories from DE 2683 and enter the appropriate code in action remarks: 045 - Cultural 073 - T&E 269 - Fisheries 156 - Timber 019 - Grazing 688 - Wetlands 200 - Recreation 289 - Wilderness 690 - Riparian 260 - Wildlife Enter number of acres immediately after the DE 2683 code. EX: 200,640; representing 640 acres of recreation lands. Additionally, after the acreage entry, the following secondary entry applies: <u>Riparian</u> - enter miles of stream to the nearest 1/10 mile. EX: 690,320,22.1; <u>T&E and Wildlife</u> - enter species. EX: 073,640, SNOWY LIZARD; Where more than one species exists, enter AC 542 a second time. AC 542 can be used more than one time to show land use, and the acres could exceed total case acres.
Enter date known	502 <OR> 503	LENGTH IN FEET LENGTH IN MILES	For linear acquisitions only.
Enter date known	504	WIDTH IN FEET (TOTAL)	For linear acquisitions only.
Enter date approved	068	CONTAMINANT SRVY APPV	Enter "PRELIMINARY ANALYSIS", "INITIAL ASSESSMENT", "PHASE I ESA", "PHASE II SITE INVEST", or "PHASE III CLEANUP" in action remarks as appropriate. If applicable, enter type of contaminant in general remarks.
Enter date requested	133	APPR-REAPPR RQSTD	
Enter date approved	132	APPRAISAL/REAPPR APPV	Enter \$ amount in action remarks. If no appraisal is required or no value is indicated, enter AC 132 with a \$0; value, EX: \$289000;
Enter date payment is made by BLM to the landowner	859 <OR> 096	PAYMENT MADE RELOCATION PAYMENT MADE	Enter \$ amount in action remarks. This code may be used more than once if multiple payments are made. EX: \$289000; If payment is made for relocating a displaced person under P.L. 91-646.

LANDS DATA STANDARDS

2100 - ACQUISITIONS

2. Acquisition in Perpetuity (Tiered to the standards in Section 1)

Date	Code	Action Text	Comment
Enter date deed signed	866	DEED SIGNED	
Enter date title is accepted	865	TITLE ACCEPTED BY US	Change interest relationship to show the U.S. with the ownership %.
Enter date title is accepted	400	US RIGHTS ACQ/RES	Enter in action remarks the code for rights acquired from DE 2303. EX: 930,943; Commonly used codes include: 889 - Timber 900 - All Minerals 930 - All Surface Rights 943 - Subj To Existing ROW-Esmt 947 - Complex (Must review deed) 949 - Water 963 - Exclusive (Access Only) 964 - Nonexclusive (Access Only) 968 - Subsurface Estate
Enter date of recordation	404	TITLE RECORDATION	Enter volume, book and page or reception number in action remarks. EX: VOL 00, PG 2466; <or> 00114677;
Enter date title is accepted	513	ACRES ACCESSIBLE	Enter in action remarks the number of acres to the nearest whole acre (round down to nearest acre) followed by a semicolon. Note: If more than one easement is necessary to gain access to public land, use this code on the last easement that is acquired.
Enter date all actions pertinent to the case are completed	968	CASE ACTION COMPLETED	

3. Temporary Easement (Tiered to the standards in Section 1)

Date	Code	Action Text	Comment
Enter date deed signed	866	DEED SIGNED	
Enter date title is accepted	345	EASEMENT ISSUED	Note: The reason we are not using AC 225, easement acquired, is that AC 225 does not put the case to an authorized disposition.
Enter date title is accepted	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights acquired from DE 2303. EX: 930;

LANDS DATA STANDARDS

2100 - ACQUISITIONS

Date	Code	Action Text	Comment
Enter date of recordation	404	TITLE RECORDATION	Enter volume, book and page or reception number in action remarks. EX: VOL 00, PG 2466; <or> 00114677;
Enter date of expiration	763	EXPIRES	
Enter date expired	234	EXPIRED	Delete AC 763
Enter date of expiration	970	CASE CLOSED	

B. CONDEMNATION

Enter the same mandatory ACs that are applicable from Section A, Parts 1 and 2.

Date	Code	Action Text	Comment
Enter date filed	148	LITIGATION FILED	Enter "CONDEMNATION;" in action remarks.
Enter date of court judgment	491	LITIGATION COMPLETED	

C. ACQUISITION NOT COMPLETED

Date	Code	Action Text	Comment
Enter date closed	967	CLOSED WITHOUT ACTION	

D. OTHER AGENCY PURCHASE OF LAND OR INTEREST IN LANDS (Includes Easements)

ENTRY REQUIREMENTS: Upon request for notation, serialize a case file and enter the following information into LR2000

SERIAL NUMBER: Serial Number

CASE TYPE: Any case type in case group 2180, or other agency acquisition case group (e.g., 2150).

PROPRIETOR: Agency and Grantor.

COMMODITY CODES: 963 (exclusive) or 964 (nonexclusive). For fee acquisitions, enter 963 only and identify fee acquisition through use of AC 542, supplemental use, code 077.

INTEREST-RELATIONSHIP: 22 (Acquiring agency) with 100% interest, 33 (Grantor) with 0% interest.

1. Processing

Date	Code	Action Text	Comment
Enter date shown in the request or one day prior to acceptance of title for all AC entries up to AC 866.	387	CASE ESTABLISHED	
	500	GEOGRAPHIC NAME	Enter the alpha project name in action remarks, if applicable.
	501	REFERENCE NUMBER	If applicable, enter project or tract number in action remarks, EX: PROJ-B123;

LANDS DATA STANDARDS

2100 - ACQUISITIONS

Date	Code	Action Text	Comment
	542	SUPPLEMENTAL USE/PURPOSE	In action remarks enter the following code: 077; (for a fee acquisition) 053; (for an easement acquisition)
	542	SUPPLEMENTAL USE/PURPOSE	If the action is an easement, enter AC 542 with one of the following in action remarks: 026; (for a public road easement) 046; (for a conservation easement) 054; (for a scenic easement) 173; (for a National Trail easement) 187; (for other trail easement) Other available options for describing the exact type of easement are in DE 2683.
	502 <OR> 503	LENGTH IN FEET LENGTH IN MILES	For linear acquisitions only.
	504	WIDTH IN FEET (TOTAL)	For linear acquisitions only.

2. Acquisition in Perpetuity (Tiered to the standards in Section 1.)

Date	Code	Action Text	Comment
Enter date deed signed	866	DEED SIGNED	
Enter date title is accepted	865	TITLE ACCEPTED BY US	
Enter date title is accepted	400	US RIGHTS ACQ/RES	Enter in action remarks code for rights acquired from DE 2303. EX: 930,943; Commonly used codes include: 889 - Timber 900 - All Minerals 930 - All Surface Rights 943 - Subj To Existing ROW-Esmt 947 - Complex (Must review deed) 949 - Water 963 - Exclusive (Access Only) 964 - Nonexclusive (Access Only) 968 - Subsurface Estate
Enter date of recordation	404	TITLE RECORDATION	Enter volume, book and page or reception number in action remarks. EX: VOL 00, PG 2466; <or> 00114677;
Enter date documents received at BLM office	927	REQUEST TO SERIALIZE	

LANDS DATA STANDARDS

2100 - ACQUISITIONS

Date	Code	Action Text	Comment
Enter date all actions pertinent to the case are completed	968	CASE ACTION COMPLETED	

3. Temporary Easement (Tiered to the standards in Section 1.)

Date	Code	Action Text	Comment
Enter date deed signed	866	DEED SIGNED	
Enter date title is accepted	345	EASEMENT ISSUED	Note: The reason we are not using AC 225, easement acquired, is that AC 225 does not put the case to an authorized disposition.
Enter date title is accepted	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights acquired from DE 2303. EX: 930;
Enter date of recordation	404	TITLE RECORDATION	Enter volume, book and page or reception number in action remarks. EX: VOL 00, PG 2466; <or> 00114687;
Enter date of expiration	763	EXPIRES	
Enter date expired	234	EXPIRED	Delete AC 763
Enter date of expiration	970	CASE CLOSED	

LANDS DATA STANDARDS

2100 - ACQUISITIONS

II. AUTHORIZATIONS RECOGNIZED FOR ACQUIRED/RECONVEYED LANDS

ENTRY REQUIREMENTS: Other agency and private party authorizations on lands conveyed to the United States through an acquisition or exchange should be recognized, serialized and entered into the automated record. Enter all rights-of-way, leases, permits, licenses, or other third party authorizations recognized on lands acquired. General guidelines for recording these authorizations are below.

A. RIGHTS-OF-WAY AND EASEMENTS. These include rights-of-way and easements conveyed to the U.S. Refer to Section 2800/2880 - RIGHTS-OF-WAY for use of other action codes to reflect the attributes of the right-of-way or easement and any billing and accounting information that BLM needs.

SERIAL NUMBER: Serial Number

CASE TYPE:

- | | |
|---|---|
| 281011 - Road reconveyed | 287011 - Water facility reconveyed |
| 281211 - Tram road, O&C reconveyed | 287111 - Irrigation facility reconveyed |
| 284011 - Railroad reconveyed | 288011 - Mineral lease reconveyed |
| 285011 - Powerline reconveyed | 288111 - O&G pipeline reconveyed |
| 286011 - Communications site reconveyed | 289011 - Other reconveyed |
| 286211 - Telephone reconveyed | 289111 - Forest Service reconveyed |

PROPRIETOR: Holder.

COMMODITY CODES: 969 (O&G), 970 (other energy), 971 (non-energy), 972 (fiber optic), 974 (wind energy), or 975 (solar energy).

INTEREST-RELATIONSHIP: 29 (holder) or 65 (holder/billee).

Date	Code	Action Text	Comment
Enter date ROW is originally issued by other agency or entity	387	CASE ESTABLISHED	
Enter date ROW is originally issued by other agency or entity	307	ROW GRANTED- ISSUED	The date for action code 307 will normally occur before the date for action code 387.
Enter date title accepted	468	ADM-JURIS TRF IN	Enter in action remarks name of agency or entity that transferred administration- jurisdiction to BLM. EX: JOHN DOE;
Enter date expires	763	EXPIRES	If perpetual, enter 01/01/9999 in date field
Enter date expired	234	EXPIRED	Delete AC 763
Enter date expired	970	CASE CLOSED	

B. LEASES. Refer to Section 2920 LEASES for use of other action codes to reflect the attributes of the lease and any billing and accounting information that BLM needs.

SERIAL NUMBER: Serial Number

CASE TYPE: 292602 - Reconveyed lease/permit.

PROPRIETOR: Lessee.

COMMODITY CODES: 865 through 887 as applicable.

INTEREST-RELATIONSHIP: 15 (lessee).

LANDS DATA STANDARDS

2100 - ACQUISITIONS

Date	Code	Action Text	Comment
Enter date lease is originally issued by other agency or entity	387	CASE ESTABLISHED	
Enter date lease is originally issued by other agency or entity	237	LEASE ISSUED	The date for action code 237 will normally occur before the date for action code 387.
Enter date title accepted	468	ADM-JURIS TRF IN	Enter in action remarks name of agency or entity that transferred administration-jurisdiction to BLM. EX: JOHN DOE;
Enter date expires	763	EXPIRES	If perpetual, enter 01/01/9999 in date field
Enter date expired	234	EXPIRED	Delete AC 763
Enter date expired	970	CASE CLOSED	

C. PERMITS AND LICENSES. Refer to Section 2920 LEASES for use of other action codes to reflect the attributes of the permit/license and any billing and accounting information that BLM needs.

SERIAL NUMBER: Serial Number

CASE TYPE: 292602 - Reconveyed lease/permit.

PROPRIETOR: Permittee.

COMMODITY CODES: 865 through 887 as applicable.

INTEREST-RELATIONSHIP: 23 (permittee) or 31 (licensee).

Date	Code	Action Text	Comment
Enter date permit or license is originally issued by other agency or entity	387	CASE ESTABLISHED	
Enter date permit or license is originally issued by other agency or entity	276	PMT-LIC ISSUED	The date for action code 237 will normally occur before the date for action code 387.
Enter date title accepted	468	ADM-JURIS TRF IN	Enter in action remarks name of agency or entity that transferred administration-jurisdiction to BLM. EX: JOHN DOE;
Enter date expires	763	EXPIRES	If perpetual, enter 01/01/9999 in date field
Enter date expired	234	EXPIRED	Delete AC 763
Enter date expired	970	CASE CLOSED	

LANDS DATA STANDARDS

2200 - EXCHANGES - PRE-1993 RULE

These are to be used for all exchanges completed using the pre-1993 rule. Section 2200 - Exchanges - Post-1993 Rule contains standards for exchanges processed pursuant to the Federal Land Exchange Facilitation Act using the November 1993 final rule making.

ENTRY REQUIREMENTS:

EXCEPTIONS:

For assembled exchanges (previously called exchange pooling), use AC 132 in the FD and PT suffixed records. AC 132 need not be used in numbered (01, 02, etc.) suffixed records. Additionally, since the data standards request only the final appraisal be entered after the land has been patented, it is assumed that use of AC 132 more than one time means that several parcels having different values were appraised and the monies are added together for a total. If you wish to enter the preliminary appraisal, enter "PRELIMINARY;" in action remarks. The preliminary appraisal is not a data standard.

There are three types of exchanges included in this section:

1. the exchange between the BLM and another party, based on equal value;
2. the third party, single transaction exchange, where one individual acts as an agent for a number of private landowners;
3. the multiple transaction exchange (assembled), where either Federal lands or private lands can be put in a pool and portions of the lands are drawn the pools.

In developing the standards for the assembled exchanges, it was determined that the appraised value would be the controlling factor in determining how the cases and computer records should be established. For example, if the appraised value is equalized based on a block of Federal and private lands, and then the Federal lands are patented through multiple patents, there must be controlling documents to show that the appraised values are equal. These controlling records would be the FD and PT files. To accommodate multiple patents, where appraisal would not be entered, we are adding numbered suffixing in addition to letter suffixing, see Section II(b).

LANDS DATA STANDARDS

2200 - EXCHANGES – PRE-1993 RULE

I. EXCHANGE BETWEEN BLM AND ONE LANDOWNER: Upon acceptance of an exchange proposal serialize one case file and enter two records into CR. One record will be for the Federal lands (FD) and the second record (not case file) will be for the private lands (PT). See the next section, 2. Record for Private Land, for the PT entering information.

A. SUITABLE

1. Record for Federal Lands:

SERIAL NUMBER: Serial number + FD

PROPRIETOR: Federal Agency

CASE TYPE: BLM State Exchange: 221005 or 221006

BLM Private Exchange: 220100, 227006 or 227007

Other Agency Exchange: 220200, or other applicable case type.

COMMODITY CODES: 001, unless waste disposal site codes 873, 881, or 887 apply for surface exchanges; or 900 through 922 for mineral exchanges (commodity code would identify which minerals are being exchanged).

INTEREST-RELATIONSHIP: 19 (Administrative Management Entity) and 30 (patentee)

Date	Code	Action Text	Comment
Enter date proposal accepted	387	CASE ESTABLISHED	
Enter date proposal is accepted	500	GEOGRAPHIC NAME	For LWCF/Sikes project, enter the project name in action remarks.
Enter date final appraisal is requested	133	APPR-REAPPR RQSTD	
Enter date final appraisal is approved	132	APPRAISAL/REAPPR APPV	Enter \$ amount in action remarks when patent or QCD issues
Enter date NORA is signed	861	NORA ISSUED	
Enter date published in FR	610	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter date published in FR	552	LAND SEGREGATED	
Enter date of publication	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date of publication	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;

LANDS DATA STANDARDS

2200 - EXCHANGES – PRE-1993 RULE

Date	Code	Action Text	Comment
Enter date segregation expires as specified in the NORA	247	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks. If the segregation expires before completion of the exchange use AC 372 to terminate the segregation.
Enter date NORA is final	550	DETERMINED SUITABLE	
Enter date equalization payment is received by BLM	392	MONIES RECEIVED	Enter \$ amount in action remarks.
Enter date patent issues	271	PATENT ISSUED	Enter patent number in action remarks. EX: 49-2009-0004;
Enter date QCD is signed	<OR> 620	QCD-DISCLAIMER ISSUED	Change interest relationship code and proprietor. Go back to AC 132 and enter the \$ amount of appraisal in action remarks.
Enter date patent issues or QCD signed	400	US RIGHTS ACQ/RES	Enter rights reserved code from DE 2303 in action remarks. EX: 942;
Enter date patent or QCD issued or date seg. terminates, which could be prior to FR specified term. date. See AC 247.	372	SEGREGATION TERMINATED	
Enter date all case action is completed	968	CASE ACTION COMPLETED	

2. Record for Private Land

SERIAL NUMBER: Serial number + PT

PROPRIETOR: State or private party

CASE TYPE: BLM State Exchange: 221005 or 221006

BLM Private Exchange: 220100, 227006 or 227007

Other Agency Exchange: 220200, or other applicable case type.

COMMODITY CODES: 001, unless waste disposal site codes 873, 881, or 887 apply for surface exchanges; or 900 through 922 for mineral exchanges (these are the minerals we are acquiring).

INTEREST-RELATIONSHIP: 40 (proponent) and 19 (administrative management entity)

Date	Code	Action Text	Comment
Enter date proposal accepted	387	CASE ESTABLISHED	
Enter date proposal accepted	095	FUNDED BY LWCF	
Enter date proj # is assigned	501	REFERENCE NUMBER	Enter project number in action remarks. EX: PROJ-B123;
Enter date purpose is known	542	SUPPLEMENTAL USE/PURPOSE	Enter benefitting purpose of the exchange in action remarks. See section 2200 - Exchanges - Post-1993 Rule for information to place in action remarks.
Enter date final appraisal is requested	133	APPR-REAPPR RQSTD	

LANDS DATA STANDARDS

2200 - EXCHANGES – PRE-1993 RULE

Date	Code	Action Text	Comment
Enter date final appraisal is approved	132	APPRAISAL/REAPPR APPV	Enter \$ amount in action remarks when patent or QCD issues.
Enter date equalization payment is made by BLM	859	PAYMENT MADE	Enter \$ amount of equalization payment in action remarks.
Enter date approved	068	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format
Enter date deed signed	866	DEED SIGNED	
Enter date of recordation	404	TITLE RECORDATION	Enter volume, book and page or reception number in action remarks.
Enter date title is accepted	865	TITLE ACCEPTED BY US	Change proprietor and interest relationship code. Go back to AC 132 and enter the \$ amount of the appraisal in action remarks.
Enter date title is accepted	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights acquired from DE 2303. EX: 930;
Enter date opening order published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in opening order	873	OPEN TO ENTRY	
Enter date all case action is completed	968	CASE ACTION COMPLETED	

B. CANCELED NORAs

1. Record for Federal Lands: Follow the procedure in Section I(A)(1) to action code 861. Use the following procedure from that point on:

Date	Code	Action Text	Comment
Enter date of publication	301	NORA VACATED	
Enter date NORA is final	551	DETERMINED UNSUITABLE	
Enter date protest right ends	247	FUTURE ACTION SUSPENSE	Enter "PROTEST RIGHT ENDS;" in action remarks.
Enter date published in FR	372	SEGREGATION TERMINATED	
Enter date published in FR	610	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter date stated in FR	873	OPEN TO ENTRY	
Enter date protest right ends or lands are opened	967	CLOSED WITHOUT ACTION	

2. Record for Private Lands:

Date	Code	Action Text	Comment
Enter date of publication	301	NORA VACATED	
Enter date protest right on the FD record has expired	967	CLOSED WITHOUT ACTION	

LANDS DATA STANDARDS

2200 - EXCHANGES – PRE-1993 RULE

C. NORA MODIFICATIONS FOR PUBLIC COMMENT

1. Record for Federal Lands: Follow the procedure in Section I(A)(1) to action code 861. Use the following procedure from that point on:

Date	Code	Action Text	Comment
Enter date NORA signed	296	NORA AMENDED/MODIFIED	
Enter date published in FR	610	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter date NORA is final	550	DETERMINED SUITABLE	

At this point go back to action code 392 in Section I(A)(1).

Note: If lands are removed from the Federal lands in the exchange in response to public comments, enter AC 551 to the FD record and "700" the lands in the legal description and change case acres.

2. Record for Private Lands:

Date	Code	Action Text	Comment
Enter date NORA signed	296	NORA AMENDED/MODIFIED	
Enter date published in FR	610	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;

At this point go back to action code 859 in Section I(A)(2).

LANDS DATA STANDARDS

2200 - EXCHANGES – PRE-1993 RULE

II. **THIRD PARTY EXCHANGES:** Upon acceptance of a proposal from a third party, serialize one case file, and enter two records into CR. One record will be for the Federal lands (FD) and the second record (not case file) will be for the private lands (PT). If only one title is being accepted and one patent is being issued, enter the information as set forth in Section I and process the case exactly the same.

A. **MULTIPLE PATENTS:** When the exchange is originally established, build both an FD and PT case as shown in Section I. Then when multiple patents are issued, suffix the serial number with a number and enter the following information in the suffixed record. (Do not worry about the FD suffix, the use of the AC 271, Patent Issued, will signify it is Federal land. Also, the base cases are the control for all action codes except as follows:)

SERIAL NUMBER: Serial number + suffix with next chronological number

PROPRIETOR: Patentee

CASE TYPE: BLM State Exchange: 221005 or 221006

BLM Private Exchange: 220100, 227006 or 227007

COMMODITY CODES: 001, unless waste disposal site codes 873, 881, or 887 apply for surface exchanges; or 900 through 922 for mineral exchanges (these are the minerals we are conveying).

INTEREST-RELATIONSHIP: 30 (patentee)

Date	Code	Action Text	Comment
Enter date proposal accepted	387	CASE ESTABLISHED	
Enter date of patent issued	271	PATENT ISSUED	Enter patent number in action remarks. EX: 49-2009-0005;
Enter date QCD is signed	<OR> 620	QCD-DISCLAIMER ISSUED	
Enter date of title transfer	400	US RIGHTS ACQ/RES	Enter rights reserved code from DE 2303 in action remarks. EX: 942;
Enter date patent or QCD issued, date segregation terminates	372	SEGREGATION TERMINATED	
Enter date patent/QCD issued	968	CASE ACTION COMPLETED	

As each patent is issued "700" the lands in the legal description from the FD file until the last patent. (If you are not familiar with use of the "700" code in the land description, request assistance from your Lands & Realty Data Steward). RECORD THE LAST PATENT IN THE LAST SUFFIX CASE. WHEN THE EXCHANGE IS COMPLETE, CLOSE THE FD CASE WITH ACTION CODE 970.

LANDS DATA STANDARDS

2200 - EXCHANGES – PRE-1993 RULE

B. MULTIPLE TITLES: When the exchange is originally established, build both an FD and PT case as shown in Section I. Then when multiple titles are accepted, suffix the serial number, establish a new case, and enter the following information in the suffixed case record. (Do not worry about the PT suffix, the use of the AC 865, Title Accepted by the U.S. will signify it is private land. Also, the base cases are the control for all action codes except as follows:)

SERIAL NUMBER: Serial number + suffix with next chronological number

PROPRIETOR: BLM

CASE TYPE: BLM State Exchange: 221005 or 221006

BLM Private Exchange: 220100, 227006 or 227007

COMMODITY CODES: 001, unless waste disposal site codes 873, 881, or 887 apply for surface exchanges; or 900 through 922 for mineral exchanges (these are the minerals we are acquiring).

INTEREST-RELATIONSHIP: 19 (administrative management entity)

Date	Code	Action Text	Comment
Enter date proposal accepted	387	CASE ESTABLISHED	
Enter date approved	068	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format.
Enter date deed signed	866	DEED SIGNED	
Enter date of recordation	404	TITLE RECORDATION	Enter volume, book and page or reception number in action remarks.
Enter date title is accepted	865	TITLE ACCEPTED BY US	
Enter date title is accepted	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights acquired from DE 2303. EX: 930;
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date all case action is completed	968	CASE ACTION COMPLETED	

As each title is accepted "700" the lands in the legal description from the PT file until the last title. (If you are not familiar with use of the "700" code in the land description, request assistance from your Lands & Realty Data Steward). RECORD THE LAST TITLE ACCEPTANCE IN THE LAST SUFFIX CASE. WHEN THE EXCHANGE IS COMPLETE, CLOSE THE PT CASE WITH ACTION CODE 970.

III. **EXCHANGE POOLING:** There are two types of exchange pooling: The first is where the Federal lands are put in a pool and are drawn out individually in exchange for a specific proposal; the second is where the Federal and private lands are put in a pool and patented and deeded at intervals until all the lands are exchanged.

To determine which type is used, look to the appraisal:

A. FEDERAL POOL - INDIVIDUAL PARCELS: Are the values equalized, parcel to parcel, and an individual appraisal completed on each proposal? In this type of exchange, simply serialize a case for the Federal lands and suffix with an FD. When a proponent requests a particular parcel, simply serialize (not suffix) a new case with both an FD and a PT case for the specific exchange proposal and "700" the lands in the legal description from the original case. Use the standards from Section I for the both the FD and the PT records. AC 132, should be used in both the FD and PT portions of the case, and should be equal or equalized through payment. PROCESS THE LAST EXCHANGE IN THE LAST CASE. WHEN THE EXCHANGE IS COMPLETE, CLOSE THE ORIGINAL CASE WITH ACTION CODE 970.

LANDS DATA STANDARDS

2200 - EXCHANGES – PRE-1993 RULE

<OR>

B. FEDERAL AND PRIVATE POOL - PATENTED AND DEEDED AT INTERVALS: Are the values equalized for all of the lands, both Federal and private, and then simply patented or acquired as NEPA compliance, etc., is completed? In this type of exchange serialize a case and establish both FD and PT records as set forth in Section I. These will be the controlling files and the appraisal(s), in both the FD and the PT portions of the case should be equal or equalized through payment, prior to the last patent being issued or the last title being accepted. Upon issuance of patents or acceptance of titles simply suffix each record with chronological numbers and "700" the lands in the legal description out of the FD and PT files. Use the standards in Section II(A) for the patents and Section II(B) for the titles. Use the last suffix files for the last patent and title. WHEN THE EXCHANGE IS COMPLETE, CLOSE THE FD AND PT CASES WITH ACTION CODE 970.

LANDS DATA STANDARDS

2200 - EXCHANGES - POST-1993 RULE

The below standards reflect the rules published in November 1993 to implement the Federal Land Exchange Facilitation Act (FLEFA) amendment to the FLPMA for processing land exchanges. These standards are to be used for exchanges completed using the provisions contained in the November 1993 rules.

ENTRY REQUIREMENTS: Enter all cases processed under the 1993 regulations. For exchanges processed under the old rule, see Section 2200 - Exchanges - Pre-1993 Rule.

EXCEPTIONS:

There are provisions in the 1993 regulations to process assembled land exchanges where a single transaction or a series of transactions are processed. A ledger account may be used to track the values outstanding after each transaction where multiple transactions are involved.

Assembled exchanges, as well as traditional exchanges, may also require the receipt or issuance of multiple conveyance documents. To help the users in tracking multiple conveyance document exchanges, Part II of the exchange data entry standards discusses multiple conveyance document exchanges on the Federal and/or non-Federal side of the equation.

A multiple conveyance document/multiple transaction numbering convention for suffixing serial numbers will be employed for the Federal and non-Federal case as follows:

FD = Base Federal case record information.

F1, F2, ..., F0, FA, FB, ..., FZ (But not FD) = Sequential case suffixed cases which represent each Federal conveyance document issued, especially if each document varies in the reserved Federal interest and receiving party. If the FZ case suffix is exceeded, reverse the order of the suffix to 1F, 2F, etc.

PT = Base non-Federal case record information.

P1, P2, ..., P0, PA, PB, ..., PZ (But not PT) = Case suffixed cases which represent each non-Federal conveyance document issued to the Federal government. If the PZ case suffix is exceeded, reverse the order of the suffix to 1P, 2P, etc.

The key point to remember is that the "F" and "P" characters should be designated in the suffixed case to track the Federal and non-Federal conveyance actions.

It is imperative to adhere to these case suffixing conventions to provide a consistent data base for adjudication, report generation and conversion to future automated systems. If you have any questions, please contact your Lands & Realty Data Steward or program lead. If you wish to enter the preliminary appraisal, enter "PRELIMINARY;" in action remarks. The preliminary appraisal is not a data standard. Where more than one appraisal is used, put 132 in the appropriate suffixed case.

If the exchange involves conveyance of a reversionary interest, enter in general remarks a reference to the conveyance of the reversionary interest and the original conveyance case (EX: INVOLVES REVERSIONARY INTEREST ASSOCIATED WITH PATENT #27-2003-0001).

LANDS DATA STANDARDS

2200 - EXCHANGES – POST-1993 RULE

I. SINGLE CONVEYANCE EXCHANGES: This type of exchange involves a single transaction (closing) between the United States and the non-Federal party in which there is one conveyance document on both the Federal and non-Federal sides. Upon acceptance of an exchange proposal, serialize one case file and enter two records into CR. One record will be for the Federal lands (FD) and the second record will be for the non-Federal lands (PT). See section 2, Record for Non-Federal Land, for the PT entering information.

A. LANDS FOUND SUITABLE FOR EXCHANGE

1. Record for Federal Lands:

SERIAL NUMBER: Serial number + FD

PROPRIETOR: Federal Agency (Change after patent or QCD issues)

CASE TYPE: BLM State Exchange: 221005 or 221006

BLM Private Exchange: 220100, 227006, or 227007

Other Agency Exchange: 220200, or other applicable case type.

COMMODITY CODES: 001, unless waste disposal site codes 873, 881, or 887 apply for surface exchanges.

Note: US Rights will be tracked by AC 400 in Record 5.

INTEREST-RELATIONSHIP: 19 (Administrative Management Entity) and 30 (Patentee)

Date	Code	Action Text	Comment
Enter date proposal accepted	387	CASE ESTABLISHED	
Enter date MTP records noted	552	LAND SEGREGATED	
Enter date records noted	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: ALX; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date records noted	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation, enter NON;
Enter date segregation expires not to exceed 5 years from date records are noted	247	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks. If the segregation expires before completion of the exchange use AC 372 to terminate the segregation.
Enter date agreement to initiate exchange is signed	305	AGRMT TO INITIATE EX	
Enter date of first publ. in newspaper. If published in multiple papers, enter latest date of first publication	862	NOTICE OF EX PROPOSAL	
Enter date appraisal request	133	APPR-REAPPR RQSTD	

LANDS DATA STANDARDS

2200 - EXCHANGES – POST-1993 RULE

Date	Code	Action Text	Comment
Enter date final appraisal is approved	132	APPRAISAL/REAPPR APPV	Enter amount in action remarks after the conveyance document is issued. EX: \$1000; If statement of value is used, enter SOV after \$ value. EX: \$1000;SOV
Enter date published in newspaper. If multiple newspapers are used, enter date of publication in last newspaper	863	NOTICE OF DECISION (NOD)	
Enter date NOD is final	550	DETERMINED SUITABLE	
Enter date binding agreement is signed	229	EXCHANGE AGREEMENT APPV	Note: an exchange agreement is an optional requirement in processing a case.
Enter date equalization payment is received by BLM	392	MONIES RECEIVED	Enter \$ amount in action remarks. EX: \$200;
Enter date monies waived	098	CASH EQUALIZATION WAIVED	Enter \$ amount in action remarks. EX: \$150;
Enter date survey approved	068	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format.
Enter date patent issued Enter date QCD is signed	271 <OR> 620	PATENT ISSUED QCD-DISCLAIMER ISSUED	Enter patent # in action remarks. EX: 49-2009-0005; Change interest relationship code. Go back to AC 132 and enter the \$ amount of appraisal in action remarks. Change the proprietor to name of patentee or name QCD is issued in with interest relationship code 30 - Patentee.
Enter date title transfers	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;
Enter date patent or QCD issued, date segregation terminates, or date established in opening order published in FR for those cases where lands are opened prior to 5-year expiration. See AC 247	372	SEGREGATION TERMINATED	
Enter date all case action is completed	968	CASE ACTION COMPLETED	

LANDS DATA STANDARDS

2200 - EXCHANGES – POST-1993 RULE

2. Record for Non-Federal Land

SERIAL NUMBER: Serial number + PT

PROPRIETOR: Non-Federal party

CASE TYPE: BLM State Exchange: 221005 or 221006

BLM Private Exchange: 220100, 227006 or 227007

Other Agency Exchange: 220200, or other applicable case type.

COMMODITY CODES: 001, unless waste disposal site codes 873, 881, or 887 apply for surface exchanges.

US rights will be tracked by AC 400 in Record 5.

INTEREST-RELATIONSHIP: 40 (proponent) and 19 (administrative management entity)

Date	Code	Action Text	Comment
Enter date proposal accepted	387	CASE ESTABLISHED	
Enter date proposal accepted	095	FUNDED BY LWCF	
Enter date proj. # is assigned	501	REFERENCE NUMBER	Enter project number in action remarks. EX: PROJ-B123;
Enter date proposal accepted	500	GEOGRAPHIC NAME	Enter geographic name in action remarks. EX: BULL MOUNTAIN;
Enter date purpose is known	542	SUPPLEMENTAL USE/PURPOSE	Enter in action remarks benefitting purpose of the exchange. If more than one purpose, enter AC 542 again. Use only from the following categories from DE 2683 and enter in action remarks: 045 - Cultural 073 - T&E 269 - Fisheries 156 - Timber 019 - Grazing 688 - Wetlands 200 - Recreation 289 - Wilderness 690 - Riparian 260 - Wildlife Enter number of acres immediately after the DE 2683 code. EX: 200,640; representing 640 acres of recreation lands. Additionally, after the acreage entry, the following secondary entry applies: <u>Riparian</u> - enter miles of stream to the nearest 1/10 mile. EX: 690,320,22.1; <u>T&E and Wildlife</u> - enter species. EX: 073,640, SNOWY LIZARD; Where more than one species exists, enter AC 542 a second time. AC 542 can be used more than one time to show land use, and the acres could exceed total case acres.
Enter date appraisal requested	133	APPR-REAPPR RQSTD	
Enter date final appraisal is approved	132	APPRAISAL/REAPPR APPV	Enter amount in action remarks after conveyance doc. is issued. EX: \$1000; If statement of value is used, enter SOV after the amount. EX: \$1000;SOV

LANDS DATA STANDARDS

2200 - EXCHANGES – POST-1993 RULE

Date	Code	Action Text	Comment
Enter date money deposited in escrow	391	ESCROW DEPOSIT	Used when exchange is closed through escrow. Enter total \$ amount specified in escrow instructions in action remarks.
Enter date equalization payment is made by BLM	859	PAYMENT MADE	Enter \$ amount in action remarks. EX: \$1250;
Enter date monies waived by non-Federal party	098	CASH EQUALIZATION WAIVED	Enter \$ amount in action remarks. EX: \$150;
Enter date approved	068	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format
Enter date deed signed	866	DEED SIGNED	
Enter date of recordation	404	TITLE RECORDATION	Enter volume, book and page or reception number in action remarks.
Enter date title is accepted	865	TITLE ACCEPTED BY US	Change proprietor and interest relationship code to 19 - Admin Mgt Entity. Go back to AC 132 and enter the \$ amount of the appraisal in action remarks.
Enter date title is accepted	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights acquired from DE 2303. EX: 930;
Enter date title is accepted	513	ACRES ACCESSIBLE	Enter only if exchange provides new access to adjacent Federal lands. Enter in action remarks the number of acres to nearest whole, followed by a semicolon.
Enter date 91 days from date title is accepted unless otherwise segregated with a land withdrawal or other action	873	OPEN TO ENTRY	
Enter date all case action is completed	968	CASE ACTION COMPLETED	

B. NOTICE OF DECISION NOT TO PROCEED WITH EXCHANGE

1. Record for Federal Lands: Follow the procedures in Section I(A)(1) to point of deciding not to proceed with exchange. Use the following procedure from that point on:

Date	Code	Action Text	Comment
Enter date published in newspaper. If multiple newspapers are used, enter date of last newspaper	863	NOTICE OF DECISION (NOD)	For decision not to proceed with the exchange.
Enter date NOD is final	551	DETERMINED UNSUITABLE	Use this AC <u>only</u> if the <u>lands</u> are determined unsuitable.
Enter date opening order is published in FR	610	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter date stated in FR	372	SEGREGATION TERMINATED	
Enter date stated in FR	873	OPEN TO ENTRY	
Enter date protest right ends or lands are opened	967	CLOSED WITHOUT ACTION	

LANDS DATA STANDARDS

2200 - EXCHANGES – POST-1993 RULE

If a protest is received, refer to the protest procedures in the regulations and the guidance in Appendix 1 of these standards.

2. Record for Non-Federal Lands: Follow the appropriate procedures in Section I(A)(2). Then close with the following procedure:

Date	Code	Action Text	Comment
Enter date protest right on the FD record has expired	967	CLOSED WITHOUT ACTION	

C. NOTICE OF DECISION MODIFYING EXCHANGE PROPOSAL

Events may arise where the exchange decision is modified, primarily due to analysis of public comments or additional resource information. If a decision is modified to reflect these changes, a new NOD is issued. Track these modifications using the following guidance.

1. Record for Federal Lands: Use the following procedure to supplement Section I(A)(1):

Date	Code	Action Text	Comment
Enter date published in newspaper. If multiple newspapers are used, enter date of last newspaper	863	NOTICE OF DECISION (NOD)	Enter "MODIFIED;" in action remarks.
Enter date NOD is final	551	DETERMINED UNSUITABLE	Use this AC <u>only</u> if the <u>lands</u> are determined unsuitable. If exchange is not pursued for other reasons, use 967, CLOSED WITHOUT ACTION

If acreage is deleted from the FD side, "700" the lands in the legal description and adjust case acres and publish an opening order in the FR Suffix the case, using the convention previously discussed, and enter the appropriate action codes of 610 - PUBLISHED, 873 - OPEN TO ENTRY, 967 - CLOSED WITHOUT ACTION for deleted lands only. At this point, continue to enter appropriate code from Section I(A)(1) for retained lands in exchanges.

2. Record for Non-Federal Lands: Add the following in addition to the procedure in Section I(A)(2).

Date	Code	Action Text	Comment
Enter date NOD is final	551	DETERMINED UNSUITABLE	Use this AC <u>only</u> if the <u>lands</u> are determined unsuitable. If exchange is not pursued for other reasons, use 967, CLOSED WITHOUT ACTION.

If a protest is received, refer to the protest procedures in the regulations and the guidance in Appendix 1, of these standards.

If acreage is deleted from the PT side, "700" the lands in the legal description and adjust case acres. Suffix the case, using the case convention previously discussed and close with 967, CLOSED WITHOUT ACTION for unsuitable PT lands. At this point, continue to enter the appropriate code from Section I(A)(2) for the base case.

LANDS DATA STANDARDS

2200 - EXCHANGES – POST-1993 RULE

II. MULTIPLE CONVEYANCE DOCUMENT EXCHANGES

This section covers exchanges where there are multiple conveyance documents on the Federal side, the non-Federal side, or a combination of both. The exchange could involve multiple conveyances in a single transaction. See Section III. ASSEMBLED EXCHANGES for multiple transaction exchanges.

Upon acceptance of a proposal, prepare one physical case file, but enter two records into CR. One record will be for the Federal lands (FD) and the second record (not case file) will be for the non-Federal lands (PT). If only one title is being accepted and one patent is being issued, enter the information as set forth in Section I.

A. MULTIPLE FEDERAL CONVEYANCE DOCUMENTS: When the exchange is originally established, build both an FD and PT suffix as shown in Section I. Then when multiple Federal patents/deeds are issued, suffix the serial number with F1, F2, etc, establish a new record (not a new physical case file), and enter the following information in the suffixed record. The FD base contains the common information of case established down to the point of issuing the patent and thus serves as the control of all action codes except for the ones listed below.

As described in the introduction, the convention for tracking each case suffix is F1, F2...F0, FA, FB, FC, FF...FX. (But not FD, which is the base designation)

SERIAL NUMBER: Serial number + next suffix

PROPRIETOR: Federal Agency (Change after patent or QCD issues)

CASE TYPE: BLM State Exchange: 221005 or 221006

BLM Private Exchange: 220100, 227006 or 227007

COMMODITY CODES: 001, unless waste disposal site codes 873, 881, or 887 apply for surface exchanges.

US rights will be tracked by AC 400 in Record 5.

INTEREST-RELATIONSHIP: 30 (patentee)

Date	Code	Action Text	Comment
Enter date proposal accepted	387	CASE ESTABLISHED	
Enter date approved	068	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format
Enter date final appraisal is approved	132	APPRAISAL/REAPPR APPV	Enter amount in action remarks after the conveyance document is issued. EX: \$1000; If statement of value is used, enter SOV after \$ value. EX: \$1000;SOV
Enter date patent issued	271	PATENT ISSUED	Enter patent number in action remarks. EX: 49-2009-0005;
Enter date QCD is signed	<OR> 620	QCD-DISCLAIMER ISSUED	Go back to AC 132 and enter the \$ amount of appraisal in action remarks. Change the proprietor to name of patentee or name QCD issued in.
Enter date title transfers	400	US RIGHTS ACQ/RES	Enter in action remarks rights reserved from DE 2303. EX: 942;

LANDS DATA STANDARDS

2200 - EXCHANGES – POST-1993 RULE

Date	Code	Action Text	Comment
Enter date patent or QCD issued, date segregation terminates, or date established in opening order published in FR for those cases where lands are opened prior to the 5-year expiration. See AC 247.	372	SEGREGATION TERMINATED	
Enter date patent/QCD issued	968	CASE ACTION COMPLETED	

As each patent is issued "700" the lands in the legal description from the FD file (and adjust the case acreage) until the last patent. RECORD THE LAST PATENT IN THE LAST SUFFIX CASE. WHEN EXCHANGE COMPLETE, CLOSE FD CASE WITH ACTION CODE 970.

B. MULTIPLE NON-FEDERAL CONVEYANCE DOCUMENTS: When the exchange is established, build both an FD and PT suffix as shown in Section I. Then when multiple non-Federal conveyance documents are accepted, suffix the serial number, establish a new record (but not a new physical case file), and enter the following information in the suffixed record. The PT base (think of FD and PT cases as co-bases) contains the common information of case established down to the point of the acceptance of title and thus serves as the control of all action codes, as discussed in Section I, except for the ones listed below.

As described in the introduction, the convention for tracking each case suffix is P1, P2...P0, PA, PB, PC, PD...PX. (But not PT, which is the base case designation)

SERIAL NUMBER: Serial number + next suffix

PROPRIETOR: BLM

CASE TYPE: BLM State Exchange: 221005 or 221006

BLM Private Exchange: 220100, 227006 or 227007

COMMODITY CODES: 001, unless waste disposal site codes 873, 881, or 887 apply for surface exchanges.

Note: US Rights will be tracked by AC 400 in Record 5.

INTEREST-RELATIONSHIP: 19 (administrative management entity)

Date	Code	Action Text	Comment
Enter date proposal accepted	387	CASE ESTABLISHED	
Enter date purpose is known	542	SUPPLEMENTAL USE/PURPOSE	Enter in action remarks benefitting purpose of the exchange from DED 2683. See previous directions on use of AC 542, Section 1.A.2.
Enter date approved	068	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format
Enter date final appraisal is approved	132	APPRAISAL/REAPPR APPV	Enter amount in action remarks after conveyance doc. is issued. EX: \$1000; If statement of value is used, enter SOV after the amount. EX: \$1000;SOV
Enter date deed signed	866	DEED SIGNED	

LANDS DATA STANDARDS

2200 - EXCHANGES – POST-1993 RULE

Date	Code	Action Text	Comment
Enter date title is accepted	865	TITLE ACCEPTED BY US	Change proprietor and interest relationship code. Go back to AC 132 and enter the \$ amount of the appraisal in action remarks.
Enter date title is accepted	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights acquired from DE 2303. EX: 930;
Enter date known	513	ACRES ACCESSIBLE	Enter only if exchange provides new access to adjacent Federal property. Enter in action remarks the number of acres to the nearest whole acre followed by a semicolon.
Enter date of recordation	404	TITLE RECORDATION	Enter volume, book and page or reception number in action remarks.
Enter date 91 days from date title is accepted unless otherwise segregated	873	OPEN TO ENTRY	
Enter date all case action is completed	968	CASE ACTION COMPLETED	

As each title is accepted "700" the lands from the PT file (and adjust case acres) until the last title is issued. RECORD THE LAST TITLE ACCEPTANCE IN THE LAST SUFFIX RECORD. WHEN THE EXCHANGE IS COMPLETE, CLOSE THE PT CASE WITH ACTION CODE 970.

LANDS DATA STANDARDS

2200 - EXCHANGES – POST-1993 RULE

III. ASSEMBLED EXCHANGES: There are two general types of assembled land exchanges provided for in the 1993 rule. The first is where the Federal and non-Federal lands are placed in a pool and title transfers in one transaction. This single transaction may result in a single Federal and non-Federal conveyance document. If so, follow the guidance in Section I(A) and (B). Or, this single transaction may result in multiple Federal or non-Federal conveyance documents, which should be tracked using the guidance in Section II.

The second general type of assembled exchange is where the Federal and non-Federal lands are placed in a pool and title transfers in a series of transactions. Each transaction in the series may result in a single set of Federal/non-Federal conveyance documents or a multiple set of Federal/non-Federal conveyance documents. In either situation, use the convention for multiple conveyance documents, contained in Section II.

The primary objective is to keep track of the individual Federal and non-Federal conveyance documents, especially where there are different rights reserved to the Federal side. Again, you are to employ a base Federal case with an FD in positions 14 and 15 of the serial number and a base PT in the same serial number position.

Then, individual land conveyance documents and transactions are tracked using the F1...FZ on the Federal side and the P1...PZ on the non-Federal side. Assembled land exchanges may involve a need to case suffix in more than 35 situations. If so, reverse the order of the suffixes, such as 1F, 2F, 3F....etc. and 1P, 2P, 3P, etc.

LANDS DATA STANDARDS

2300 - WITHDRAWALS

ENTRY REQUIREMENTS: Every withdrawal case and its withdrawal review must have only one serial number. If the withdrawal had a serial number and was given a number for withdrawal review, the withdrawal review serial number must be voided. Merge the documentation from the voided serial number case file into the controlling serial number case file.

SERIAL NUMBER: Serial number. For subsequent modifications and revocations, use next sequential suffix number.

PROPRIETOR: Federal agency

CASE TYPE: See Case group 23

COMMODITY CODES: 952, Subject to existing rights.

INTEREST-RELATIONSHIP: 21 (Holding agency)

I. ADMINISTRATIVE WITHDRAWALS: Includes withdrawals by Public Land Order (PLO), Executive Order (EO), Proclamation, or Secretarial Order (SO). SOs include secretarial, departmental, USGS, or Bureau Orders.

A. PLO Withdrawal - FLPMA

Date	Code	Action Text	Comment
<u>FOR Interior agencies</u> Enter date case established	387	CASE ESTABLISHED	
Enter date petition is approved	<AND> 833	WDL PET/APLN APPROVED	If only the petition was submitted, use AC 012 to reflect formal apln being submitted. If the petition is only partially approved, use AC 126, Apln Rej/Denied in Part, and "700" the lands denied in the legal description and update case acres.
Enter date pet is denied	<OR> 834	WDL PET/APLN DENIED	Enter AC 967 Closed Without Action.
<u>FOR non-Interior agencies</u> Enter date application recd	124	APLN RECD	
Enter date known	542	SUPPLEMENTAL USE/PURPOSE	In action remarks enter the three digit number from DE 2683, that correlates with the purpose or use of the wdl. This AC may be used more than once. For example, if the wdl is a ranger station, the AC could be entered twice: once for an administrative site (001;) and again for the ranger station (199;). Enter number, with a semicolon. EX: 001;
Enter date filed	114	AMEND/CORR APLN RECD	Enter if an amendment is filed.
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date of publication	552	LAND SEGREGATED	

LANDS DATA STANDARDS

2300 - WITHDRAWALS

Date	Code	Action Text	Comment
Enter date of publication	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date of publication	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: FPA; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date the application segregation expires	247	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks.
Enter date apln submitted	012	FORMAL APLN SUBMITTED	Use this code only on DOI wdl, where the application was not submitted with the petition.
Enter date PLO is published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date PLO is signed	705	ORDER ISSUED	
Enter effective date of wdl	830	WITHDRAWN	Enter PLO number in action remarks and end with a semicolon.
Enter effective date of wdl	552	LAND SEGREGATED	Reenter this code upon the effective date of the wdl.
Enter effective date of wdl	543	SEGREGATION (MINERAL)	Using the instructions above, reenter ACs 543 and 544 upon the effective date of the wdl, even if the original segregation from the application is still in effect.
Enter effective date of wdl	544	SEGREGATION (SURFACE)	
Enter date of expiration	763	EXPIRES	
Enter required review date of 3 years prior to the expiration date	853	COMPL/REVIEW DUE DATE	

At this point refer to the 204(f) withdrawal review standards.

LANDS DATA STANDARDS

2300 - WITHDRAWALS

B. PLO Withdrawal - Pre-FLPMA

Date	Code	Action Text	Comment
<u>FOR Interior agencies</u> Enter date case established	387	CASE ESTABLISHED	
Enter date petition is approved	<AND> 833	WDL PET/APLN APPROVED	If only the petition was submitted, use AC 012 to reflect formal apln being submitted. If the petition is only partially approved, use AC 126, Apln Rej/Denied in Part, and "700" the lands denied in the legal description and update case acres.
Enter date pet is denied	<OR> 834	WDL PET/APLN DENIED	Enter AC 967 Closed Without Action.
<u>FOR non-Interior agencies</u> Enter date application recd	124	APLN RECD	
Enter date known	542	SUPPLEMENTAL USE/PURPOSE	In action remarks enter the three digit number from DE 2683, that correlates with the purpose or use of the wdl. This AC may be used more than once. For example, if the wdl is a ranger station, the AC could be entered twice: once for an administrative site (001;) and again for the ranger station (199;). Enter number, with a semicolon. EX: 001; for an administrative site.
Enter date filed	114	AMEND/CORR APLN RECD	Enter if an amendment is filed.
Enter date of publication	552	LAND SEGREGATED	
Enter date of publication	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date of publication	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: FPA; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date the application segregation expires	247	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks.

LANDS DATA STANDARDS

2300 - WITHDRAWALS

Date	Code	Action Text	Comment
Enter date apln submitted	012	FORMAL APLN SUBMITTED	Use this code only on DOI wdl, where the application was not submitted with the petition.
Enter date PLO is published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date order is signed	705	ORDER ISSUED	
Enter effective date of wdl	830	WITHDRAWN	Enter PLO number in action remarks and end with semicolon.
Enter effective date of wdl	552	LAND SEGREGATED	Reenter this code upon the effective date of the wdl.
Enter effective date of wdl	543	SEGREGATION (MINERAL)	Using the instruction above, reenter this code upon the effective date of the wdl, even if the original segregation from the application is still in effect.
Enter effective date of wdl	544	SEGREGATION (SURFACE)	
Enter date of expiration	763	EXPIRES	If there is no expiration date enter 01/01/9999 in date field.
Enter required review date	853	COMPL/REVIEW DUE DATE	

At this point refer to the appropriate withdrawal review standards:

1. 204(l) review is used on pre-FLPMA withdrawals that are not excluded from review by law.
2. 204(f) review is only used on withdrawals that have a specific expiration date and are not reviewed under 204(l).
3. DM 603 review is used on all other withdrawals.

LANDS DATA STANDARDS

2300 - WITHDRAWALS

C. Executive or Secretarial Order and Proclamation Withdrawals

Date	Code	Action Text	Comment
Enter date of order or proc	387	CASE ESTABLISHED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478
Enter date order is signed	705	ORDER ISSUED	
Enter effective date of wdl	830	WITHDRAWN	Enter Executive or Secretarial Order number in action remarks and end with a semicolon.
Enter date order is signed	542	SUPPLEMENTAL USE/PURPOSE	In action remarks enter the three digit number from DE 2683, that correlates with the purpose or use of the wdl, end with a semicolon. This AC may be used more than once. For example, if the wdl is a ranger station, the AC could be entered twice: once for an administrative site (001;); and again for the ranger station (199;). Enter number and end with a semicolon. EX: 001; for administrative site.
Enter date order is signed unless otherwise specified	552	LAND SEGREGATED	
Enter date order is signed unless otherwise specified	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date order is signed unless otherwise specified	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: FPA; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date of expiration	763	EXPIRES	If there is no expiration date enter 01/01/9999 in date field.
Enter required review date	853	COMPL/REVIEW DUE DATE	

At this point refer to the appropriate withdrawal review standards:

1. 204(l) review is used on pre-FLPMA withdrawals that are not excluded from review by law.
2. 204(f) review is only used on withdrawals that have a specific expiration date and are not reviewed under 204(l).
3. DM 603 review is used on all other withdrawals.

LANDS DATA STANDARDS

2300 - WITHDRAWALS

II. CONGRESSIONAL WITHDRAWALS

Date	Code	Action Text	Comment
Enter date P.L. is signed	387	CASE ESTABLISHED	
Enter date P.L. is signed	264	LEGISLATION ENACTED	Enter the Stat. number in action remarks and end with a semicolon.
Enter date P.L. is signed	466	ADM-JURIS TRF OUT	<u>This action code will not normally be used on withdrawals.</u> Enter <u>only</u> when the public law specifically provides for a transfer of lands, i.e., addition to an Indian Reservation, a Forest, a Park, etc. Make sure that the law specifically directs a transfer and not just a withdrawal. Enter name of agency <u>to whom</u> BLM transfers administration/jurisdiction in action remarks
Enter date P.L. is signed	468	ADM-JURIS TRF IN	Enter name of agency that <u>transferred</u> administration/jurisdiction in action remarks
Enter date PLO is signed	705	ORDER ISSUED	Use only if Congress directs a PLO to be issued. Enter PLO number in action remarks and end with a semicolon.
Enter effective date of the congressional withdrawal	<OR> 868	EFFECTIVE DATE	Use this action code if a PLO is not directed by the Congress. Sets disposition to authorized.
Enter date published in FR	610	PUBLISHED	Use only if Congress directs a PLO to be issued. Enter FR citation in action remarks. EX: 57FR1478;
Enter date P.L. is signed	830	WITHDRAWN	Enter Stat. number in action remarks. EX: 048STAT0984;
Enter date P.L. is signed	542	SUPPLEMENTAL USE/PURPOSE	In action remarks enter the three digit number from DE 2683, that correlates with the purpose or use of the wdl, end with a semicolon. This AC may be used more than once. For example, if the wdl is a ranger station, the AC could be entered twice: once for an administrative site (001;) and again for the ranger station (199;). Enter number, and end with semicolon. EX: 001; for adm site.
Enter date P.L. is signed	552	LAND SEGREGATED	

LANDS DATA STANDARDS

2300 - WITHDRAWALS

Date	Code	Action Text	Comment
Enter date P.L. is signed	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date P.L. is signed	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: FPA; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date of expiration	763	EXPIRES	If there is no expiration date enter 01/01/9999 in date field.
Enter required review date, if appropriate	853	COMPL/REVIEW DUE DATE	

At this point refer to the appropriate withdrawal review standards:

1. 204(l) review is used on pre-FLPMA withdrawals that are not excluded from review by law.
2. 204(f) review is only used on withdrawals that have a specific expiration date and are not reviewed under 204(l).
3. DM 603 review is used on all other withdrawals.

LANDS DATA STANDARDS

2300 - WITHDRAWALS

III. FERC WITHDRAWALS

Because an application to FERC results in one segregation and the issuance of the permit/license results in a second segregation, it will be necessary to set up two records (one case file) for FERC withdrawals. Therefore, upon notification from FERC that an application has been filed, serialize a case and enter the following information.

SERIAL NUMBER: Serial Number for base file

PROPRIETOR: FERC and applicant

CASE TYPE: 234400

COMMODITY CODE: 952, Subject to existing rights.

INTEREST-RELATIONSHIP: 21 (Holding agency) enter 100% interest and 01 (Applicant) with a 0% relationship.

Date	Code	Action Text	Comment
Enter date apln recd with FERC	124	APLN RECD	
Enter date apln is filed	501	REFERENCE NUMBER	Enter the FERC project number in action remarks. EX: PROJ-I-3434;
Enter date apln is filed	552	LAND SEGREGATED	
Enter date apln is filed	543	SEGREGATION (MINERAL)	Enter "NON;" in action remarks.
Enter date apln is filed	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. If more than one code is needed to describe the surface segregation enter AC 544 again. EX: ALL;
Enter date apln is filed	705	ORDER ISSUED	
Enter date apln is filed	830	WITHDRAWN	
Enter date specified in FERC notice vacating wdl.	804	WDL REVOKED	Enter "VACATED;" in action remarks.
Enter date noted to records	372	SEGREGATION TERMINATED	
Enter date noted to records	873	OPEN TO ENTRY	
Enter date closed	970	CASE CLOSED	

Upon notification from FERC that a permit or license has been issued, enter a second record as follows:

SERIAL NUMBER: Base file + 01

PROPRIETOR: FERC and permittee

CASE TYPE: 234400

COMMODITY CODE: 952, Subject to existing rights.

INTEREST-RELATIONSHIP: 21 (Holding agency) 100% and either 23 (permittee) with 0% interest or 31 (licensee) with 0% interest.

Date	Code	Action Text	Comment
Enter date apln recd with FERC	124	APLN RECD	

LANDS DATA STANDARDS

2300 - WITHDRAWALS

Date	Code	Action Text	Comment
Enter date apln is filed	501	REFERENCE NUMBER	Enter the FERC project number in action remarks. EX: PROJ-I-3434;
Enter date of issuance	276	PMT-LIC ISSUED	
Enter effective date of the pmt/lic	552	LAND SEGREGATED	
Enter effective date of the pmt/lic	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. If more than one code is needed to describe the mineral segregation enter AC 543 again. EX: LOC;
Enter effective date of the pmt/lic	544	SEGREGATION (SURFACE)	Enter NON; in action remarks.
Enter date pmt/lic expires	763	EXPIRES	Enter "PMT/LIC;" in action remarks
Enter date pmt/lic expires	234	EXPIRED	Delete AC 763
Enter date pmt/lic expires	244	TERMINATED	Delete AC 763
Enter date noted to records	372	SEGREGATION TERMINATED	
Enter date noted to records	873	OPEN TO ENTRY	
Enter date closed	970	CASE CLOSED	

IV. WITHDRAWAL REVIEW: Existing withdrawals were collected in Status. Therefore, there is no need to duplicate this original data. Enter the withdrawal review in CR, using the same number as the existing withdrawal using only the following information:

Record 1: Enter case type; enter 952 for commodity code; enter the total number of acres.

Record 3: Complete

Record 4: Use a key (one) township and range; use "TYPE 1" for survey; in subdivision field enter "WDL REVIEW INFO ONLY;"

Record 5: Enter AC 387, Case established, and date of the order or the date withdrawn

Enter AC 705, Order Issued, and date withdrawal became effective.

Enter AC 830, Withdrawn, and the effective date of the withdrawal.

Enter AC 853, Compl/review due date.

Refer to next Section for withdrawal review procedures.

A. 204(L) WITHDRAWAL REVIEW:

1. Review

Date	Code	Action Text	Comment
Enter date waterpower or reservoir study is completed	041	COMPL EXAM/RPT COMPLETED	Enter "WATERPOWER;" or "RESERVOIR;" in action remarks
Enter date dec. signed by SD	801	WDL REV FLPMA 204L COMP	

LANDS DATA STANDARDS

2300 - WITHDRAWALS

2. Implementation of the Review

a. 204(l) Modification/partial termination:

Date	Code	Action Text	Comment
Enter date specified in PLO	803	WDL MODIFIED	Use only if modification is made to something other than the legal description, i.e., holding agency, term, segregation. If the legal description is reduced, use AC 812. Enter PLO # in action remarks
<AND/OR>			
Enter date of decision	550	DETERMINED SUITABLE	This action code should be used if AC 812 is used.
Enter date specified in PLO	812	WDL REVOKED IN PART	Enter the actual number of acres revoked in action remarks and end with a semicolon. EX: 23657.22; "700" the lands revoked in the legal description and update case acres.
Enter date of publication	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date stated in PLO	372	SEGREGATION TERMINATED	
Enter date stated in PLO	873	OPEN TO ENTRY	
Enter expiration date specified in PLO	763	EXPIRES	Use for call up for next review. Use the data standards for a 204(f) review from this point.

b. 204(l) Termination:

Date	Code	Action Text	Comment
Enter date of decision	550	DETERMINED SUITABLE	
Enter date specified in PLO	244	TERMINATED	Delete AC 763
Enter date of publication	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date stated in PLO	372	SEGREGATION TERMINATED	
Enter date stated in PLO	873	OPEN TO ENTRY	
Enter date open to entry	970	CASE CLOSED	

B. 204(F) AND DM 603 WITHDRAWAL REVIEW

1. Review

Date	Code	Action Text	Comment
Enter date waterpower or reservoir study is completed	041	COMPL EXAM/RPT COMPLETED	Enter "WATERPOWER;" or "RESERVOIR;" in action remarks.

LANDS DATA STANDARDS

2300 - WITHDRAWALS

Date	Code	Action Text	Comment
Enter date review completed	806	WDL REV DM 603 COMP	
Enter date review completed	<OR> 800	WDL REV FLPMA 204F COMP	

2. Implementation of the Review

a. Extension:

Date	Code	Action Text	Comment
Enter date specified in PLO	235	EXTENDED	Enter PLO number in action remarks.
Enter date of publication	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter expiration date specified in PLO	763	EXPIRES	Use for call up for next review.

b. 204(a) Modification/partial revocation

Date	Code	Action Text	Comment
Enter date specified in PLO	803	WDL MODIFIED	Use only if modification is made to something other than the legal description, i.e., holding agency, term, segregation. If the legal description is reduced use AC 812. Enter PLO # in action remarks.
<AND/OR>			
Enter date of decision	550	DETERMINED SUITABLE	This action code should be used if AC 812 is used.
Enter date specified in PLO	812	WDL REVOKED IN PART	Enter the actual # of acres revoked in action remarks followed by PLO #. EX: 23657.22;9311 "700" the lands revoked in the legal description and update case acres.
Enter date of publication	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date stated in PLO	372	SEGREGATION TERMINATED	
Enter date stated in PLO	873	OPEN TO ENTRY	
Enter expiration date specified in PLO	763	EXPIRES	Use for call up for next review.

c. 204(a) Revocation:

Date	Code	Action Text	Comment
Enter date of decision	550	DETERMINED SUITABLE	
Enter date specified in PLO	804	WDL REVOKED	Enter PLO # in action remarks.

LANDS DATA STANDARDS

2300 - WITHDRAWALS

Date	Code	Action Text	Comment
Enter date of publication	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date stated in PLO	372	SEGREGATION TERMINATED	
Enter date stated in PLO	873	OPEN TO ENTRY	
Enter date open to entry	970	CASE CLOSED	

NOTE: 204(a) modification/partial revocation and revocation standards can be used without the 204(f) and DM 603 review standards to support other lands actions, i.e., revocation of lands to facilitate exchange or disposal.

C. WITHDRAWAL REVIEW FOR CONGRESSIONAL WITHDRAWALS:

Date	Code	Action Text	Comment
Enter date review completed	801	WDL REV FLPMA 204L COMP	
	<OR>		
Enter date review completed	806	WDL REV DM 603 COMP	
	<OR>		
Enter date review completed	800	WDL REVIEW FLPMA 204F COMP	
Enter date P.L. is signed	264	LEGISLATION ENACTED	Enter Stat. number in action remarks. EX: 49STAT301;

At this point return to the appropriate withdrawal review and pick up the actions from where the PLO is issued. Enacting a public law replaces issuing a PLO.

V. NWF SUIT NOTATION

The below standards are optional entries - for historical purposes only. Use the below standards for cases affected by the preliminary injunction of the NWF lawsuit from February 15, 1986, to November 4, 1988.

Date	Code	Action Text	Comment
Enter 02151986	388	CASE REOPENED	(for closed cases)
Enter 02151986	148	LITIGATION FILED	Enter "NWF;" in action remarks.
Enter 11041988	491	LITIGATION COMPLETED	Enter "PRELIM INJUNC LIFTED;" in action remarks.
Enter 10191989	120	APPEAL FILED	Enter "TO SUPREME COURT;" in action remarks.
Enter 06271990	361	DECISION AFFIRMED	
Enter 06281990	967	CLOSED WITHOUT ACTION	(for cases that used AC 388).

LANDS DATA STANDARDS

2300 - WITHDRAWALS

VI. WITHDRAWAL RELINQUISHMENT

Existing withdrawals were collected in Status. Therefore, there is no need to duplicate this original data. Enter the withdrawal relinquishment in CR, using the same number as the existing withdrawal using only the following information:

Record 1: Enter case type; enter 952 for commodity code; enter the total number of acres.

Record 3: Complete

Record 4: Use a key township and range; use "TYPE 1" for survey; in subdivision field enter "TOTAL RELQ;". If partial relinquishment enter "PARTIAL RELQ INFO ONLY;".

Record 5: Enter AC 387, Case established, and date withdrawn or the date of the order

Enter AC 705, Order Issued and date of original order.

Enter AC 830, Withdrawn, and the effective date of the withdrawal.

A. RELINQUISHMENT ACCEPTED (SUITABLE DETERMINATION)

1. In Whole

Date	Code	Action Text	Comment
Enter date filed	311	RELQ FILED	
Enter date of decision	550	DETERMINED SUITABLE	
Enter date specified in PLO	804	WDL REVOKED	Enter PLO # in action remarks.
Enter date of publication	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date stated in PLO	372	SEGREGATION TERMINATED	
Enter date stated in PLO	873	OPEN TO ENTRY	
Enter date opened	970	CASE CLOSED	

2. In Part

Date	Code	Action Text	Comment
Enter date filed	312	RELQ (PARTIAL) FILED	
Enter date of decision	550	DETERMINED SUITABLE	
Enter date specified in PLO	812	WDL REVOKED IN PART	Enter the actual number of acres revoked in action remarks followed by the PLO #. EX: 23657.22;9324
Enter date of publication	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date stated in PLO	372	SEGREGATION TERMINATED	
Enter date stated in PLO	873	OPEN TO ENTRY	

LANDS DATA STANDARDS

2300 - WITHDRAWALS

B. RELINQUISHMENT UNACCEPTED (UNSUITABLE DETERMINATION):

1. Contaminated

Date	Code	Action Text	Comment
Enter date survey approved	068	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format.
Enter date filed	311 <OR> 312	RELQ FILED RELQ (PARTIAL) FILED	
Enter date of decision	313	RELQ UNACPT/DENIED	Enter "CONTAMINATED;" in action remarks.

2. Determined Property (Reserved)

LANDS DATA STANDARDS

2400 - CLASSIFICATIONS

ENTRY REQUIREMENTS: Specific data entry requirements for the various types of cases requiring classification actions are found in the below-listed Sections. Unless otherwise specified, all classification actions should be entered using case type 240001. Separate case files are NOT needed for classifications associated with an application or a petition/application; however, it is very important to establish separate case records correctly. If a classification is a Bureau-motion action, there may be situations where the classification case file will be separate from the authorizing file. In these situations, the classification file and any separate authorization files should be cross referenced to each other.

SERIAL NUMBER: Serial number

PROPRIETOR: BLM

CASE TYPE: 240001

COMMODITY CODES: see specifics in below-listed sections.

ACRES: Enter the total acreage.

INTEREST-RELATIONSHIP: see specifics in below-listed sections.

2461 - CLASSIFICATION AND MULTIPLE USE (C&MU) ACT

2520 - DESERT LAND ENTRY CLASSIFICATION

2530 - INDIAN ALLOTMENTS CLASSIFICATIONS (BLM ADMINISTERED LAND)

2610 - CAREY ACT GRANTS - CLASSIFICATION

2620 - STATE GRANTS - STATE INDEMNITY SELECTION CLASSIFICATION

2740 - R&PP CLASSIFICATION

2913 - SMALL TRACT ACT - CLASSIFICATIONS FOR BLM (NOT FS)

LANDS DATA STANDARDS

2461 - CLASSIFICATION AND MULTIPLE USE (C&MU) ACT

ENTRY REQUIREMENTS: Every C&MU case and its review must have only one serial number. If the classification had a serial number and was given a number for review, the review serial number must be voided. Merge the documentation from the voided serial number case file into the controlling serial number case file.

SERIAL NUMBER: Serial number

PROPRIETOR: BLM

CASE TYPE: 246100

COMMODITY CODES: 952, Subject to existing rights.

ACRES: Enter the total acreage

INTEREST-RELATIONSHIP: 19 (Administrative management agency)

LEGAL DESCRIPTION: If the case was in Status, prior to the review, enter the following information in CR: Use the key township and range; use "TYPE 1" for survey; in subdivision field enter "REVIEW INFO ONLY;"

I. CLASSIFICATION

Date	Code	Action Text	Comment
Enter date case established	387	CASE ESTABLISHED	
Enter date decision is final	868	EFFECTIVE DATE	
Enter date of classification	552	LAND SEGREGATED	
Enter date of classification	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date of classification	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date review is due	853	COMPL/REVIEW DUE DATE	
Enter date review is completed	950	COMPLIANCE APPROVED	Enter "CL CONTINUED;" in action remarks. If classification is to be terminated, see section III.

LANDS DATA STANDARDS

2461 - CLASSIFICATION AND MULTIPLE USE (C&MU) ACT

II. TERMINATION

A. IN WHOLE

Date	Code	Action Text	Comment
Enter date of termination	175	CL TERMINATED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	372	SEGREGATION TERMINATED	
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date open to entry	970	CASE CLOSED	

B. IN PART

Date	Code	Action Text	Comment
Enter date of termination	174	CL TERMINATED IN PART	Enter the actual number of acres terminated in action remarks ending with a semicolon. EX: 6295.07;
Enter date of publication	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	372	SEGREGATION TERMINATED	Enter "IN PART;" in action remarks. "700" the lands in the legal description and update case acres.
Enter date specified in FR	873	OPEN TO ENTRY	

III. NWF Suit Notation

The below standards are optional entries - for historical purposes only. Use the below standards for cases affected by the preliminary injunction of the NWF lawsuit from February 15, 1986, to November 4, 1988.

Date	Code	Action Text	Comment
Enter 02151986	388	CASE REOPENED	(for closed cases)
Enter 02151986	148	LITIGATION FILED	Enter "NWF;" in action remarks.
Enter 11041988	491	LITIGATION COMPLETED	Enter "PRELIM INJUNC LIFTED;" in action remarks.
Enter 10191989	120	APPEAL FILED	Enter "TO SUPREME COURT;" in action remarks.
Enter 06271990	361	DECISION AFFIRMED	
Enter 06281990	967	CLOSED WITHOUT ACTION	(for cases that used AC 388).

LANDS DATA STANDARDS

2500 - PRIVATE LAND CLAIM

ENTRY REQUIREMENTS: Upon receipt of a claim of land title, serialize the case file and enter into CR.

SERIAL NUMBER: Serial number

PROPRIETOR: Applicant

CASE TYPE: 250002

COMMODITY CODE: 001

INTEREST-RELATIONSHIP: 01 (applicant)

Date	Code	Action Text	Comment
Enter date request received	387	CASE ESTABLISHED	
Enter date title question is resolved.	967	CLOSED WITHOUT ACTION	

LANDS DATA STANDARDS

2520 - DESERT LAND ENTRY CLASSIFICATION

ENTRY REQUIREMENTS: Upon receipt of a petition-application for DLE, serialize one case file and enter two records into CR. One record will be for classification and the second record (not case file) will be for entry/conveyance. Refer to Section 2520 - DESERT LAND ENTRY ALLOWANCE AND CONVEYANCE for patent entering information.

SERIAL NUMBER: Base file

PROPRIETOR: Applicant

CASE TYPE: 240001

COMMODITY CODE: 001

INTEREST-RELATIONSHIP: 01 (applicant), 02 (entryman), and 30 (patentee). Bureau motion: 49 (agency)

I. CLASSIFICATION ACTIONS

A. SUITABLE

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date petn-apln recd	542	SUPPLEMENTAL USE/PURPOSE	In action remarks enter "355;" from DE 2683, which means DLE.
Enter date proposed decision is signed	020	CL (PROPOSED) ISSUED	
Enter date initial decision is signed	176	CL (INITIAL) ISSUED	
Enter date decision is final	550	DETERMINED SUITABLE	
Enter date decision is final	868	EFFECTIVE DATE	
Enter date patent issued	175	CL TERMINATED	
Enter date patent issued	970	CASE CLOSED	

B. UNSUITABLE * See following note

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date proposed decision is signed	020	CL (PROPOSED) ISSUED	
Enter date initial decision is signed	176	CL (INITIAL) ISSUED	
Enter date initial decision is final	551	DETERMINED UNSUITABLE	
Enter date protest right ends	247	FUTURE ACTION SUSPENSE	Enter "PROTEST RIGHT ENDS;" in action remarks.
Enter date decision is final	967	CLOSED WITHOUT ACTION	

*Note: See Section 2520 - DESERT LAND ENTRY ALLOWANCE AND CONVEYANCE, II. Applications Involving a Bureau Motion Classification, if the DLE application is determined unsuitable for reasons other than through an unsuitable classification action.

LANDS DATA STANDARDS

2520 - DESERT LAND ENTRY CLASSIFICATION

II. TERMINATIONS

A. BUREAU MOTION

Date	Code	Action Text	Comment
Enter termination date	175	CL TERMINATED	
Enter termination date	970	CASE CLOSED	

B. BY DECISION: If an entry is cancelled or is relinquished, the decision document should also contain a decision to terminate or continue the classification. If the decision is to continue the classification, make no entries in the classification record. If the decision is to terminate the classification, enter the following information in the classification record:

Date	Code	Action Text	Comment
Enter decision date	175	CL TERMINATED	
Enter date published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter as specified in FR	873	OPEN TO ENTRY	
Enter the opening date	970	CASE CLOSED	

LANDS DATA STANDARDS

2520 - DESERT LAND ENTRY ALLOWANCE AND CONVEYANCE

ENTRY REQUIREMENTS: Upon receipt of a petition-application for DLE, serialize one case file and enter two records into CR. One record will be for the classification (see Section 2520 - DESERT LAND ENTRY CLASSIFICATION) and the second record will be for the entry/conveyance. Suffix the entry/conveyance file with an 01. Be sure not to establish two case files.

SERIAL NUMBER: Base file + 01

PROPRIETOR: Applicant

CASE TYPE: 252000, 252400, or 252800

COMMODITY CODE: 999

INTEREST-RELATIONSHIP: 01 (applicant), 02 (entryman), or 30 (patentee).

I. SUITABLE CLASSIFICATION

A. ISSUANCE

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date entry is allowed	197	ENTRY ALLOWED	
Enter date entry is allowed	552	LAND SEGREGATED	
Enter date entry is allowed	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date entry is allowed	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date annual proof due	247	FUTURE ACTION SUSPENSE	Enter "ANNUAL PROOF DUE;" in action remarks.
Enter date proof is filed	712	ANNUAL PROOF FILED	
Enter date proof is accepted	713	ANNUAL PROOF ACCEPTED	Use 247 and 713 for each year until the final year.
Enter date final proof due	247	FUTURE ACTION SUSPENSE	Enter "FINAL PROOF DUE;" in action remarks.
Enter date proof is filed	213	FINAL PROOF FILED	
Enter date	714	FINAL PROOF TAKING SET	
Enter date published	610	PUBLISHED	
Enter date proof is accepted	716	FINAL PROOF TAKEN	
Enter date received	302	PURCHASE PRICE RECEIVED	Enter \$ amount in action remarks

LANDS DATA STANDARDS

2520 - DESERT LAND ENTRY ALLOWANCE AND CONVEYANCE

Date	Code	Action Text	Comment
Enter date patent issues	271	PATENT ISSUED	Enter patent # in action remarks. EX: 49-2009-0005; Update interest relationship. Return to the classification record; terminate the classification (175), and close the case file (970).
Enter date patent issues	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;
Enter date patent issues	372	SEGREGATION TERMINATED	
Enter date all case action completed	968	CASE ACTION COMPLETED	

B. CANCELED

Date	Code	Action Text	Comment
Enter date of decision	199	CANCELED	*see following note
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL RIGHT ENDS" in action remarks.
Enter date decision is final, published, or as specified in the FR	372	SEGREGATION TERMINATED	
Enter date published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478; Because the segregation terminates in the patent record, and the classification, if terminated, in the classification record AC 610 and 873 must be entered in each record. However, only one opening order need be published.
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date patent issued	970	CASE CLOSED	

C. RELINQUISHED

1. In Whole

Date	Code	Action Text	Comment
Enter date filed	311	RELQ FILED	
Enter date accepted	310	RELQ ACCEPTED	* see following note
Enter date relq. is accepted	372	SEGREGATION TERMINATED	

LANDS DATA STANDARDS

2520 - DESERT LAND ENTRY ALLOWANCE AND CONVEYANCE

Date	Code	Action Text	Comment
Enter date published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478; Because the segregation terminates in the patent record and the classification, if terminated, in the classification record AC 610 and 873 must be entered in each record. However, only one opening order need be published.
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date opened to entry	970	CASE CLOSED	

2. In part

Date	Code	Action Text	Comment
Date relinquishment filed	312	RELQ (PARTIAL) FILED	
Date relinquishment accepted	890	RELQ (PARTIAL) ACCEPTED	* see following note. "700" the lands being relinquished from the legal description and update case acres.

D. WITHDRAWN

Date	Code	Action Text	Comment
Enter date apln is wdn	130	APLN WITHDRAWN	* see following note
Enter date apln is wdn	970	CASE CLOSED	

*NOTE: Return to the classification record and make the determination of whether to terminate or to continue the classification. If the decision is to terminate the classification, issue one FR publication for termination of the classification and termination of the segregation.

E. AMENDMENT

Date	Code	Action Text	Comment
Enter date apln is received	153	POST AUTH APLN RECD	
Enter date amendment is wdn	037	POST AUTH APLN WITHDRAWN	
Enter date amendment is wdn	038	POST AUTH APLN WDN IN PT	
Enter date decision issued	039	POST AUTH APLN DENIED	
Enter date decision issued	304	AUTH AMENDED/MODIFIED	

F. ASSIGNMENTS IN WHOLE

Date	Code	Action Text	Comment
Enter date asgn is filed	140	ASGN FILED	

LANDS DATA STANDARDS

2520 - DESERT LAND ENTRY ALLOWANCE AND CONVEYANCE

Date	Code	Action Text	Comment
Enter date asgn is approved	139	ASGN APPROVED	In action remarks note "FROM (name of original entryman);" and change the proprietor to new entryman.
Enter date decision signed	269	ASGN DENIED	
Enter date asgn is wdn	566	ASGN WITHDRAWN	
Enter date asgn is returned	567	ASGN RETURNED UNAPPROVED	

G. ASSIGNMENTS IN PART

1. Rejected, Withdrawn

Date	Code	Action Text	Comment
Enter date asgn is filed	140	ASGN FILED	Enter "IN PART;" in action remarks
Enter date decision signed	269	ASGN DENIED	
Enter date asgn is wdn	566	ASGN WITHDRAWN	
Enter date asgn is returned	567	ASGN RETURNED UNAPPROVED	

2. Approved: If the partial assignment is to be approved, establish a new case file in name of the assignee and assign a new serial number. You now have two case files, one for the original classification and entry (assignor) and one for the new entry (assignee).

In the new entry file, enter the legal land description of the part being assigned in the new case file and the following information:

Date	Code	Action Text	Comment
Enter the date the apln for the original entry was filed	387	CASE ESTABLISHED	
Enter the date the original entry was allowed	197	ENTRY ALLOWED	
Enter date asgn is approved	553	CASE CREATED BY ASGN	Enter serial number of parent case in action remarks. If serial number is suffixed, see Introduction.

Continue processing the case in accordance with the data standards in Section I, above.

In the original entry record, "700" those portions of the legal description being assigned and adjust case acres. (If you are not familiar with use of the "700" code in the land description, request assistance from your Lands & Realty Data Steward). Enter the following information in the original entry file.

LANDS DATA STANDARDS

2520 - DESERT LAND ENTRY ALLOWANCE AND CONVEYANCE

Date	Code	Action Text	Comment
Enter date asgn is approved	570	CASE SEGREGATED BY ASGN	Enter serial number of new assignment in action remarks (If serial number is suffixed, see Introduction). Segregated in this definition does not mean the lands are segregated from entry; it means the case was split because part of the original entry was moved to another entry because it was assigned
Enter date asgn is approved	501	REFERENCE NUMBER	Enter in action remarks the serial number of the classification (If serial number is suffixed, see Introduction). ALSO, go to the classification record and in general remarks, reference the serial number of the new entry

H. REJECTION

1. Rejection of Application Prior to Entry

Date	Code	Action Text	Comment
Enter date decision issued	125	APLN REJ/DENIED	* see following note
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL RIGHT ENDS" in action remarks.
Enter date appeal right ends	970	CASE CLOSED	

2. Rejection of Entry due to Annual Proof Defect

Date	Code	Action Text	Comment
Enter date decision issued	199	CANCELED	* see following note
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL RIGHT ENDS" in action remarks.
Enter date specified in FR	372	SEGREGATION TERMINATED	
Enter date published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478; Because the segregation terminates in the patent record, and the classification, if terminated, in the classification record AC 610 and 873 must be entered in each record. However, only one opening order need be published.
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date opened to entry	970	CASE CLOSED	

*Note: Return to the classification record and make the determination of whether to terminate or to continue the classification. If the decision is to terminate the classification, issue one FR publication for termination of the classification and termination of the segregation.

LANDS DATA STANDARDS

2520 - DESERT LAND ENTRY ALLOWANCE AND CONVEYANCE

3. Rejection of Entry due to Final Proof Defect

Date	Code	Action Text	Comment
Enter date proof is rejected	214	FINAL PROOF REJECTED	* see following note
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL RIGHT ENDS" in action remarks.
Enter date specified in FR	372	SEGREGATION TERMINATED	
Enter date published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478; Because the segregation terminates in the patent record, and the classification, if terminated, in the classification record AC 610 and 873 must be entered in each record. However, only one opening order need be published.
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date opened to entry	970	CASE CLOSED	

II. APPLICATION FILED IN RESPONSE TO A BUREAU MOTION CLASSIFICATION

If the lands have been classified for DLE by a Bureau motion classification, upon receipt of an application for the entire acreage, suffix an entry record and proceed as shown in Section I, above.

Upon receipt of an application for a portion of the lands, serialize a new case file with a new serial number and proceed as shown in Section I above. Enter only the legal land description of the application. Do not "700" the lands in the classification record. The classification stays intact. In the new case file(s), use action code 501 to cross reference the classification serial number (If serial number is suffixed, see Introduction for format) and use the general remarks section of the classification record to cross reference the new case file(s). All subsequent applications will be in separate case files.

III. UNSUITABLE FOR CLASSIFICATION. (Only applies to actions prior to the formal classification)

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date case closed	967	CLOSED WITHOUT ACTION	

* Note: Return to the classification record and make the determination of whether to terminate or to continue the classification. If the decision is to terminate the classification, issue one FR publication for termination of the classification and termination of the segregation.

LANDS DATA STANDARDS

2530 - INDIAN ALLOTMENTS CLASSIFICATIONS (BLM ADMINISTERED LAND)

ENTRY REQUIREMENTS: Upon receipt of a petition-application for Indian Allotment, serialize one case file and enter two records into CR. One record will be for the classification and the second record (not case file) will be for allotment and conveyance. Refer to Section 2530 - INDIAN ALLOTMENTS ALLOWANCE OF ENTRY AND CONVEYANCE (BLM ADMINISTERED LAND) for patent entering information.

SERIAL NUMBER: Base file

PROPRIETOR: Applicant

CASE TYPE: 240001

COMMODITY CODES: 001

INTEREST-RELATIONSHIP: Petition application: 01 (applicant), 02 (entryman), and 30 (patentee). Bureau motion: 49 (agency)

I. CLASSIFICATION ACTIONS.

A. SUITABLE

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date petn-apln is recd	542	SUPPLEMENTAL USE/PURPOSE	In action remarks enter "356;" from DE 2683, which means Indian Allotment.
Enter date proposed decision is signed	020	CL (PROPOSED) ISSUED	
Enter date initial decision is signed	176	CL (INITIAL) ISSUED	
Enter date decision is final	550	DETERMINED SUITABLE	
Enter date decision is final	868	EFFECTIVE DATE	
Enter date patent issues	175	CL TERMINATED	
Enter date patent issues	970	CASE CLOSED	

B. UNSUITABLE

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date petn-apln is recd	542	SUPPLEMENTAL USE/PURPOSE	In action remarks enter "356;" from DE 2683, which means Indian Allotment.
Enter date proposed decision is signed	020	CL (PROPOSED) ISSUED	
Enter date initial decision is signed	176	CL (INITIAL) ISSUED	
Enter date initial decision is final	551	DETERMINED UNSUITABLE	
Note: If a protest is filed, follow guidance in Appendix 1			
Enter date protest time ends	247	FUTURE ACTION SUSPENSE	Enter "PROTEST PERIOD ENDS;" in action remarks.
Enter date decision is final	967	CLOSED WITHOUT ACTION	

LANDS DATA STANDARDS

2530 - INDIAN ALLOTMENTS CLASSIFICATIONS (BLM ADMINISTERED LAND)

II. TERMINATIONS

A. BUREAU MOTION

Date	Code	Action Text	Comment
Enter termination date	175	CL TERMINATED	
Enter termination date	970	CASE CLOSED	

B. BY DECISION: If an entry is cancelled or is relinquished, the decision document should also contain a decision to terminate or continue the classification. If the decision is to continue the classification, make no entries in the classification record. If the decision is to terminate the classification, enter the following information in the classification record:

Date	Code	Action Text	Comment
Enter decision date	175	CL TERMINATED	
Enter date published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter the opening date specified in the FR	873	OPEN TO ENTRY	
Enter the opening date	970	CASE CLOSED	

LANDS DATA STANDARDS

2530 - INDIAN ALLOTMENTS ALLOWANCE OF ENTRY AND CONVEYANCE (BLM ADMINISTERED LAND)

ENTRY REQUIREMENTS: Upon receipt of a petition-application for Indian Allotment, serialize one case file and enter two records into CR. One record will be for the classification (see Section 2530 - INDIAN ALLOTMENTS CLASSIFICATIONS (BLM ADMINISTERED LAND)) and the second record will be for the allotment/conveyance. Suffix the allotment/conveyance file with an 01, or the next chronological number. Be sure not to establish two case files.

SERIAL NUMBER: Base file + 01, or next chronological number

PROPRIETOR: Applicant

CASE TYPE: 253400

COMMODITY CODES: 001 through application processing, and then any commodity code (see data element 2303) between 940 and 958

INTEREST-RELATIONSHIP: Petition application: 01 (applicant), 02 (entryman), and 30 (patentee)

I. SUITABLE CLASSIFICATION

A. ISSUANCE

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date certificate of allotment is issued	197	ENTRY ALLOWED	Change interest-relationship code.
Enter date cert. is issued	552	LAND SEGREGATED	
Enter date cert. is issued	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date cert. is issued	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date suspension ends, 2 years from issuance of certificate of allotment	247	FUTURE ACTION SUSPENSE	Enter "SUSPENSION ENDS;" in action remarks.
Enter date patent issues	271	PATENT ISSUED	Enter patent number followed by term "TRUST" in action remarks. EX: 49-2009-0005;TRUST Change interest relationship code. Be sure to return to classification record to terminate the classification (175), and close case file (970).
Enter date patent issues	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;

LANDS DATA STANDARDS

2530 - INDIAN ALLOTMENTS ALLOWANCE OF ENTRY AND CONVEYANCE
(BLM ADMINISTERED LAND)

Date	Code	Action Text	Comment
Enter date patent issues	501	REFERENCE NUMBER	Enter in action remarks BIA allotment number if available. EX: IA-4661;
Enter date patent issued	372	SEGREGATION TERMINATED	
Enter date case completed	968	CASE ACTION COMPLETED	

B. CANCELED

Date	Code	Action Text	Comment
Enter date of decision	199	CANCELED	* see following note
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL PERIOD ENDS" in action remarks.
Enter date published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478; Since the segregation terminates in the patent record, and the classification if terminated, in the classification record, AC 610 and 873 must be entered in each record. However, only one opening order need be published.
Enter date specified in FR	372	SEGREGATION TERMINATED	
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date patent issued	970	CASE CLOSED	

C. RELINQUISHED

1. In Whole

Date	Code	Action Text	Comment
Enter date filed	311	RELQ FILED	
Enter date accepted	310	RELQ ACCEPTED	* see following note
Enter date published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478; Since the segregation terminates in the patent record, and the classification is terminated, in the classification record, AC 610 and 873 must be entered in each record. However, only one opening order need be published.
Enter date specified in FR	372	SEGREGATION TERMINATED	
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date opened to entry	970	CASE CLOSED	

LANDS DATA STANDARDS

2530 - INDIAN ALLOTMENTS ALLOWANCE OF ENTRY AND CONVEYANCE
(BLM ADMINISTERED LAND)

2. In part

Date	Code	Action Text	Comment
Date relinquishment filed	312	RELQ (PARTIAL) FILED	
Date relinquishment accepted	890	RELQ (PARTIAL) ACCEPTED	* see following note. "700" the lands being relinquished from the legal description and update case acres.

D. WITHDRAWN

Date	Code	Action Text	Comment
Enter date w/d is filed	130	APLN WITHDRAWN	* see following note
Enter date w/d is filed	970	CASE CLOSED	

E. AMENDMENT

Date	Code	Action Text	Comment
Enter date apln is received	153	POST AUTH APLN RECD	
Enter date w/d is filed	037	POST AUTH APLN WITHDRAWN	
Enter date w/d is filed	038	POST AUTH APLN WDN IN PT	
Enter date decision issues	039	POST AUTH APLN DENIED	
Enter date decision issues	304	AUTH AMENDED/MODIFIED	

* Note: Return to the classification record and make the determination of whether to terminate or to continue the classification. If the decision is to terminate the classification, issue one FR publication for termination of the classification and termination of the segregation.

F. APPLICATIONS INVOLVING A BUREAU MOTION CLASSIFICATION

If the lands have been classified for Indian Allotment by a Bureau motion classification, upon receipt of an application for the entire acreage, suffix an allotment record and proceed as shown in Section 2530 - INDIAN ALLOTMENTS CLASSIFICATIONS (BLM ADMINISTERED LAND).

Upon receipt of an application for a portion of the lands, serialize a new case file with a new serial number and proceed as shown in Section I, above. Enter only the legal land description of the application. Do not "700" the lands in the classification record. The classification stays intact. In the new case file(s), use action code 501 to cross reference the classification serial number (if serial number is suffixed, see Introduction for format) and use the general remarks section of the classification record to cross reference the new case file(s). All subsequent applications will be in separate case files.

LANDS DATA STANDARDS

2530 - INDIAN ALLOTMENTS ALLOWANCE OF ENTRY AND CONVEYANCE
(BLM ADMINISTERED LAND)

G. REJECTION

1. Rejection of Application Prior to Certificate of Allotment

Date	Code	Action Text	Comment
Enter date decision issues	125	APLN REJ/DENIED	* see following note
Enter date appeal time ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL PERIOD ENDS" in action remarks.
Enter date appeal time ends	970	CASE CLOSED	

2. Rejection of Entry due to Non-settlement

Date	Code	Action Text	Comment
Enter date decision issues	199	CANCELED	* see following note
Enter date appeal time ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL PERIOD ENDS" in action remarks.
Enter date published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478; Since, the segregation terminates in the patent record, and the classification, if terminated, in the classification record, AC 610 and 873 must be entered in each record. However, only one opening order need be published.
Enter date specified in FR	372	SEGREGATION TERMINATED	
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date opened to entry	970	CASE CLOSED	

*Note: Return to the classification record and make the determination of whether to terminate or to continue the classification. If the decision is to terminate the classification, issue one FR publication for termination of the classification and termination of the segregation.

II. UNSUITABLE FOR CLASSIFICATION

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date case closed	967	CLOSED WITHOUT ACTION	

LANDS DATA STANDARDS

2530 - INDIAN FEE PATENTS

See Sections 2530 - INDIAN ALLOTMENTS CLASSIFICATIONS (BLM ADMINISTERED LAND) and 2530 - INDIAN ALLOTMENTS ALLOWANCE OF ENTRY AND CONVEYANCE (BLM ADMINISTERED LAND) for standards on processing Indian allotments.

ENTRY REQUIREMENTS: NOTE: INDIAN FEE PATENTS CANNOT BE ENTERED INTO THE SYSTEM UNTIL 15 DAYS AFTER PATENT IS ISSUED, PER 25 CFR 152.3.

SERIAL NUMBER: Serial Number

PROPRIETOR: Patentee. Note: If abstracting a fractional interest fee patent, the interest may be less than 100%.

CASE TYPE: 253500

COMMODITY CODES: ~~001 through application processing, and then~~ Any commodity code between 940 and 958 from DE 2303.

INTEREST-RELATIONSHIP: 30 (patentee)

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date patent issued	271	PATENT ISSUED	Enter patent # in action remarks. EX: 49-2009-0005; Change interest relationship and commodity codes.
Enter date patent issued	501	REFERENCE NUMBER	Enter # of the original (trust) patent in action remarks. EX: PAT-41-2009-0001; <OR> Enter the allotment # associated with the original trust patent in action remarks. EX: IA-1234;
Enter date completed	968	CASE ACTION COMPLETED	

2530 - INDIAN RE-ISSUE TRUST PATENTS

ENTRY REQUIREMENTS:

SERIAL NUMBER: Serial Number

PROPRIETOR: Patentee

CASE TYPE: 253400

COMMODITY CODES: 001 through application processing, and then any commodity code between 940 and 958 from DE 2303.

INTEREST-RELATIONSHIP: 30 (patentee)

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date patent issued	271	PATENT ISSUED	Enter the patent # in action remarks. EX: 49-91-0005; Change interest relationship code and commodity codes if necessary.
Enter date patent issued	501	REFERENCE NUMBER	Enter number of the original (trust) patent in action remarks. EX: PAT-41-2009-0001;
Enter date completed	968	CASE ACTION COMPLETED	

LANDS DATA STANDARDS

2540 - COLOR-OF-TITLE

ENTRY REQUIREMENTS: Upon receipt of application, serialize and enter into CR.

SERIAL NUMBER: Serial number

CASE TYPE: 254100 through 254800

PROPRIETOR: Applicant

COMMODITY CODE: 001 through application processing, and then any commodity code (see data element 2303) between 940 and 958

INTEREST-RELATIONSHIP: 01 (applicant) and 30 (patentee)

I. PATENTED

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date apprsl is rqstd	133	APPR-REAPPR RQSTD	
Enter date apprsl is appv	132	APPRAISAL/REAPPR APPV	Enter \$ amount of appraised value in action remarks.
Enter date received	291	PROOF OF PUB RECEIVED	
Enter date requested	106	MONIES REQUESTED	Enter \$ amount in action remarks.
Enter date monies are due	247	FUTURE ACTION SUSPENSE	Enter "PURCHASE PRICE DUE;" in action remarks.
Enter date received by BLM	302	PURCHASE PRICE RECEIVED	Enter \$ amount in action remarks. Enter when total payment is received or if paid via contract enter for each payment.
Enter date received by BLM	392	MONIES RECEIVED	Enter \$ amount received in action remarks. May be used more than once. Used only for payment for purchase of the mineral estate.
Enter date patent issued	271	PATENT ISSUED	Change interest relationship and commodity codes. Enter patent number in action remarks. EX: 49-2009-0004;
Enter date patent issued	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;
Enter date all case action is completed	968	CASE ACTION COMPLETED	

II. REJECTED

A. IN WHOLE

Date	Code	Action Text	Comment
Enter date decision signed	125	APLN REJ/DENIED	
Enter date right of appeal ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL PERIOD ENDS" in action remarks.
Enter date right of appeal ends	970	CASE CLOSED	

LANDS DATA STANDARDS

2540 - COLOR-OF-TITLE

B. IN PART

Date	Code	Action Text	Comment
Enter date decision signed	126	APLN REJ/DEN IN PART	"700" the lands from the legal description and update case acres.
Enter date right of appeal ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL PERIOD ENDS" in action remarks.

III. WITHDRAWN

A. IN WHOLE

Date	Code	Action Text	Comment
Enter date apln withdrawn	130	APLN WITHDRAWN	
Enter date apln withdrawn	970	CASE CLOSED	

B. IN PART

Date	Code	Action Text	Comment
Enter date apln withdrawn	131	APLN WITHDRAWN IN PART	"700" the lands in the legal description and change the case acres.

LANDS DATA STANDARDS

2610 - CAREY ACT GRANTS - CLASSIFICATION

ENTRY REQUIREMENTS: Upon receipt of an application for Carey Act classification, serialize the case file and enter into CR.

SERIAL NUMBER: Base file

PROPRIETOR: Applicant

CASE TYPE: 240001

COMMODITY CODE: 001

INTEREST-RELATIONSHIP: 01 (applicant). If Bureau motion: 49 (agency)

I. CLASSIFICATION ACTIONS

A. SUITABLE

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date petn-apln is recd	542	SUPPLEMENTAL USE/PURPOSE	In action remarks enter "357;" from DE 2683, which means Carey Act.
Enter date proposed decision is signed	020	CL (PROPOSED) ISSUED	
Enter date initial decision is signed	176	CL (INITIAL) ISSUED	
Enter date decision is final	550	DETERMINED SUITABLE	
Enter date decision is final	868	EFFECTIVE DATE	
Enter date patent issued or classification terminates	175	CL TERMINATED	
Enter date patent issued or classification terminates	970	CASE CLOSED	

B. UNSUITABLE

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date proposed decision is signed	020	CL (PROPOSED) ISSUED	
Enter date initial decision is signed	176	CL (INITIAL) ISSUED	
Enter date initial decision is final	551	DETERMINED UNSUITABLE	
Enter date initial decision is final	967	CLOSED WITHOUT ACTION	

LANDS DATA STANDARDS

2610 - CAREY ACT GRANTS - CONVEYANCE

ENTRY REQUIREMENTS: Upon receipt of an application/plan of development for Carey Act, serialize the application with the serial number of the classification, suffix with an 01 (or the next chronological number), and enter into CR.

SERIAL NUMBER: Base file + suffix (next chronological number)

PROPRIETOR: Applicant

CASE TYPE: 262600

COMMODITY CODE: 001 through application processing, and then any commodity code (see data element 2303) between 940 and 958

INTEREST-RELATIONSHIP: 01 (applicant) and 30 (patentee)

I. PATENTED TO THE STATE

Date	Code	Action Text	Comment
Enter date POD recd	124	APLN RECD	
Enter date cont. signed by Sec	422	PLAN OPER/EXPL/DEV APPV	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date cont. signed by Sec	552	LAND SEGREGATED	
Enter date cont. signed by Sec	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date cont. signed by Sec	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date segregation expires, 10 years from segregation date	247	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks
Enter date the President approves the contract	134	APPROVAL GIVEN	
Enter date State files list requesting patent	103	ADDITIONAL INFO RECD	
Enter date received	291	PROOF OF PUB RECEIVED	
Enter date patent issued	271	PATENT ISSUED	Enter patent number in action remarks. EX: 49-2009-0005; Change interest relationship and commodity code.

LANDS DATA STANDARDS

2610 - CAREY ACT GRANTS - CONVEYANCE

Date	Code	Action Text	Comment
Enter date patent issued	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;
Enter date patent issued	372	SEGREGATION TERMINATED	
Enter date 5 years from patent issuance	853	COMPL/REVIEW DUE DATE	
Enter date of approval	950	COMPLIANCE APPROVED	
Enter date of approval	968	CASE ACTION COMPLETED	

II. PATENTED TO AN ASSIGNEE: When the State files the list of lands to be patented, they may request patents be issued directly to assignees. If that is the case, consider each individual an assignment in part and establish a new case file in the name of the assignee and assign a new serial number. You now have two case files: a new one for the patent applicant (assignee) and the original classification and patent list (the State).

A. NEW FILE: Enter the legal land description of the part being assigned and the following information:

Date	Code	Action Text	Comment
Enter date State files list requesting patent	124	APLN RECD	Enter serial number of classification in action remarks. If serial number is suffixed, see Introduction.
Enter date received	291	PROOF OF PUB RECEIVED	
Enter date patent issued	271	PATENT ISSUED	Enter patent number in action remarks. EX: 49-2009-0005; Change interest relationship
Enter date patent issued	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;
Enter date of approval	968	CASE ACTION COMPLETED	

B. CLASSIFICATION FILE: This file contains two records: a classification record and a State patent record. Enter the information as follows:

1. Classification Record:

Date	Code	Action Text	Comment
Enter date patent issued	174	CL TERMINATED IN PART	Enter acreage in action remarks, ending with a semicolon. EX: 12893.68; "700" the lands in the legal description and update case acres.
Enter date patent issued	501	REFERENCE NUMBER	Enter in action remarks the serial number of the new case file. If serial number is suffixed, see Introduction.

LANDS DATA STANDARDS

2610 - CAREY ACT GRANTS - CONVEYANCE

2. State Patent Record:

Date	Code	Action Text	Comment
Enter date patent issues	372	SEGREGATION TERMINATED	Enter "IN PART;" in action remarks. "700" the lands in the legal description and update case acres.
Enter date patent issues	501	REFERENCE NUMBER	Enter in action remarks the serial number of the classification. If serial number is suffixed, see Introduction.

III. POST CLASSIFICATION ACTIONS (for either State patent record or assignee file)

A. REJECTED

1. In Whole

Date	Code	Action Text	Comment
Enter date decision issues	125	APLN REJ/DENIED	* see following note
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL PERIOD ENDS" in action remarks.
Enter date appeal right ends	970	CASE CLOSED	

2. In Part

Date	Code	Action Text	Comment
Enter date decision issues	126	APLN REJ/DEN IN PART	* see following note. "700" the lands in the legal description and update case acres.
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL PERIOD ENDS" in action remarks.

B. WITHDRAWN

1. In Whole

Date	Code	Action Text	Comment
Enter date w/d is filed	130	APLN WITHDRAWN	* see following note
Enter date w/d is filed	970	CASE CLOSED	

2. In Part

Date	Code	Action Text	Comment
Enter date w/d is filed	131	APLN WITHDRAWN IN PART	* see following note. "700" the lands in the legal description and change case acres.

LANDS DATA STANDARDS

2610 - CAREY ACT GRANTS - CONVEYANCE

C. RELINQUISHED

1. In Whole

Date	Code	Action Text	Comment
Enter date relq. is filed	311	RELQ FILED	
Enter date relq. is accepted	310	RELQ ACCEPTED	* see following note
Enter date relq. is accepted	970	CASE CLOSED	

2. In Part

Date	Code	Action Text	Comment
Enter date relq. is filed	312	RELQ (PARTIAL) FILED	
Enter date relq. is accepted	890	RELQ (PARTIAL) ACCEPTED	* see following note. "700" the lands in the legal description and update case acres.

*Note: Return to the classification and segregation (State) records and make the determination of whether to terminate or to continue the classification and segregation. If the decision is to terminate the classification and the segregation, issue one FR publication for both actions and note the records: 174 (classification terminated in part) or 175 (classification terminated) and 873 (open to entry) in the classification record; 372 (segregation terminated) and 873, in the State record.

D. COMPLIANCE FOR REVERSION

1. Noncompliance brought into compliance

Date	Code	Action Text	Comment
Enter date notice is signed	474	NOTICE OF NONCOMPLIANCE	Enter "SHOW-CAUSE;" in action remarks.
Enter date compliance ends or right for hearing ends	247	FUTURE ACTION SUSPENSE	Enter "COMPLIANCE DUE;" in action remarks.
Enter approval date	950	COMPLIANCE APPROVED	

2. Noncompliance resulting in Quit Claim Deed

Date	Code	Action Text	Comment
Enter date notice is signed	474	NOTICE OF NONCOMPLIANCE	Enter "SHOW-CAUSE;" in action remarks.
Enter date compliance ends	247	FUTURE ACTION SUSPENSE	Enter "COMPLIANCE DUE;" in action remarks.
Enter date QCD is received	311	RELQ FILED	
Enter date title is accepted	310	RELQ ACCEPTED	
Enter date title is accepted	970	CASE CLOSED	At this point establish reconveyance record (See Section 2610 - CAREY ACT GRANTS - RECONVEYANCE).

LANDS DATA STANDARDS

2610 - CAREY ACT GRANTS - CONVEYANCE

3. Noncompliance resulting in Divestiture

Date	Code	Action Text	Comment
Enter date notice is signed	474	NOTICE OF NONCOMPLIANCE	Enter "SHOW-CAUSE;" in action remarks.
Enter date compliance ends	247	FUTURE ACTION SUSPENSE	Enter "COMPLIANCE DUE;" in action remarks.
Enter date of decision	199	CANCELED	Enter "DIVESTITURE;" in action remarks.
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL PERIOD ENDS" in action remarks.
Enter date appeal right ends	970	CASE CLOSED	At this point establish reconveyance record (See Section 2610 - CAREY ACT GRANTS - RECONVEYANCE).

LANDS DATA STANDARDS

2610 - CAREY ACT GRANTS - RECONVEYANCE

ENTRY REQUIREMENTS:

SERIAL NUMBER: Base file + suffix (next chronological number)

PROPRIETOR: Patentee

CASE TYPE: 262601

COMMODITY CODE: 952

INTEREST-RELATIONSHIP: 19 (Administrative Management Entity) or 46 (agency)

I. QUIT CLAIM DEED

Date	Code	Action Text	Comment
Enter date relinquishment (QCD) is received	387	CASE ESTABLISHED	
Enter date QCD is accepted	381	TITLE REVT/RECNV TO US	
Enter date recorded	404	TITLE RECORDATION	Enter volume, book and page or reception # in action remarks.
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date recorded	970	CASE CLOSED	

II. DIVESTITURE

Date	Code	Action Text	Comment
Enter date appeal right ends	387	CASE ESTABLISHED	
Enter date appeal right ends	381	TITLE REVT/RECNV TO US	
Enter date appeal right ends	873	OPEN TO ENTRY	
Enter date published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date recorded	404	TITLE RECORDATION	Enter volume, book and page or reception # in action remarks.
Enter date recorded	970	CASE CLOSED	

There is no need to adjust the classification or segregation (State) record. The segregation and classification terminated upon issuance of patent and the classification record was closed.

LANDS DATA STANDARDS

2620 - STATE GRANTS - STATE INDEMNITY SELECTION CLASSIFICATION

ENTRY REQUIREMENTS: Upon receipt of a petition-application for SIS, serialize one case file and enter two records into CR. One record will be for the classification and the second record (not case file) will be for patent. Refer to Section 2620 - STATE GRANTS STATE INDEMNITY SELECTION CONVEYANCE for patent entering information.

SERIAL NUMBER: Base file

PROPRIETOR: State

CASE TYPE: 240001

COMMODITY CODE: 001 until patent issued, then any code from 940 through 958

INTEREST-RELATIONSHIP: 01 (applicant), and 30 (patentee)

I. CLASSIFICATION ACTIONS

A. SUITABLE

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date petn-apln recd	542	SUPPLEMENTAL USE/PURPOSE	In action remarks enter "358;" from DE 2683, which means SIS.
Enter date petn-apln recd	552	LAND SEGREGATED	
Enter date petn-apln recd	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date petn-apln recd	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date segregation expires [2 years from filing date]	247	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks. If segregation expires before granting, use AC 372 to terminate the segregation.
Enter date proposed decision is signed	020	CL (PROPOSED) ISSUED	
Enter date initial decision is signed	176	CL (INITIAL) ISSUED	
Enter date decision is final	550	DETERMINED SUITABLE	
Enter date decision is final	868	EFFECTIVE DATE	
Enter date clear list appvd	372	SEGREGATION TERMINATED	
Enter date clear list appvd	175	CL TERMINATED	
Enter date clear list appvd	970	CASE CLOSED	

LANDS DATA STANDARDS

2620 - STATE GRANTS - STATE INDEMNITY SELECTION CLASSIFICATION

B. UNSUITABLE

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date petn-apln recd	552	LAND SEGREGATED	
Enter date petn-apln recd	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date petn-apln recd	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date segregation expires [2 years from filing date]	247	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks. If the date segregation expires before granting use AC 372 to terminate the segregation.
Enter date proposed decision is signed	020	CL (PROPOSED) ISSUED	
Enter date initial decision is signed	176	CL (INITIAL) ISSUED	
Enter date initial decision is final	551	DETERMINED UNSUITABLE	
Enter date specified in FR	372	SEGREGATION TERMINATED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date open to entry	967	CLOSED WITHOUT ACTION	

LANDS DATA STANDARDS

2620 - STATE GRANTS STATE INDEMNITY SELECTION CONVEYANCE

ENTRY REQUIREMENTS: Upon receipt of a petition-application for SIS, serialize one case file and enter two records into CR. One record will be for the classification (see Section 2620 - STATE GRANTS - STATE INDEMNITY SELECTION CLASSIFICATION) and the second record will be for the patent. Suffix the conveyance file with an 01. Be sure not to establish two case files.

SERIAL NUMBER: Base file + 01

PROPRIETOR: State

CASE TYPE: 262100

COMMODITY CODE: 001

INTEREST-RELATIONSHIP: 01 (applicant) or 30 (patentee).

I. SUITABLE CLASSIFICATION

A. ISSUANCE

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date proof is recd	291	PROOF OF PUB RECEIVED	
Enter date of approval	855	CLEAR LIST APPROVED	Enter list # in action remarks.
Enter date patent issued	<OR> 271	PATENT ISSUED	Update interest relationship. Enter patent # in action remarks. EX: 49-2009-0005;
Enter date patent issued	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;
Enter date all action in the case is completed	968	CASE ACTION COMPLETED	* see following note

B. WITHDRAWN

Date	Code	Action Text	Comment
Enter date apln is wdn	130	APLN WITHDRAWN	
Enter date apln is wdn	970	CASE CLOSED	* see following note

II. UNSUITABLE FOR CLASSIFICATION

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date case is closed	967	CLOSED WITHOUT ACTION	* see following note

*Note: Return to the classification record if it is necessary to terminate the segregation (372), the classification (175), and close the case file (970).

LANDS DATA STANDARDS

2620 - STATE GRANTS

ENTRY REQUIREMENTS:

SERIAL NUMBER: Serial number

PROPRIETOR: State

CASE TYPE: Various, see case types under 262000

COMMODITY CODE: 001

INTEREST-RELATIONSHIP: 01 (applicant) or 30 (patentee).

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date State publishes	610	PUBLISHED	
Enter date patent issued	271	PATENT ISSUED	Enter patent # in action remarks. EX: 49-2009-0005;CONFIRM
	<OR>		
Enter date decision issued	393	DEC ISSUED	
Enter date title transfers	868	EFFECTIVE DATE	In action remarks enter " TITLE VESTED-ON " This should be the date legal title vested, not the date of the decision.
Enter date title transfers	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;
Enter date all action on the case is completed	968	CASE ACTION COMPLETED	

LANDS DATA STANDARDS

2640 - AIRPORT GRANTS- CONVEYANCE

ENTRY REQUIREMENTS: Upon receipt of an application for an airport grant, serialize and enter into CR.

SERIAL NUMBER: Serial number for pre-1982 grants; Base file for post-1982 grants

PROPRIETOR: Applicant

CASE TYPE: 264000

COMMODITY CODES: 001 through application processing, and then any commodity code (see data element 2303) between 940 and 958

INTEREST-RELATIONSHIP: 01 (applicant) and 30 (patentee)

I. PRE-SEPTEMBER 3, 1982

Use the following data standards for airport grants issued under authority of the Federal Airport Act of September 18, 1940, the Federal Airport Act of May 13, 1946, and/or the Federal Airport Act of May 21, 1970

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date apln recd	552	LAND SEGREGATED	
Enter date apln recd	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date apln recd	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date submitted	291	PROOF OF PUB RECEIVED	
Enter date patent issued	271	PATENT ISSUED	Enter patent # in action remarks. EX: 49-2009-0004; Change interest relationship code.
Enter date patent issued	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;
Enter date all action on the case is completed	968	CASE ACTION COMPLETED	

Note: For this case type, segregation continues after patent issues, unless action is taken to terminate the segregation.

LANDS DATA STANDARDS

2640 - AIRPORT GRANTS- CONVEYANCE

II. POST SEPTEMBER 3, 1982

Use the following data standards for airport grants issued under the authority of the Airport and Airway Improvement Act of September 2, 1982. There is a reversionary clause under this Act, which is discretionary at the option of the Administrator, FAA. If reversion ever occurs, it would be necessary to suffix a second record (see Section 2640 - AIRPORT GRANTS - RECONVEYANCE).

A. PATENT

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date apln recd	552	LAND SEGREGATED	
Enter date apln recd	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date apln recd	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date recd	971	COST RECOV (PROC) RECD	Enter \$ amount in action remarks.
Enter date proj # is assigned	501	REFERENCE NUMBER	Enter proj # in action remarks. EX: PROJ-B1234;
Enter date NORA is signed	861	NORA ISSUED	
Enter date published in FR	610	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter date NORA is final	550	DETERMINED SUITABLE	
Enter date patent issued	271	PATENT ISSUED	Enter patent # in action remarks. EX: 49-2009-0005; Change interest relationship code.
Enter date patent issued	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;
Enter date patent issued	372	SEGREGATION TERMINATED	
Enter date construction is to be completed	853	COMPL/REVIEW DUE DATE	
Enter date construction is completed	950	COMPLIANCE APPROVED	If in non-compliance proceed to quitclaim procedures.

LANDS DATA STANDARDS

2640 - AIRPORT GRANTS- CONVEYANCE

Date	Code	Action Text	Comment
Enter date Administrator indicates all construction is completed	968	CASE ACTION COMPLETED	

B. QUIT CLAIM DEED

Date	Code	Action Text	Comment
Enter date QCD is received	311	RELQ FILED	
Enter date title is accepted	310	RELQ ACCEPTED	
Enter date title is accepted	970	CASE CLOSED	At this point establish reconveyance record (Section 2640 - AIRPORT GRANTS - RECONVEYANCE)

C. QUIT CLAIM DEED IN PART

Date	Code	Action Text	Comment
Enter date relq. is filed	312	RELQ (PARTIAL) FILED	
Enter date relq. is accepted	890	RELQ (PARTIAL) ACCEPTED	At this point establish reconveyance record (Section 2640 - AIRPORT GRANTS - RECONVEYANCE)

LANDS DATA STANDARDS

2640 - AIRPORT GRANTS - RECONVEYANCE

ENTRY REQUIREMENTS: Upon approval of a quit claim deed, serialize and enter into CR.

SERIAL NUMBER: Base file + 01

PROPRIETOR: Patentee

CASE TYPE: 264001

COMMODITY CODE: 952

INTEREST-RELATIONSHIP: 30 Patentee 100% and 19 (Administrative Management Entity) 0% or 46 (agency)

I. ACCEPTABLE QUIT CLAIM DEED

Date	Code	Action Text	Comment
Enter date relinquishment (QCD) is recd	387	CASE ESTABLISHED	
Enter date deed signed	866	DEED SIGNED	
Enter date recorded	404	TITLE RECORDATION	Enter volume, book and page or reception # in action remarks.
Enter date title is accepted	865	TITLE ACCEPTED BY US	
Enter date title is accepted	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights acquired from DE 2303. EX: 930;
Enter date title accepted	381	TITLE REVT/RECNV TO US	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date opened to entry	970	CASE CLOSED	

II. DIVESTITURE

Date	Code	Action Text	Comment
Enter date notice issues	387	CASE ESTABLISHED	
Enter date appeal right ends	381	TITLE REVT/RECNV TO US	
Enter date recorded	404	TITLE RECORDATION	Enter volume, book and page or reception # in action remarks.
Enter date published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date recorded	970	CASE CLOSED	

Adjust the segregation and classification records in the base case as they are terminated, either automatically or BLM initiated.

LANDS DATA STANDARDS

2710 - SALES, INCLUDING SIMULTANEOUS MINERAL CONVEYANCE

ENTRY REQUIREMENTS:

EXCEPTION: Only use AC 392 in conjunction with case type 272000 for the purchase price of the mineral estate.

SERIAL NUMBER: Serial number

CASE TYPE: 271000, surface only or 272000 surface and any part of minerals (if the unreserved mineral interest is conveyed as part of the sale),

For mineral conveyances only, see Section 2720 - MINERAL CONVEYANCE.

PROPRIETOR: BLM or proponent

COMMODITY CODES: 873 (hazardous materials), 881 (sanitary landfills), 887 (sanitary landfill/hazardous), or 001 (none).

INTEREST-RELATIONSHIP: 40 (Proponent) and 30 (Patentee) or 19 (administrative management entity) and 46 (agency)

I. SUITABLE NORAs

Date	Code	Action Text	Comment
Enter date case established	387	CASE ESTABLISHED	
Enter date of approval	132	APPRAISAL/REAPPR APPV	Enter \$ amount of appraised value in action remarks.
Enter date determined	090	FLTFA ELIGIBLE	For parcels identified in a Land Use Plan (LUP) prior to July 25, 2000, enter name and year LUP approved in action remarks for Federal Land Transaction Facilitation Act of 2000 (FLTFA BACCAII) sales. For parcels identified in a LUP after July 25, 2000, enter the following in General Remarks: POSSIBLE FUTURE FLTFA DISPOSAL – [Land Use Plan Name and Date]
Enter date determined	091	OPLMA ELIGIBLE	Enter name and year plan approved in action remarks for Omnibus Public Land Management Act of 2009 (OPLMA) sales.
Enter date NORA is signed	861	NORA ISSUED	
Enter date published in FR	610	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter date published in FR as the effective date, if NORA is proposing the land suitable	552	LAND SEGREGATED	
Enter date published in FR	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;

LANDS DATA STANDARDS

2710 - SALES, INCLUDING SIMULTANEOUS MINERAL CONVEYANCE

Date	Code	Action Text	Comment
Enter date published in FR	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date seg. expires, 270 days from seg. date	247	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks. If the segregation expires before completion of the action, use AC 372, to terminate the segregation.
Enter date NORA is final	550	DETERMINED SUITABLE	
Enter date sale is held, regardless of whether bids are received	191	SALE HELD	
Enter date money deposited in escrow	391	ESCROW DEPOSIT	Used when sale is closed through escrow. Enter total \$ amount specified in escrow instructions in action remarks.
Enter date payment(s) recd.	302	PURCHASE PRICE RECEIVED	Enter in action remarks \$ amount received for land. May be used as many times as necessary if paid in installments.
Enter date patent issued Enter date QCD issued	271 <OR> 620	PATENT ISSUED QCD-DISCLAIMER ISSUED	Enter patent # in action remarks. EX: 49-2009-0005. Change interest relationship code
Enter date title transfers	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;
Enter date patent or QCD issued or date segregation terminates.	372	SEGREGATION TERMINATED	
Enter date all case action is completed	968	CASE ACTION COMPLETED	

NOTE: If the sale involves conveyance of a reversionary interest, enter in general remarks a reference to the conveyance of the reversionary interest and the original conveyance case (EX: INVOLVES REVERSIONARY INTEREST ASSOCIATED WITH PATENT #27-2003-0001).

II. CANCELED NORAs

Date	Code	Action Text	Comment
Enter date of publication	301	NORA VACATED	
Enter date published in FR	610	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter date NORA is final	551	DETERMINED UNSUITABLE	

LANDS DATA STANDARDS

2710 - SALES, INCLUDING SIMULTANEOUS MINERAL CONVEYANCE

Date	Code	Action Text	Comment
Enter date protest period ends	970	CASE CLOSED	

III. NORA MODIFICATIONS FOR PUBLIC COMMENT

Date	Code	Action Text	Comment
Enter date NORA signed	296	NORA AMENDED/MODIFIED	
Enter date published in FR	610	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter date NORA is final	550	DETERMINED SUITABLE	

Note: If lands are removed from sale in response to public comments, enter action code 551, "700" the lands in the legal description and change case acres. Also terminate the segregation and open the lands.

IV. COMPETITIVE BIDDING

Date	Code	Action Text	Comment
Enter date specified in NORA	195	BIDS REQUESTED	
Enter date received	267	BID RECEIVED	Enter total \$ amount in action remarks.
Enter last date bids could be received	<OR> 268	BID NOT RECEIVED	
Enter date accepted	196	BID ACCEPTED	
Enter date rejected	<OR> 944	BID REJECTED	

LANDS DATA STANDARDS

2720 - MINERAL CONVEYANCE

ENTRY REQUIREMENTS:

EXCEPTION: If the minerals have no known mineral value and there is no appraisal or monies, then ACs 106, 392, 132, and 132 would not be entered.

SERIAL NUMBER: Serial number

PROPRIETOR: Applicant

CASE TYPE: 272011

COMMODITY CODES: Enter the mineral being conveyed using one of the following:

900 (all minerals); 910 (all leasable minerals); 911 (all locatable minerals);

912 (all saleable minerals); 920 (other leasables); 921 (other locatables); 922 (other saleables); or 999 (to be defined). If 999 is used, enter the minerals being conveyed in general remarks. General remarks may also be used if further definition is needed on the commodity being used.

INTEREST-RELATIONSHIP: 01 (applicant), and 30 (patentee)

I. APPROVED CONVEYANCE

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
CBS Interface Entry	971	COST RECOV (PROC) RECD	CBS will update CR with date and \$ amount received
Enter date proj. # is assigned	501	REFERENCE NUMBER	Enter project # in action remarks. EX: PROJ-B1234;
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date published in FR	552	LAND SEGREGATED	
Enter date of publication	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date of publication	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date segregation expires [2 years from date of filing]	247	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks. If the segregation expires before completion use AC 372 to terminate the segregation.
Enter date apprsl is rqstd	133	APPR-REAPPR RQSTD	
Enter date apprsl is recd	132	APPRAISAL/REAPPR APPV	Enter \$ amount of appraised value in action remarks.
Enter date requested	106	MONIES REQUESTED	Enter \$ amount in action remarks.

LANDS DATA STANDARDS

2720 - MINERAL CONVEYANCE

Date	Code	Action Text	Comment
Enter date money deposited in escrow	391	ESCROW DEPOSIT	Used when sale is closed through escrow. Enter total \$ amount specified in escrow instructions in action remarks.
Enter date monies are recd	392	MONIES RECEIVED	Enter \$ amount in action remarks
Enter date patent issued	271	PATENT ISSUED	Enter patent # in action remarks. EX: 49-2009-0005;
Enter date QCD is issued	<OR> 620	QCD-DISCLAIMER ISSUED	Upon issuance of QCD or patent, if 999 was used for the commodity code, enter the minerals conveyed in general remarks. Change interest relationship
Enter date title transfers	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;
Enter date of patent or QCD issuance	372	SEGREGATION TERMINATED	
Enter date all case actions are completed	968	CASE ACTION COMPLETED	

II. REJECTED

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date published in FR	552	LAND SEGREGATED	
Enter date of publication	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date of publication	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date segregation expires [2 years from date of filing]	247	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks.
Enter date of decision	125	APLN REJ/DENIED	
Enter date published in FR	372	SEGREGATION TERMINATED	
Enter date appeal right ends	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	873	OPEN TO ENTRY	

LANDS DATA STANDARDS

2720 - MINERAL CONVEYANCE

Date	Code	Action Text	Comment
Enter date open to entry	970	CASE CLOSED	

III. WITHDRAWN

A. BY DISMISSAL (See 43 CFR 2720.3(a), last sentence)

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date published in FR	552	LAND SEGREGATED	
Enter date of publication	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date of publication	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date segregation expires [2 years from date of filing]	247	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks.
Enter date apprsl is rqstd	133	APPR-REAPPR RQSTD	
Enter date apprsl is recd	132	APPRAISAL/REAPPR APPV	Enter \$ amount of appraised value in action remarks.
Enter date notice is sent	106	MONIES REQUESTED	Enter \$ amount in action remarks.
Enter 90 days from receipt	247	FUTURE ACTION SUSPENSE	Enter "MONIES DUE;" in action remarks.
Enter 91 days from receipt	130	APLN WITHDRAWN	Enter "BY NONPAYMENT;" in action remarks.
Enter date published in FR	372	SEGREGATION TERMINATED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date open to entry	970	CASE CLOSED	

LANDS DATA STANDARDS

2720 - MINERAL CONVEYANCE

B. BY APPLICANT

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date published in FR	552	LAND SEGREGATED	
Enter date of publication	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date of publication	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date segregation expires [2 years from date of filing]	247	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks.
Enter date apln is wdn	130	APLN WITHDRAWN	
Enter date published in FR	372	SEGREGATION TERMINATED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date open to entry	970	CASE CLOSED	

LANDS DATA STANDARDS

2740 - R&PP CLASSIFICATION

ENTRY REQUIREMENTS: Upon receipt of a petition-application or Bureau motion for R&PP, serialize one case file. Once the application is received, establish another record with next sequential suffix and enter two records into CR. The first record will be for the classification and the second record (not case file) will be for lease or patent. Refer to Section 2912 - R&PP LEASE for lease, Section 2740 - R&PP CONVEYANCE for patent, and Section 2740 - R&PP CONVEYANCE for reconveyance guidance.

SERIAL NUMBER: Base file (classification file)

PROPRIETOR: Applicant

CASE TYPE: 240006

COMMODITY CODES: 887 (Sanitary landfill/hazardous), 881 (Sanitary landfill), 874 (Historic purposes), 878 (Public purposes), or 879 (Recreation purposes)

INTEREST-RELATIONSHIP: Petition application: 01 (applicant), 15 (lessee), or 30 (patentee). If Bureau motion: 46 (agency) or 19 (administrative management entity)

I. SUITABLE NORAs (Post 1/9/86)

Date	Code	Action Text	Comment
Enter date petn-apln recd	124 <OR>	APLN RECD	
Enter date of decision	387	CASE ESTABLISHED	Enter if a Bureau motion.
Enter date NORA is signed	861	NORA ISSUED	For pre-1/9/1986 procedures, see Section V.
Enter date published in FR	610	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter date published in FR	552	LAND SEGREGATED	
Enter date published in FR	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date published in FR	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date class. is effective	868	EFFECTIVE DATE	Enter "CLASSIFIED;" in action remarks. DO NOT enter until 60 days from date of publication of the NORA, assuming no protests.
Enter date class. is effective	550	DETERMINED SUITABLE	

LANDS DATA STANDARDS

2740 - R&PP CLASSIFICATION

Date	Code	Action Text	Comment
Enter the date 18 months from effective date of classification	247	FUTURE ACTION SUSPENSE	Use to call up the case to determine if an apln is pending which continues the segregation. Remove code once apln is recd. If apln has not been filed by end of 18 months, terminate segregation (AC 372)
Enter date patent issued or FR notice terminating class.	175	CL TERMINATED	
Enter date patent issued or opening order is published	372	SEGREGATION TERMINATED	
Enter date patent issued	970	CASE CLOSED	

II. UNSUITABLE NORAs (Post 1/9/86)

Date	Code	Action Text	Comment
Enter date NORA is signed	861	NORA ISSUED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date NORA is final	551	DETERMINED UNSUITABLE	
Enter date protest right expires	967	CLOSED WITHOUT ACTION	

III. CANCELED NORAs

Date	Code	Action Text	Comment
Enter date of publication	301	NORA VACATED	
Enter date published in FR	610	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter date published in FR	372	SEGREGATION TERMINATED	
Enter date NORA is final	551	DETERMINED UNSUITABLE	
Enter date protest right expires	967	CLOSED WITHOUT ACTION	

IV. SEGREGATION TERMINATIONS

A. BUREAU MOTION

Date	Code	Action Text	Comment
Enter termination date	372	SEGREGATION TERMINATED	
Enter termination date	873	OPEN TO ENTRY	

B. BY DECISION: If a lease expires or is cancelled or is relinquished, the decision document should also contain a decision to terminate or continue the classification. If the decision is to continue the classification, make no entries in the classification record. If the decision is to terminate the classification, enter the following information in the classification record:

LANDS DATA STANDARDS

2740 - R&PP CLASSIFICATION

Date	Code	Action Text	Comment
Enter data specified in FR	175	CL TERMINATED	
Enter date specified in FR	372	SEGREGATION TERMINATED	
Enter date published in FR	610	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter the opening date specified in FR	873	OPEN TO ENTRY	
Enter the opening date	970	CASE CLOSED	

V. CLASSIFICATION ACTIONS (PRE 1/9/86 REGULATIONS)

A. SUITABLE

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date proposed decision is issued	020	CL (PROPOSED) ISSUED	
Enter date of proposed dec.	552	LAND SEGREGATED	
Enter date of proposed decision	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date of proposed decision	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter the date segregation terminates on Bureau motion actions: 18 months from the effective date (see AC 020)	247	FUTURE ACTION SUSPENSE	
Enter date initial decision is signed	176	CL (INITIAL) ISSUED	
Enter date decision is final	550	DETERMINED SUITABLE	
Enter date classification is effective	868	EFFECTIVE DATE	Enter "CLASSIFIED;" in action remarks. Be sure not to enter this code until at least 30 days from date of the initial decision

LANDS DATA STANDARDS

2740 - R&PP CLASSIFICATION

B. UNSUITABLE

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date proposed decision is signed	020	CL (PROPOSED) ISSUED	
Enter date initial decision is final	551	DETERMINED UNSUITABLE	
Enter date protest right expires	967	CLOSED WITHOUT ACTION	

VI. NORA MODIFICATIONS FOR PUBLIC COMMENT

Date	Code	Action Text	Comment
Enter date NORA is signed	296	NORA AMENDED/MODIFIED	
Enter date published in FR	610	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter date NORA is final	550	DETERMINED SUITABLE	
Enter date classification is effective	868	EFFECTIVE DATE	Enter "CLASSIFIED;" in action remarks. Be sure not to enter this code until 60 days from date of publication of the NORA.

LANDS DATA STANDARDS

2912 - R&PP LEASE

ENTRY REQUIREMENTS: Upon receipt of a petition-application for R&PP, serialize one case file and enter two records into CR. One record will be for the classification (see Section 2740 - R&PP CLASSIFICATION) and the other record will be for lease. Establish a lease record by entering the same serial number as the classification and adding the next sequential 2-digit number (01, 02, etc.,) for the suffix. Be sure not to establish two case files. If the petition-application is for classification-patent, refer to Section 2740 - R&PP CONVEYANCE for patent entering information. If the application is for a lease-patent option, establish only the classification and lease records until such time patent is requested.

SERIAL NUMBER: Classification file number + next sequential number suffix (Unless applications meet the criteria in following Section **K J**, Applications Involving a Bureau Motion Classification).

PROPRIETOR: Applicant

CASE TYPE: 291200

COMMODITY CODE: 887, 881, 874, 878, or 879. If the R&PP is for a landfill only, use the appropriate 881 or 887 code but do not use AC 542. If the R&PP is for a landfill and a waste transfer site(s), use 881 or 887 and AC 542 with the code 696 in action remarks. If the R&PP is for only a waste transfer site(s), use 878 and enter AC 542 with the code 696 in action remarks.

INTEREST RELATIONSHIP: 01 (applicant) or 15 (lessee).

I. SUITABLE CLASSIFICATION

A. ISSUANCE

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date petn-apln is recd	542	SUPPLEMENTAL USE/PURPOSE	This code <u>may</u> be used for additional uses not captured by a single commodity code. May be used more than once. Use codes from DE 2683.
Enter date appraisal is approved	132	APPRAISAL/REAPPR APPV	In action remarks, enter \$ amount of <u>annual</u> rental after discounting.
Enter date lease issues	237	LEASE ISSUED	Change interest relationship
CBS Interface Entry	111	RENTAL RECEIVED	CBS will update CR by entering date and \$ amount received
Enter date landfill stops accepting waste	514	STOPPED ACCEPTING WASTE	
Enter date of expiration	763	EXPIRES	Use this AC for future call up
Enter date compliance is due	853	COMPL/REVIEW DUE DATE	Use this AC for future call up

B. COMPLIANCE

Date	Code	Action Text	Comment
Enter date notice is signed	474	NOTICE OF NONCOMPLIANCE	Enter "SHOW-CAUSE;" in action remarks
Enter date compl time ends	247	FUTURE ACTION SUSPENSE	
Enter date	127	ACTION SUSPENDED	
Enter date suspension lifted	678	SUSP LIFTED	
Enter date approved	950	COMPLIANCE APPROVED	

LANDS DATA STANDARDS

2912 - R&PP LEASE

Date	Code	Action Text	Comment
Enter date compliance is due	853	COMPL/REVIEW DUE DATE	

C. CANCELED

Date	Code	Action Text	Comment
Enter date of decision	199	CANCELED	Delete AC 763
Enter date appeal right ends	970	CASE CLOSED	Return to the classification record and make the determination of whether to terminate or continue the classification

D. WITHDRAWN

Date	Code	Action Text	Comment
Enter date apln is wdn	130	APLN WITHDRAWN	
Enter date apln is wdn	967	CLOSED WITHOUT ACTION	

Note: Return to classification case to determine if classification should continue

E. RENEWAL

Date	Code	Action Text	Comment
Enter date renewal is filed	314	RENEWAL APLN RECEIVED	
Enter date lease is renewed	242	LEASE RENEWED	Update AC 763

F. EXPIRATION

Date	Code	Action Text	Comment
Enter date of expiration	234	EXPIRED	Delete AC 763
Enter date case closed	970	CASE CLOSED	Return to the classification record and make the determination of whether to terminate or continue the classification

G. AMENDMENT

Date	Code	Action Text	Comment
Enter date apln is received	153	POST AUTH APLN RECD	
Enter date apln is wdn	037	POST AUTH APLN WITHDRAWN	
Enter date apln wdn in part	038	POST AUTH APLN WDN IN PT	
Enter date decision issued	039	POST AUTH APLN DENIED	
Enter date decision issued	304	AUTH AMENDED/MODIFIED	Adjust case acres and legal description if necessary.

LANDS DATA STANDARDS

2912 - R&PP LEASE

Date	Code	Action Text	Comment
Enter date decision signed	172	CHANGE OF USE APPROVED	Verify commodity code

H. ASSIGNMENTS IN WHOLE

Date	Code	Action Text	Comment
Enter date asgn is filed	140	ASGN FILED	
Enter date asgn is approved	139	ASGN APPROVED	In action remarks note "FROM (name of original lessee);" and change the proprietor to the new lessee.
Enter date decision signed	269	ASGN DENIED	
Enter date apln is wdn	566	ASGN WITHDRAWN	
Enter date asgn is returned	567	ASGN RETURNED UNAPPROVED	

I. ASSIGNMENTS IN PART

1. Rejected

Date	Code	Action Text	Comment
Enter date asgn is filed	140	ASGN FILED	Enter "IN PART;" in action remarks
Enter date decision signed	269	ASGN DENIED	
Enter date apln is wdn	566	ASGN WITHDRAWN	
Enter date asgn is returned	567	ASGN RETURNED UNAPPROVED	

2. Approved: If the partial assignment is to be approved, establish a new case file in name of the assignee and assign a new serial number. You now have two case files, one for the original classification and lease (assignor) and one for the new lease (assignee).

In the new lease file, enter the legal land description of the part being assigned in the new case file and the following information:

Date	Code	Action Text	Comment
Enter the date the apln was filed in original lease	387	CASE ESTABLISHED	
Enter the date the original lease was issued	237	LEASE ISSUED	
Enter date asgn is approved	553	CASE CREATED BY ASGN	Enter serial number of parent case in action remarks. If serial number is suffixed, see Introduction.

In the original lease record, "700" those portions of the legal description being assigned and change case acres. (If you are not familiar with use of the "700" code in the land description, request assistance from your Lands & Realty Data Steward). Enter the following information in the original lease file.

LANDS DATA STANDARDS

2912 - R&PP LEASE

Date	Code	Action Text	Comment
Enter date asgn is approved	570	CASE SEGREGATED BY ASGN	Enter in action remarks serial number of new lease case (if serial number is suffixed, see Introduction). Segregated in this definition does not mean the lands are segregated from entry; it means the case was split because part of the original lease was moved to another lease because it was assigned.
Enter date asgn is approved	501	REFERENCE NUMBER	Enter in action remarks the serial number of the classification. ALSO, go to the classification record and in general remarks reference the serial number of the new lease

J. APPLICATIONS INVOLVING A BUREAU MOTION CLASSIFICATION

If lands have been classified for R&PP by a Bureau motion classification, upon receipt of an application for the entire acreage, suffix a lease record and proceed as shown in Section I.A. above, or suffix a patent record and proceed as shown in Section 2740 - R&PP CONVEYANCE.

Upon receipt of an application for a portion of the lands, serialize a new case file with a new serial number and proceed as shown in Section I.A. above, or Section 2740 - R&PP CONVEYANCE. The serial number will probably not have a suffix at this point. Enter only the legal land description of the application. Do not "700" the lands in the classification record. The classification stays intact. In the new case file(s), use action code 501 to cross reference the classification serial number and use the general remarks section of the classification record to cross reference the new case file(s). All subsequent applications will be in separate case files.

K. REJECTION

Date	Code	Action Text	Comment
Enter date decision issued	125	APLN REJ/DENIED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	

L. RELINQUISHED

Date	Code	Action Text	Comment
Enter date relq. filed	311	RELQ FILED	
Enter date relq. accepted	310	RELQ ACCEPTED	Return to the classification record and make the determination of whether to terminate or continue the classification.
Enter date relq accepted	970	CASE CLOSED	

LANDS DATA STANDARDS

2912 - R&PP LEASE

II. UNSUITABLE FOR CLASSIFICATION

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date closed	967	CLOSED WITHOUT ACTION	

LANDS DATA STANDARDS

2740 - R&PP CONVEYANCE

ENTRY REQUIREMENTS: Upon receipt of a petition-application for R&PP, serialize one case file and enter two records into CR. If the petition-application is for classification-patent, establish a patent record by entering the same serial number as the classification and adding the next sequential 2-digit number (01, 02, etc..) for the suffix. Refer to Section 2740 - R&PP CLASSIFICATION for classification entering information. Be sure not to establish two case files. If the petition-application is for classification-lease, refer to Section 2740 - R&PP CLASSIFICATION for classification entering information and Section 2912 - R&PP LEASE for lease entering information.

SERIAL NUMBER: Base file + next sequential number suffix

PROPRIETOR: Applicant

CASE TYPE: 274000

COMMODITY CODE: 887, 881, 874, 878, or 879. See added guidance at Section 2740 - R&PP

CLASSIFICATION

INTEREST-RELATIONSHIP: 01 (applicant) or 30 (patentee).

I. SUITABLE CLASSIFICATION

A. ISSUANCE

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date petn-apln recd	542	SUPPLEMENTAL USE/PURPOSE	Optional. This code <u>may</u> be used in addition to the commodity code. Refer to DE 2683 for information.
Enter date of approval	950	COMPLIANCE APPROVED	Enter if there is an existing lease.
Enter date of approval	132	APPRAISAL/REAPPR APPV	Enter \$ amount in action remarks.
Enter date money deposited in escrow	391	ESCROW DEPOSIT	Used when conveyance is closed through escrow. Enter total \$ amount specified in escrow instructions in action remarks.
Enter date purchase price is received	302	PURCHASE PRICE RECEIVED	Enter \$ amount in action remarks. This AC may be used more than once if paid in installments.
Enter date patent issues	271	PATENT ISSUED	Enter patent # in action remarks. EX: 49-2009-0005; Because the classification and segregation terminate upon issuance of patent, return to the classification record, terminate the segregation/classification, and close the classification record and terminate the lease and close the lease record, if necessary. If lease has expired, close the lease record. Change interest relationship code.
Enter date patent issued	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;
Enter date compliance is due	853	COMPL/REVIEW DUE DATE	Use this action code for call up. When compl. is approved, update this code by entering new compliance due date

LANDS DATA STANDARDS
CFR 2740 - R&PP CONVEYANCE

Date	Code	Action Text	Comment
Enter approval date	950	COMPLIANCE APPROVED	

B. APPLICATION REJECTED

Date	Code	Action Text	Comment
Enter date decision issued	125	APLN REJ/DENIED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	Determine whether or not the classification is still needed.

C. APPLICATION WITHDRAWN

Date	Code	Action Text	Comment
Enter date apln is withdrawn	130	APLN WITHDRAWN	
Enter date apln is withdrawn	970	CASE CLOSED	

D. COMPLIANCE

1. Found Unacceptable then Acceptable

Date	Code	Action Text	Comment
Enter date notice is signed	474	NOTICE OF NONCOMPLIANCE	Enter "SHOW-CAUSE;" in action remarks.
Enter date compliance time ends or hearing right ends	247	FUTURE ACTION SUSPENSE	
Enter approval date	950	COMPLIANCE APPROVED	
Enter next compliance date	853	COMPL/REVIEW DUE DATE	

2. Found Unacceptable then Title Actions are Taken. Note: Below codes are entered on base case.

a. Quit Claim Deed

Date	Code	Action Text	Comment
Enter date notice is signed	474	NOTICE OF NONCOMPLIANCE	Enter "SHOW-CAUSE;" in action remarks.
Enter date compliance time ends or hearing right ends	247	FUTURE ACTION SUSPENSE	
Enter date QCD is received	311	RELQ FILED	
Enter date title is accepted	310	RELQ ACCEPTED	
Enter date title is accepted	968	CASE ACTION COMPLETED	At this point establish reconveyance record (See Section 2740 - R&PP RECONVEYANCE)

LANDS DATA STANDARDS
CFR 2740 - R&PP CONVEYANCE

b. Divestiture

Date	Code	Action Text	Comment
Enter date notice is signed	474	NOTICE OF NONCOMPLIANCE	Enter "SHOW-CAUSE;" in action remarks.
Enter date compliance time or hearing right ends	247	FUTURE ACTION SUSPENSE	
Enter date of decision	199	CANCELED	Enter "DIVESTITURE;" in action remarks
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends IBLA rules, etc.	968	CASE ACTION COMPLETED	At this point establish reconveyance record (See Section 2740 - R&PP RECONVEYANCE)

E. TITLE TRANSFER AND/OR CHANGE OF USE

Date	Code	Action Text	Comment
Enter date decision signed	332	TRF OF TITLE APPV	
Enter date decision signed	172	CHANGE OF USE APPROVED	Verify commodity code

II. UNSUITABLE FOR CLASSIFICATION

Date	Code	Action Text	Comment
Enter date petn-apln recd	124	APLN RECD	
Enter date NORA decision is final and/or appeal right ends	967	CLOSED WITHOUT ACTION	

LANDS DATA STANDARDS

2740 - R&PP RECONVEYANCE

ENTRY REQUIREMENTS:

SERIAL NUMBER: Base file + next sequential number

PROPRIETOR: Patentee and (BLM or other Federal Agency)

CASE TYPE: 274002

COMMODITY CODE: 887, 881, 874, 878, or 879

INTEREST-RELATIONSHIP: 30 (Patentee) 100%, 19 (Adm. Mgt. Entity) or 46 (Agency) 0%

I. QUIT CLAIM DEED (Voluntary Action by Patentee)

Date	Code	Action Text	Comment
Enter date record opened	387	CASE ESTABLISHED	
Enter date contaminant survey	068	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format
Enter date deed signed	866	DEED SIGNED	
Enter date QCD is approved	381	TITLE REVT/RECNV TO US	
Enter date title is accepted	865	TITLE ACCEPTED BY US	Change percent-interest
Enter date title is accepted	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights acquired from DE 2303. EX: 930;
Enter date published	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date QCD is approved	873	OPEN TO ENTRY	
Enter date recorded	404	TITLE RECORDATION	Enter volume, book and page or reception # in action remarks.
Enter date recorded	968	CASE ACTION COMPLETED	

Note: The contaminant survey may affect the reconveyance proceedings. It is needed to determine the need for corrective action before title acceptance.

II. DIVESTITURE (BLM Motion to Divest Title)

Date	Code	Action Text	Comment
Enter date record opened	387	CASE ESTABLISHED	
Enter date contaminant survey	068	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format
Enter date	393	DEC ISSUED	Enter "DIVESTITURE;" in action remarks.
Enter date appeal right ends	381	TITLE REVT/RECNV TO US	
Enter date title accepted	865	TITLE ACCEPTED BY US	Enter to set case disposition to authorized prior to closing case
Enter date title accepted	400	US RIGHTS ACQ/RES	Enter rights acquired code from DE 2303 in action remarks. EX: 930;
Enter date recorded	404	TITLE RECORDATION	Enter volume, book and page or reception # of divestiture document in action remarks.

LANDS DATA STANDARDS

CFR 2740 - R&PP RECONVEYANCE

Date	Code	Action Text	Comment
Enter date opening order publ.	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date case completed	968	CASE ACTION COMPLETED	

Note: The contaminant survey does not affect the divestiture proceedings; however it is used to determine responsible party and corrective actions needed.

There is no need to adjust the classification record. The segregation and classification terminated upon issuance of patent and the classification record was closed (see Section 2740 - R&PP CONVEYANCE).

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

See Section 2920 ACCESS PERMITS IN DESIGNATED WILDERNESS AREAS for access in designated wilderness.

ENTRY REQUIREMENTS: Pre-FLPMA ROWs issued pursuant to 43 CFR 2811 should be entered using case type 281100 or 281130. Do not use case type 281100 or 281130 for any ROWs granted, amended, renewed, etc. after passage of FLPMA.

EXCEPTIONS:

Do not use ACs 502, 503, or 504 on site type ROWs, i.e., communication sites; instead enter dimensions of site ROW in General Remarks. If linear facilities are authorized in conjunction with a site ROW, enter length and width of linear facilities with the dimensions of site ROW in General Remarks.

Use AC 505 only on case groups 287, 288, and 289. Use AC 506 only on case group 285.

Use AC 368 only on case type 288100 only after a determination has been made, and the case file documented, that additional safety actions or activities, over and above those normally required, are included in a grant pursuant to Section 28(W)(1) of the MLA.

Effective 6/21/2005, temporary use permits (TUP) are no longer issued pursuant to FLPMA; issue a short term ROW instead. If the short term ROW is associated with an existing ROW, use the same Case Type and suffix the serial number to track the authorization. Issue a TUP (case type 288106) pursuant to MLA only.

For interstate ROWs (commodity code 977), enter AC 501 using date Director's authority is delegated to the lead state and identify the lead state in action remarks. If State Director delegates signing authority to a lower level of organization, enter another AC 501 using date of SD's written delegation to the lead office and identify the lead office in action remarks. Each State Office involved must serialize a separate case in order to enter the legal descriptions associated within their jurisdiction and reference the lead state serial number in General Remarks. The lead state will record all actions associated with the case in the lead state serial number and cross reference the other State Office serial numbers in General Remarks. Even though only one grant is issued, record the issuance of the ROW grant in each State Office serial number to set the case disposition to Authorized.

Different uses or facilities serving a single project or applicant/holder must be issued as one grant provided they come under the same authorization authority. The grant must specify the principle or major use or facility "supported by" the other uses/facilities. For example: (a) a communication site supported by an access road and electric service line, (b) an electric transmission line needing operation/maintenance road access across other public lands. Do not suffix the case to identify each facility (or case type) when only one grant document is issued; use the major use or facility.

SERIAL NUMBER: Serial number

PROPRIETOR: Applicant

CASE TYPE: Applicable case from 28 case group

COMMODITY CODES:

969 - OIL & GAS FACILITIES

970 - OTHER ENERGY FACILITIES

971 - NON-ENERGY FACILITIES

972 - FIBER OPTIC FACILITIES

974 - WIND ENERGY FACILITIES - See Section 2800 - RENEWABLE ENERGY RIGHTS-OF-WAY for additional specific wind energy ROW guidance.

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

975 - SOLAR ENERGY FACILITIES - See Section 2800 - RENEWABLE ENERGY RIGHTS-OF-WAY for additional specific solar energy ROW guidance.

977 - INTERSTATE ENERGY FACILITIES - used for linear facilities involving the generation, production, transmission, or transportation of energy that cross more than one geographic state (generally case types 285003 and 288100).

INTEREST-RELATIONSHIP: 01 (applicant) and 65 (holder/billee). If an entity other than holder is billed for rent, use 29 (holder) and 61 (billee) instead of 65 (holder/billee). If no rent is charged, use 29 (holder).

CUSTOMER SERVICE STANDARD: Regulations at 43 CFR 2804.25(c) and 43 CFR 2884.21(b), effective June 21, 2005, established a customer service standard for processing completed Category 1-4 ROW applications and post authorization requests for amendments, assignments, and renewals. The regulations require BLM to process a Category 1-4 application within 60 calendar days and to notify a Category 1-4 applicant prior to the 30th calendar day if application processing will take longer than 60 calendar days. The regulations also require BLM, within 60 calendar days, to notify Category 6 applicants of the estimated processing time for their application. An application is determined to be a “completed” application when the applicant has furnished all required information necessary to process the application and paid the proper processing fee. The customer service processing period begins (1) when BLM determines the applicant has submitted a completed application OR (2) by the 31st day following receipt UNLESS, prior to the 31st calendar day, the authorized officer has issued a letter requesting specific additional information or issued a category determination decision and is awaiting payment. The customer service processing period ends with the decision to deny or approve the application, or if the customer withdraws the application.

I. PROCESSING

Date	Code	Action Text	Comment
Enter date application received	124 <OR>	APLN RECD	
Enter date established	387	CASE ESTABLISHED	

NOTE: If a Cost Recovery fee is received with the application, it is critical to have the case entered into LR2000 so the payment can be immediately receipted to the serial number in CBS and interfaced to the case in LR2000.

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

A. DETERMINE COST RECOVERY

Date	Code	Action Text	Comment
Enter date determined	840-843	CAT 1-4 COST RECOVERY-PROC	Select appropriate AC.
Enter date determined	<OR> 844	CAT 5 COST RECOVERY-PROC	See I.B. Master Agreements, below
Enter date determined	<OR> 845	CAT 6 COST RECOVERY-PROC	
Enter date determined	<OR> 846	EXEMPT FROM COST RECOV	Enter in action remarks \$ amount of total processing and monitoring fees foregone. EX: \$758.00;
Enter date reduced	<OR> 847	COST RECOVERY (PROC) RED	If State Director determines processing fees will be reduced, enter in action remarks \$ amount reduced. Use in conjunction with AC 971. NOTE: Applies to FLPMA applications only; cannot reduce cost recovery for MLA applications
Enter date waived	<OR> 839	COST RECOVERY (PROC) WAIVED	If State Director determines processing fees will be waived, enter in action remarks \$ amount waived. NOTE: Applies to FLPMA applications only; cannot waive cost recovery for MLA applications
CBS Interface Entry	971	COST RECOV (PROC) RECD	CBS will update CR by entering date and \$ amount received. EX: \$379.00;1 NOTE: For Cat 5 applications, CBS will not update CR; see I.B. Master Agreements, below

B. MASTER AGREEMENTS

NOTE: Multiple cases will be serialized and processed under one Master Agreement (MA), and it is possible for some offices to have several MAs. It will be important to track MAs as well as the various individual cases processed under each MA. Each MA will have its own project number and each individual ROW case processed under a specific MA will have its own subproject code that will remain the same for the life of the individual ROW.

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

Therefore, for each separate ROW case established under an MA, enter the following ACs using the date the decision is made to process that particular application under a specific MA:

Date	Code	Action Text	Comment
Enter date decision made to process application under MA	844	CAT 5 COST RECOVERY-PROC	Enter in action remarks ROW <u>subproject</u> code followed by semicolon. EX: AA01;
Enter date decision made to process application under MA	882	CAT 5 COST RECOVERY-MON	Enter in action remarks same ROW <u>subproject</u> code followed by semicolon. EX: AA01;

Use of AC 844 and AC 882 will show that the ROW will be processed under the cost recovery aspects of the MA. Entry of the ROW subproject codes is ONLY required when a case is first established. It is optional to include additional information in general remarks, such as the MA project code and date the MA was approved by the AO. EX: MASTER AGREEMENT 5103-G001 APPROVED 07/06/2006. Follow remaining ROW data standards as for any other right-of-way.

Once application processing is complete, the grant issued, and monitoring completed, a report must be run from FBMS by the ROW subproject code to determine the full processing and monitoring costs for that particular case. These amounts (adjusted to include indirect costs) must be entered manually into CR using AC 971 - COST RECOV (PROC) RECD and AC 065 COST RECOV (MON) RECD. This will maintain the consistency in cost recovery reports from CR.

C. APPLICATION INCOMPLETE AND/OR PROPER PROCESSING FEES NOT PAID

Date	Code	Action Text	Comment
Enter date requested	104	ADDTL INFO RQSTD	Entry required. Optional to identify in action remarks what is deficient in application. EX: NEED MAP <or> NEED POD. If not using AC 106, include amount of cost recovery fee requested.
Enter date requested	106	MONIES REQUESTED	Entry optional. If used, enter amount of cost recovery fees requested.
Enter date due	247	FUTURE ACTION SUSPENSE	Optional.

LANDS DATA STANDARDS

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D. APPLICATION COMPLETE AND PROPER PROCESSING FEES PAID

Date	Code	Action Text	Comment
Enter date determined	110	APLN COMPLETE	If Cat 1-4, use date application determined to be complete and correct processing fee received. Enter date Cat 6 application determined to be complete. Entry of AC 110 will start customer service time clock
Enter date notified	182	APLNT NTF PROC TIME	Use date Cat 1-4 applicant notified application will not be processed within 60 calendar days or Cat 6 applicant notified of estimated processing time. Optional, but advisable, to enter reason for processing delay for Cat 1-4 applications
Enter future date	183	ANTICIPATED DEC DATE	Use date when decision to grant or deny Cat 1-4 application expected to be issued, as identified in 29-day notification letter. Use date when processing of Cat 6 application is estimated to be completed
Enter date project # assigned	501	REFERENCE NUMBER	For Cat 6, enter in action remarks project number followed by semicolon. EX: PROJ-B123;
Enter date application filed	505	DIAMETER OF PIPE (INCHES)	For MLA applications, enter AC 505 at this time if pipeline diameter is 24" or greater. If less than 24", can enter AC 505 when ROW granted
Enter date published	610	PUBLISHED	Mandatory for FR publication if application determined to have major environmental impacts. Enter FR citation in action remarks followed by semicolon. EX: 57FR1478;

II. ISSUANCE

A. BONDING

See Appendix 1, Part IV. BONDING for optional action codes to track bonds.

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

B. DETERMINE MONITORING FEE

Date	Code	Action Text	Comment
Enter date determined	878- 881 <OR>	CAT 1-4 COST RECOVERY-MON	Select appropriate AC.
Enter date determined	882 <OR>	CAT 5 COST RECOVERY-MON	See I.B Master Agreements, above
Enter date determined	883 <OR>	CAT 6 COST RECOVERY-MON	
Enter date reduced	849 <OR>	COST RECOV (MON) REDUCED	If State Director determines monitoring fees will be reduced, enter in action remarks \$ amount reduced. Used in conjunction with AC 974 065 . NOTE: Applies to FLPMA applications only; cannot reduce cost recovery for MLA applications
Enter date waived	848 <OR>	COST RECOV (MON) WAIVED	If State Director determines monitoring fees will be waived, enter in action remarks \$ amount waived. NOTE: Applies to FLPMA applications only; cannot waive cost recovery for MLA

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

C. DETERMINE RENT

Date	Code	Action Text	Comment
Enter date appraisal approved	132	APPRAISAL/REAPPR APPV	Enter on <u>non-schedule</u> ROWs only. Enter in action remarks \$ amount ending with a semicolon, followed by term. EX: \$3500;1YR Use for new grants and each time appraisal is updated
Enter date determined	<OR> 850	RENTAL REDUCED	Enter in action remarks \$ amount of reduction and term of reduction. EX: \$50;10YRS <or> \$100;TERM Reductions based on hardship require SD approval (43 CFR 2806.15(c)). CBS will update CR by entering date and \$ amount received using AC 111. Rent reduction may no longer be valid if Holder changes. NOTE: Applies to FLPMA applications only; cannot reduce rent for MLA applications.
Enter date determined	<OR> 851	RENTAL WAIVED	Enter in action remarks \$ amount of waiver and term of waiver. EX: \$153.72;10YRS <or> \$575.15;TERM Waivers based on hardship require SD approval (43 CFR 2806.15(c)). Rent waiver may no longer be valid if Holder changes. NOTE: Applies to FLPMA applications only; cannot waive rent for MLA applications.
Enter date determined exempt	<OR> 852	RENTAL EXEMPT	Enter in action remarks \$ amount foregone. EX: \$25.36;1YR NOTE: Applies to FLPMA applications only; no exemptions under MLA

Note: When rent reduction or rent waiver terminates, enter AC 393 - DECISION ISSUED with 43 CFR 2806.15(b)(3) in action remarks.

D. OFFER/ISSUE GRANT

Date	Code	Action Text	Comment
Enter date offered	241	AUTH OFFERED APPLICANT	Entry optional but advisable for tracking. Entry stops customer service time clock.

LANDS DATA STANDARDS

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Date	Code	Action Text	Comment
CBS Interface Entry	065	COST RECOV (MON) RECD	CBS will update CR by entering date and \$ amount received. For Cat 5 applications, CBS will not update CR; see I.B. Master Agreements, above.
CBS Interface Entry	111	RENTAL RECEIVED	CBS will update CR by entering date and \$ amount received
Enter date ROW granted	307	ROW GRANTED- ISSUED	Change interest relationship code and percent interest. Entry stops customer service time clock if AC 241 not used when grant offered. NOTE: Communication site leases are considered ROW grants. Do not use AC 237-Lease Issued.
Enter determination date or date ROW granted	368	STIPS EXCESSIVE	Use <u>only</u> on 288100 case types when a determination has been made that additional safety actions or activities, over and above those normally required, are included in grant.
Enter date ROW granted	502 <OR> 503	LENGTH IN FEET LENGTH IN MILES	Enter length in action remarks. Use if length is less than one mile. Use only for linear ROWs. EX: 100.5; Enter length in action remarks. Use if length is one mile or more. Use only for linear ROWs. EX: 1.4;
Enter date ROW granted	504	WIDTH IN FEET (TOTAL)	Enter in action remarks total width, <u>not</u> width from centerline. Use only for linear ROWs.
Enter date ROW granted	505	DIAMETER OF PIPE (INCHES)	Enter in action remarks diameter in inches. Enter AC 505 at this time when diameter of MLA pipeline is less than 24.”
Enter date ROW granted	506	POWERLINE VOLTAGE (KV)	Enter in action remarks voltage in kV. EX: For 14,200 volts enter 14.2; See Section 2800 – Electric Power Line Rights-of-way for power line data entry.
Enter date compliance exam due	853	COMPL/REVIEW DUE DATE	
Enter date of expiration	763	EXPIRES	If no expiration, enter 01/01/9999 in date field.
Enter date expired	234	EXPIRED	Delete AC 763

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date closed	970	CASE CLOSED	

NOTE: Do not use ACs 502, 503, or 504 on site type ROWs, i.e., communication sites; instead enter dimensions of site ROW in Remarks (General Remarks). If linear facilities are authorized in conjunction with a site ROW, enter length and width of linear facilities with the dimensions of site ROW in Remarks (General Remarks).

Do not remove AC-183 - ANTICIPATED DEC DATE when case processing is complete and a decision to grant or deny the application has been issued as it will be used to measure compliance with the customer service standard.

III. APPLICATION DENIED/REJECTED

Date	Code	Action Text	Comment
Enter date decision issued	125	APLN REJ/DENIED	Entry stops customer service time clock
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	

IV. COMPLIANCE

AC 950 and AC 041 are used to document findings of field exams and may be used multiple times. A written report must be placed in case file each time either code is used. Use AC 950 when holder is compliant with grant terms. Use AC 041 when holder is not compliant. AC 041 should be used each time a field exam is conducted on a noncompliant grant and as many times as necessary until holder brings grant back into compliance with grant terms. When field exam reveals holder has brought grant back into compliance, use AC 950. DO NOT use both AC 041 and 950 to document the same field exam. Remove previous entries of AC 853 and enter next date a compliance check is due.

A. IN COMPLIANCE

Date	Code	Action Text	Comment
Enter date approved	950	COMPLIANCE APPROVED	
Enter date next compliance exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date

B. NONCOMPLIANCE BROUGHT INTO COMPLIANCE

NOTE: Noncompliance may be reason for requiring a bond or for increasing the amount of an existing bond. See Appendix 1, Part IV. BONDING for optional action codes to track bonds.

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compliance due	247	FUTURE ACTION SUSPENSE	
Enter date approved	950	COMPLIANCE APPROVED	Remove AC 247 when entering this AC
Enter date next compliance exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date

C. NONCOMPLIANCE RESULTING IN SUSPENSION

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compliance due	247	FUTURE ACTION SUSPENSE	
Enter date holder notified activities suspended	127	ACTION SUSPENDED	Remove AC 247 when entering this AC
Enter date suspension lifted	678	SUSP LIFTED	
Enter date approved	950	COMPLIANCE APPROVED	
Enter date next compliance exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date

D. NONCOMPLIANCE RESULTING IN CANCELLATION

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compliance due	247	FUTURE ACTION SUSPENSE	

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date of decision	199	CANCELED	Delete AC 763
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	

V. OTHER CASE ACTIONS

A. APPLICATION WITHDRAWN

Date	Code	Action Text	Comment
Enter date application withdrawn	130	APLN WITHDRAWN	Entry stops customer service time clock
Enter date application withdrawn	970	CASE CLOSED	

B. REQUEST FOR RENEWAL

Note: If a pre-FLPMA ROW grant is being reauthorized under FLPMA, serialize a new case as a new ROW grant will be issued. 43 CFR 2807.22(e) states “BLM will not renew grants issued before October 21, 1976...you must apply to BLM for a new FLPMA grant...” Reference the original serial number in the new case.

Date	Code	Action Text	Comment
Enter date application filed	314	RENEWAL APLN RECEIVED	Customer service standard and cost recovery apply (see I.A-C and II.B above)
Enter date ROW renewed	308	ROW RENEWED	Update AC 763. Entry stops customer service time clock

C. APPLICATION FOR AMENDMENT

NOTE: When processing an amendment, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date application received	153	POST AUTH APLN RECD	Customer service standard and cost recovery apply (see I.A-C and II.B above).
Enter date w/d filed	037	POST AUTH APLN WITHDRAWN	Entry stops customer service time clock

LANDS DATA STANDARDS

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Date	Code	Action Text	Comment
Enter date w/d filed	038	POST AUTH APLN WDN IN PT	Entry does NOT stop customer service time clock
Enter date decision issued	304	AUTH AMENDED/MODIFIED	Adjust case acres, legal description, length, and width if necessary. Entry stops customer service time clock
Enter date decision issued	039	POST AUTH APLN DENIED	Entry stops customer service time clock

D. ASSIGNMENTS

NOTE: When processing an assignment, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

1. Assignments in Whole

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	Customer service standard and cost recovery apply (see I.A-C and II.B above)
Enter date asgn approved	139	ASGN APPROVED	Enter "FROM [name of original grantee];" in action remarks and change proprietor name/address to that of new holder with interest relationship of holder and billee or holder/billee . Entry stops customer service time clock
Enter date decision signed	<OR> 269	ASGN DENIED	Entry stops customer service time clock

2. Assignments in Part

a. Rejected

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	Enter "IN PART;" in action remarks. Customer service standard and cost recovery apply (see I.A-C and II.B above)
Enter date decision signed	269	ASGN DENIED	Entry stops customer service time clock

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

b. Approved: If partial assignment is to be approved, establish a new case file in name of assignee with interest relationship of holder and billee or holder/billee and assign a new serial number. You now have two case files, one for the original right-of-way (assignor) and one for the new right-of-way (assignee). In new file, enter legal description and acreage of the part being assigned and the following information:

Date	Code	Action Text	Comment
Enter date original ROW application filed	387	CASE ESTABLISHED	
Enter date original ROW granted	307	ROW GRANTED-ISSUED	
Enter date asgn approved	553	CASE CREATED BY ASGN	Enter serial # of <u>original</u> ROW in action remarks.

NOTE: In original ROW record, "700" those portions of legal description being assigned and change case acres. (If you are not familiar with use of the "700" code in the land description, request assistance from your Lands & Realty Data Steward). Enter the following information in original ROW file.

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	Enter "IN PART;" in action remarks. Customer service standard and cost recovery apply (see I.A-C and II.B above)
Enter date asgn approved	570	CASE SEGREGATED BY ASGN	Enter serial # of <u>new</u> ROW case in action remarks. NOTE: "Segregated" in this definition does not mean the lands are segregated from entry; it means the case was split because part of the original ROW was moved to another ROW case file.

E. RELINQUISHMENT

1. In Whole

Date	Code	Action Text	Comment
Enter date relq. filed	311	RELQ FILED	
Enter date relq. accepted	310	RELQ ACCEPTED	
Enter date relq. accepted	970	CASE CLOSED	
<OR>			
Enter date relq. rejected	313	RELQ UNACPT/DENIED	

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

2. In Part

Date	Code	Action Text	Comment
Enter date relq. filed	312	RELQ (PARTIAL) FILED	
Enter date relq. accepted	890	RELQ (PARTIAL) ACCEPTED	“700” the lands in the legal description and change case acres
<OR>			
Enter date relq. rejected	313	RELQ UNACPT/DENIED	

F. TRANSFER OF JURISDICTION OVER LANDS “SUBJECT TO” ROW

Date	Code	Action Text	Comment
Enter date patent/WD issued	466	ADM-JURIS TRF OUT	Enter "TO [name of agency/landowner]"; in action remarks. If only part of the ROW is transferred enter the legal description transferred in general remarks.

Do not close the case. The ROW continues in effect as authorized, but the BLM no longer has jurisdiction over the administration of that portion of the grant (e.g., collecting rental, renewal, etc.). The authorization continues until it expires, so it remains on the land status records and in LR2000 Case Recordation as an authorized case. Do not adjust the legal description (“700”) or the acreage. Adjust the LRAM record to reflect the current billable portion BLM is still responsible for. If the remaining grant is renewed by BLM, at that point for the portion that BLM no longer has jurisdiction over, “700” the transferred lands and adjust the acreage, as the transferred portion has expired. Once the entire grant expires, enter AC 234 - Expired and AC 970 - Case Closed.

If the entire ROW is included in the transferred land, BLM no longer has jurisdiction over the case, but the authorization continues. The case file may be shipped to the Federal Records Center and offered to NARA as a permanent record, where it will still be available to the public.

G. TRANSFER OF JURISDICTION OVER LANDS WITH ROW “RESERVED” TO U.S.

If ROW is reserved to U.S., since there is no change in the administration of the ROW, there is no change to the case record.

H. TRANSFER OF JURISDICTION OVER ROW GRANT (EX: BLM TO USFS).

Follow the instructions in Section F above.

I. CONVERSION OF ROW TO LONG TERM/PERPETUAL GRANT/EASEMENT.

A ROW grant may be converted to a long term or perpetual grant or easement to protect the Holder’s interest because of a transfer of jurisdiction of the lands as a result of a land disposal action or by sale or exchange.

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

1. Entire ROW Grant Converted.

If the entire ROW grant is being converted to a long term or perpetual grant or easement, enter in the existing ROW case:

Date	Code	Action Text	Comment
Enter date grant effective	304	AUTH AMENDED/MODIFIED	If entered in perpetuity, enter "PERPETUAL" in action remarks
Enter date easement effective	<OR> 345	EASEMENT ISSUED	
Enter date grant/easement effective	466	ADM-JURIS TRF OUT	Enter "TO [name of agency/ landowner]"; in action remarks.
Enter new expiration date	763	EXPIRES	Replace/update existing entry with new expiration date. If issued in perpetuity under FLPMA, enter 01/01/9999 in date field
Enter date grant/easement effective	968	CASE ACTION COMPLETED	

Do not close case. Entry of AC 968 - Case Action Completed will keep case authorized. If issued under Mineral Leasing Act authority, since the term is restricted to 30 years, the case will need to be closed by someone 30 years in the future with AC 234 - Expired and AC 970 - Case Closed.

Reference the serial number of the conveyance case transferring jurisdiction of the lands involved in general remarks.

Since BLM no longer has jurisdiction over the case, but the authorization continues, the case file may be shipped to the Federal Records Center and offered to NARA as a permanent record, where it will still be available to the public.

2. Partial ROW Grant Converted.

If only a portion of the ROW grant is being converted to a long term or perpetual grant or easement, or if multiple long term or perpetual grants or easements must be issued, serialize a new case (do not use a case suffix) with the same ROW case type and holder for each long term or perpetual grant or easement.

Date	Code	Action Text	Comment
Enter date established	387	CASE ESTABLISHED	
Enter date grant effective	307	ROW GRANTED- ISSUED	If entered in perpetuity, enter "PERPETUAL" in action remarks
Enter date easement effective	<OR> 345	EASEMENT ISSUED	

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date grant/easement effective	502	LENGTH IN FEET	Enter length in action remarks. Use if length is less than one mile. Use only for linear grant/easement. EX: 100.5;
	<OR> 503	LENGTH IN MILES	Enter length in action remarks. Use if length is one mile or more. Use only for linear grant/easement. EX: 1.4;
Enter date grant/easement effective	504	WIDTH IN FEET (TOTAL)	Enter in action remarks total width, <u>not</u> width from centerline. Use only for linear grant/easement.
Enter date grant/easement effective	505	DIAMETER OF PIPE (INCHES)	Enter in action remarks diameter in inches.
Enter date grant/easement effective	506	POWERLINE VOLTAGE (KV)	Enter in action remarks voltage in kV. EX: For 14,200 volts enter 14.2; See Section 2800 – Electric Power Line Rights-of-way for power line data entry.
Enter date grant/easement effective	466	ADM-JURIS TRF OUT	Enter "TO [name of agency/ landowner]"; in action remarks.
Enter date of expiration	763	EXPIRES	If issued in perpetuity under FLPMA, enter 01/01/9999 in date field
Enter date all actions completed	968	CASE ACTION COMPLETED	

Do not close case. Entry of AC 968 - Case Action Completed will keep case authorized. If issued under Mineral Leasing Act authority, since the term is restricted to 30 years, the case will need to be closed by someone 30 years in the future with AC 234 - Expired and AC 970 - Case Closed.

Reference the serial numbers of the original ROW and the conveyance case transferring jurisdiction of the lands involved in general remarks.

Since BLM no longer has jurisdiction over the case, but the authorization continues, the case file for the long term or perpetual grant or easement may be shipped to the Federal Records Center and offered to NARA as a permanent record, where it will still be available to the public.

Once the grant/easement is effective, enter in the existing ROW case:

Date	Code	Action Text	Comment
Enter date grant/easement effective	304	AUTH AMENDED/MODIFIED	

“700” the lands converted and adjust the acreage. Reference the serial number of the new case (long term or perpetual grant/easement) in general remarks.

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

J. EVALUATION OF ACTIVITIES LOCATED WITHIN ROW GRANTED UNDER THE GENERAL RAILROAD RIGHT-OF-WAY ACT OF 1875.

ENTRY REQUIREMENTS: Upon receipt of request for evaluation or activity identified in a railroad right-of-way (ROW), serialize a case file and enter the following information into Case Recordation (CR). AC 504 should be used in conjunction with 502 or 503, not both. AC 502, 503, and 504 should not be used for on-site type ROWs, i.e., communication sites that do not have linear facilities. AC 505 should be used only on case groups 287, 288, and 289; AC 506 should only be used in case group 285.

SERIAL NUMBER: Serial Number

PROPRIETOR: Party-in-Interest

CASE TYPE: Any case type in 28

COMMODITY CODES: 969, 970 or 971, 972, 977

INTEREST-RELATIONSHIP: 12 (Party in interest)

I. RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date information received for evaluation	387	CASE ESTABLISHED	
Enter date information received for evaluation	501	REFERENCE NUMBER	Enter SN hyphen and the serial number ending with a semicolon for associated railroad rights-of-way issued under the General Railroad Act of 1875 in action remarks. If more than one, enter each serial number on a separate entry. EX: SN-XXX123456;
Enter date additional information was requested	104	ADDITIONAL INFORMATION REQUESTED	Optional to identify what was requested to conduct the evaluation. EX: USE OF THE ROW, PURPOSE OF THE ROW, ENG DESIGN STD (Engineering Design Standards). Enter type of information requested and from whom in action or general remarks.
Enter date additional information was received	103	ADDITIONAL INFORMATION RECEIVED	Optional to identify what received to conduct the evaluation. EX: USE OF ROW, PURPOSE OF ROW, ENG DESIGN STD (Engineering Design Standards). Enter the type of information received and from whom in action remarks or general remarks.

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date information was provided	502 <OR> 503	LENGTH IN FEET LENGTH IN MILES	Enter length in action remarks. Use if length is less than 1 mile. Use only for linear ROWs. EX: 100.5; Enter length in action remarks. Use if length is 1 mile or more. Use only for linear ROWs. EX: 1.4;
Enter date information was provided	504	WIDTH IN FEET (TOTAL)	Enter in action remarks total width, not width from centerline. Use only for linear ROWs, EX: 50;
Enter date information was provided	505	DIAMETER OF PIPE (INCHES)	Use only on pipeline ROWs. Enter in action remarks diameter in inches. EX: 24;
Enter date information was provided	506	POWERLINE VOLTAGE (KV)	Use only on powerline ROWs. Enter in action remarks voltage in kV. EX: For 14,200 volts enter 14.2;
Enter date the evaluation was initiated	101	EVALUATION INITIATED	
Enter date evaluation was completed	105	EVALUATION COMPLETE	
Enter date of notification	107 <OR> 108	NOTIFICATION – BLM AUTHORIZATION NEEDED NOTIFICATION – BLM AUTHORIZATION NOT REQUIRED	
Enter date case closed	970	CASE CLOSED	Case should only be closed if BLM: 1) Notifies applicant that BLM authorization is not required; or 2) Receives an application requesting authorization for the use (enter serial number for application in action remarks); or 3) Initiates an unauthorized use case for the use (enter serial number for unauthorized use case in action remarks). If BLM authorization is needed or BLM initiates an unauthorized use, enter serial number once the application is received or case established. Enter in action remarks. EX: SN-XXX123456; Case disposition is not relevant to the evaluation. It will be pending until the evaluation is complete and then closed. A warning will come up regarding the case disposition. Proceed with closing the case, ignore the warning.

LANDS DATA STANDARDS

2800/2880 - RIGHTS-OF-WAY

Additional instructions: Add to the railroad right-of-way case a comment in general remarks (for future/historical cross-reference) the evaluation case and its outcome.

For example:

Enter in the railroad right-of-way case involved, on the next available General Remarks line numbers, a cross-reference to the evaluation case, the type of facility, and the outcome.

THIRD PARTY USE EVALUATION CASE COC12345
POWERLINE - ROW GRANTED SEE COC65432

or

THIRD PARTY USE EVALUATION CASE COC12345
POWERLINE - BLM AUTHORIZATION NOT REQUIRED

Cadastral survey review of boundary evidence may be necessary in the evaluation process but is required in accordance with policies and procedures for processing right-of-way cases. Follow policies and procedures outlined in IM 2011-122.

LANDS DATA STANDARDS

2800 – ELECTRIC POWER LINE RIGHTS-OF-WAY

See Section 2800/2880 - RIGHTS-OF-WAY for required data standards. This Section contains additional data standards for electric powerline rights-of-way cases.

CASE TYPE: 285003 - ROW-POWER TRAN-FLPMA
285007 - ROW-PWR LINE FED FAC

COMMODITY CODES:
970 - OTHER ENERGY FACILITIES
977 - INTERSTATE ENERGY FACILITIES

I. PROCESSING

Date	Code	Action Text	Comment
Enter date application received	506	POWERLINE VOLTAGE (KV)	<p><u>For power lines that are less than 100kV:</u> Enter in action remarks voltage in kV. EX: For 14,200 volts enter 14.2;</p> <p>For multiple circuits/lines: Enter power line voltage in kV for higher voltage line, a slash, followed by voltage in kV for each same or lower power line voltage with each line separated by a slash and ending with a semicolon. EX: 69/69/15;</p> <p><u>For power lines that include a circuit that is 100kV or higher:</u></p> <p>For a single circuit transmission line, enter transmission line voltage in kV with a semicolon and then enter AC for alternating current or DC for direct current. EX: 600;DC</p> <p>For a multiple circuit transmission line: Enter transmission line voltage in kV for higher voltage line, a slash, followed by voltage in kV for same or lower voltage line, with the KV of each line separated by a slash and a semicolon following the last one and an AC for alternating current or a DC for direct current for each referenced line in order, separated by a slash. EX: 600/500;DC/AC or 500/230/230;AC/AC/AC or 138/138/69;AC/AC/AC</p>

LANDS DATA STANDARDS

2800 – ELECTRIC POWER LINE RIGHTS-OF-WAY

This Section contains additional data standards for electric transmission line right-of-way (ROW) cases 100 kV or greater. All pending and new applications since 8/3/2012 must be updated to incorporate these new elements.

Date	Code	Action Text	Comment
Enter date application received	045	PROJECT NAME	Enter project name in action remarks.
Enter date application received	049	BLM POINT OF CONTACT	Enter first and last name of BLM Project Manager in action remarks. AC 049 will not appear on the public Serial Register Page.
Enter date application received	046	RESOURCE CONFLICT	Do not enter anything in action remarks. Select the Wind/Solar Info button and select from the RESOURCE CONFLICT CODE pick list the type of resource conflict(s) identified. Add additional information in the adjacent Remarks field.
Enter date application received	052	RENEWABLE ENERGY	<p>If a renewable energy Priority Project (formerly Fast Track Project) or essential for a renewable energy priority project, enter the name of the Priority Project in action remarks. EX: SALT WELLS GEO or RED LAKE SOLAR or DRY LAKE WIND</p> <p>If not essential for a renewable energy Priority Project, do not enter any information in action remarks.</p> <p>NOTE: Enter AC 052 for all power transmission ROW cases that facilitate, support, or have capacity to distribute power from renewable energy projects.</p>
NOTE: A listing of BLM’s renewable energy Priority Projects can be found on the following website: http://www.blm.gov/pgdata/content/wo/en/prog/energy/renewable_energy/priority_projects.html .			
Enter date application received	053	PROJECT MILES	Enter in action remarks the length in miles of entire transmission line ending with a semicolon. EX: 500.2;
NOTE: Enter the Lead Agency assigned to the transmission project in general Remarks as directed below.			

LANDS DATA STANDARDS

2800 – ELECTRIC POWER LINE RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date application received	054	FEDERAL MILES	Enter in action remarks the length in miles of only the proposed alignment for the transmission line on BLM lands ending with a semicolon, followed by the abbreviation BLM. EX: 412.8;BLM
Enter date application received	054	FEDERAL MILES	Enter in action remarks the length in miles of only the proposed alignment for the transmission line on other Federal Agency lands ending with a semicolon, followed with the agency abbreviation. EX: 42.8;FS or 25;FWS or 79.8;BR Use a separate AC 054 for each agency involved.
NOTE: Enter length on other jurisdictions (e.g., state or private) in general Remarks, if available. EX: PVT MILES-28.5 or STATE MILES-18.			

NOTE: For interstate transmission lines, use commodity code 977 - Interstate Energy Facilities and enter AC 500.

Date	Code	Action Text	Comment
Enter date application received	500	GEOGRAPHIC NAME	Enter in action remarks the 2-letter state abbreviation for each geographic state the application crosses separated by commas.

The lead BLM office will serialize the lead case file. Other affected states will also serialize their case in LR2000 for those lands within their respective jurisdictions. Enter in the lead case General Remarks cross references to the serial numbers of all other BLM states and include the lead agency's project tracking number if applicable.

Date	Code	Action Text	Comment
Enter date application received	501	REFERENCE NUMBER	Enter in action remarks the serial numbers of related cases (e.g., access road) and serial numbers of other geographic state(s) the application crosses. Enter type of number from DE 2537 (SN) followed by a hyphen and the case file serial number. EX: SN-AZA123456 Use a separate AC 501 for each serial number.
Enter date POD filed	421	PLAN OPER/EXPL/DEV FILED	
Enter date POD approved	422	PLAN OPER/EXPL/DEV APPR	

LANDS DATA STANDARDS

2800 – ELECTRIC POWER LINE RIGHTS-OF-WAY

NEPA COMPLIANCE/ANALYSIS

a. Environmental Assessment (EA) Level Analysis

Date	Code	Action Text	Comment
Enter date initiated	004	NEPA ANALYSIS INITIATED	Enter assigned NEPA document number in action remarks. EX: EA MT-020-2008-125
Enter future date of public scoping notice. Update date as needed	047	FORECASTED DATE	Do not enter anything in action remarks. Select the Wind/Solar Info button and select from the ENVIRON CODE pick list: PUBLIC NOTICE OF EA
Enter future date Decision Record for an EA is estimated to be approved. Update date as needed.	047	FORECASTED DATE	Do not enter anything in action remarks. Select the Wind/Solar Info button and select from the ENVIRON CODE pick list: DECISION RECORD FOR EA
Enter date approved	005	NEPA ANALYSIS APPROVED	Enter action remarks EA and the assigned NEPA document number. EX: EA MT-020-2008-125

b. Environmental Impact Statement (EIS) Level Analysis

Date	Code	Action Text	Comment
Enter date of FR publication	004	NEPA ANALYSIS INITIATED	For EIS level NEPA, the date used should be identical to AC 610 Published, Notice of Intent (NOI). Enter assigned NEPA document number. EX: EIS ID-320-2006-3087
Enter future date Notice of Intent (NOI) of EIS is estimated to be published in the FR. Update date as needed.	047	FORECASTED DATE	Do not enter anything in action remarks. Select the Wind/Solar Info button and select from the ENVIRON CODE pick list: NOTICE OF INTENT TO PREPARE EIS
Enter future date Notice of Availability (NOA) of Draft Environmental Impact Statement (DEIS) is estimated to be published in the FR. Update date as needed.	047	FORECASTED DATE	Do not enter anything in action remarks. Select the Wind/Solar Info button and select from the ENVIRON CODE pick list: PUBLICATION OF DRAFT EIS
Enter future date NOA of Final Environmental Impact Statement (FEIS) is estimated to be published in the FR. Update date as needed.	047	FORECASTED DATE	Do not enter anything in action remarks. Select the Wind/Solar Info button and select from the ENVIRON CODE pick list: PUBLICATION OF FINAL EIS

LANDS DATA STANDARDS

2800 – ELECTRIC POWER LINE RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter future date NOA of Record of Decision (ROD) is estimated to be published in the FR. Update date as needed.	047	FORECASTED DATE	Do not enter anything in action remarks. Select the Wind/Solar Info button and select from the ENVIRON CODE pick list: RECORD OF DECISION FOR EIS
Enter date NOI published in FR	610	PUBLISHED	Enter NOI and FR citation in action remarks. EX: NOI;72FR60027
Enter date DEIS NOA published in FR	610	PUBLISHED	Enter NOA DEIS and FR citation in action remarks. EX: NOA DEIS;72FR60027
Enter date FEIS NOA published in FR	610	PUBLISHED	Enter NOA FEIS and FR citation in action remarks. EX: NOA FEIS;72FR60027
Enter date approved	005	NEPA ANALYSIS APPROVED	Enter in action remarks the type of NEPA document and the assigned NEPA document number. EX: EIS ID-320-2006-3087
Enter date ROD approved	393	DEC ISSUED	Enter ROD in action remarks.
Enter date ROD NOA published in FR	610	PUBLISHED	Enter ROD FEIS and FR citation in action remarks. EX: ROD FEIS;72FR60027

Note: AC 047 Forecasted Date will not appear on the public Serial Register Page.

GRANT ISSUANCE

Date	Code	Action Text	Comment
Enter date row grant issued	055	CORRIDOR MILES	Enter in action remarks the length in miles of transmission line within a designated Section 368 West-Wide Energy Corridor (WWEC) followed by a semicolon, followed by the length in miles within all locally designated corridor(s). EX: 365.2;47.6
NOTE: When ROW is issued, update AC 053 Project Miles and all AC 054 Federal Miles to reflect the actual granted length for each AC.			

GENERAL REMARKS

Enter the Lead Agency assigned to the transmission project. For co-lead agencies, enter the name of one agency, then a slash, then the name of the second lead agency.

EX: LEAD AGENCY-FS or LEAD AGENCY-BLM or CO-LEAD AGENCIES-BLM/WAPA.

LANDS DATA STANDARDS

2800 - RENEWABLE ENERGY RIGHTS-OF-WAY

See Section 2800/2880 - RIGHTS-OF-WAY for required data standards. This Section contains additional data standards for renewable energy rights-of-way cases. Includes:

1. Utility-scale solar energy ROW applications and authorizations. Utility-scale is defined as any project that proposes to generate electricity that will enter the electric transmission grid.

2. Wind Energy ROWs.

~~3. Electrical transmission rights of way cases that facilitate, support, or have capacity to distribute power from renewable energy projects.~~

CASE TYPE: 283001 - ROW WIND SITE TEST (for Type 1 site specific testing grant)
283002 - WIND PROJ TEST (for Type 2 project area testing grant)
283003 - ROW WIND DEV FAC (for wind farm development area grant)
283103 - ROW - SOLAR DEV FAC (for solar facility development grant)
~~285003 - ROW - POWER TRAN - FLPMA~~

COMMODITY CODE: 974 - Wind Energy Facilities (includes cases that have related or ancillary facilities such as transmission lines, road access, or other facilities that are authorized within the same right-of-way grant as the generation facility. Do not use for ancillary right-of-way facilities such as transmission lines or roads that are authorized as separate grants.)

COMMODITY CODE: 975 - Solar Energy Facilities (includes cases that have related or ancillary facilities such as transmission lines, road access, or other facilities that are authorized within the same right-of-way grant as the generation facility. Do not use for ancillary right-of-way facilities such as transmission lines or roads that are authorized as separate grants.)

All wind energy site testing and monitoring and development ROW authorizations require a bond. Bonds are required prior to the issuance of a Notice to Proceed or the start of land disturbance activities granted in the ROW authorization. The LR2000 Bond and Surety System (B&SS) must be updated for all bonds, including those associated with wind energy cases.

Solar energy development applications: We have established acronyms for all technologies that the Department of Energy considers ready or nearly ready for commercial deployment. Concentrating Solar Power (CSP) technologies include parabolic trough (TROUGH), power tower (TOWER), Linear Fresnel Reflector (LRFRESNL), and Dish/Engine (DSHENGINE). Photovoltaic (PV) technologies include Flat Plate (FLATPLATE) and Concentrating (CONCNRATNG). Field Offices receiving applications for other technologies should consult WO-350 for the appropriate acronym.

LANDS DATA STANDARDS

2800 - RENEWABLE ENERGY RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date application received	124	APLN RECD	<p>In action remarks, enter the number of megawatts proposed for development on public land followed by the type of technology in the exact format shown.</p> <p>#MW PV FLAT PLATE #MW PV CONCNRATNG #MW CSP TROUGH #MW CSP TOWER #MW CSP DSHENGINE #MW CSP LNRFRSNL EX: 4000MW PV CONCNRATNG 200MW CSP DSHENGINE</p> <p><i>Note: The purpose of the action remark is to be able to pull reports that accurately reflect the most current information on number of projected MWs and technologies. If the technology or number of proposed MWs changes at the time of NOI or ROW grant, revise the action remark to reflect the current data. Do not change the action date.</i></p>

Wind energy applications: For a wind energy site testing case, it is required to identify the number of meteorological towers authorized and located on public land. For a wind energy development case, you are required to identify the number of turbines and total MW (Megawatt) capacity authorized and located on public land.

LANDS DATA STANDARDS

2800 - RENEWABLE ENERGY RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date application received	124	APLN RECD	For site specific and project area testing applications, enter in action remarks, WIND TEST and the number of meteorological towers followed by TWR. EX: WIND TEST 4 TWR For development case, enter in action remarks the number of megawatts proposed followed by the number of turbines. EX: 4000MW 300 TRBN 200MW 50 TRBN <i>Note: The purpose of the action remark is to be able to pull reports that accurately reflect the most current information on number of projected MWs and facilities. If the number of proposed MWs, tower, or turbines, changes at the time of NOI or ROW grant, revise the action remark to reflect the current data. Do not change the action date.</i>

If an applicant files for land that is included in another renewable energy application, enter

Date	Code	Action Text	Comment
Enter date application received	896	CONFLICT IDENTIFIED	Enter in action remarks the serial number of the application that is first in line. EX: CONFLICT W CACA050105
Enter date conflict resolved	897	CONFLICT RESOLVED	Enter when conflicting (first) application has been rejected or withdrawn and current application becomes first in line.

When it is determined segregation of the land involved in an application for a wind farm development area (case type 283003) or a solar facility development area is necessary and a notice is published in the Federal Register, enter the following action codes.

Date	Code	Action Text	Comment
Enter date notice published in FR	552	LAND SEGREGATED	
Enter date notice published in FR	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC;

LANDS DATA STANDARDS

2800 - RENEWABLE ENERGY RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date notice published in FR	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL;
Enter date segregation expires (2 years)	247	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks.
Enter date segregation terminates after 2 years, or date decision issued granting, or denying application for ROW, or date notice terminating segregation is published in FR, whichever occurs first.	372	SEGREGATION TERMINATED	When segregation terminates, delete above AC 247.
Enter date segregation terminated	873	OPEN TO ENTRY	

Note: Upon segregation, the Land Status Records (MTP and HI) are to be noted. Upon segregation termination the Land Status Records are to be updated.

Because all utility-scale solar energy and wind energy development ROW applications will be processed as Category 6 ROWs, enter AC-845 - CATEGORY 6 COST RECOVERY, using the date of application.

Enter the following on all wind, or solar cases; ~~or electrical transmission rights-of-way cases that facilitate, support, or have capacity to distribute power from renewable energy projects:~~

Date	Code	Action Text	Comment
Enter date application received	045	PROJECT NAME	Enter project name in action remarks.
Enter date application received	049	BLM POINT OF CONTACT	Enter first and last name of BLM POC in action remarks.
Enter date application received	046	RESOURCE CONFLICT	Do not enter anything in action remarks. Select the Wind/Solar Info button and select from the RESOURCE CONFLICT CODE pick list the type of resource conflict(s) identified. Add additional information in the adjacent Remarks field.
Enter future date environmental or other decision document is estimated to be complete	047	FORECASTED DATE	Do not enter anything in action remarks. Select the Wind/Solar Info button and select from the ENVIRON CODE pick list one environmental or other decision document.
Enter date application is filed with applicable state agency	048	STATE APLN FILED	Enter agency name in action remarks.

LANDS DATA STANDARDS

2800 - RENEWABLE ENERGY RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date filed	421	PLAN OPER/EXPL/DEV FILED	
Enter date approved	422	PLAN OPER/EXPL/DEV APPR	

Note: The AC 049 - BLM Point of Contact and AC 047 - Forecasted Date will not appear on the public Serial Register Page.

When the Notice of Intent to initiate an Environmental Impact Statement is published in the Federal Register, enter:

Date	Code	Action Text	Comment
Enter date of FR publication	004	NEPA ANALYSIS INITIATED	For EIS level NEPA, the date used should be identical to AC 610 Published, NOI. (See below.)

When environmental documents are approved and/or published, enter:

Date	Code	Action Text	Comment
Enter date approved	005	NEPA ANALYSIS APPROVED	Enter in action remarks the type of environmental document followed by the document number. For Categorical Exclusion enter CX. For Determination of NEPA Adequacy enter DNA. For Environmental Assessment enter EA.
Enter date Notice of Intent (NOI) Published	610	PUBLISHED	Enter NOI and FR citation in action remarks. EX: NOI;72FR60027
Enter date Draft Environmental Impact Statement (DEIS) NOA Published	610	PUBLISHED	Enter NOA DEIS and FR citation in action remarks. EX: NOA DEIS;72FR60027
Enter date Final Environmental Impact Statement (FEIS) NOA Published	610	PUBLISHED	Enter NOA FEIS and FR citation in action remarks. EX: NOA FEIS;72FR60027
Enter date Record of Decision (ROD) Issued	393	DEC ISSUED	Enter ROD in action remarks.

See Appendix 1, Part IV. BONDING for mandatory action codes to track bonds. Also update Bond and Surety System.

LANDS DATA STANDARDS

2800 - RENEWABLE ENERGY RIGHTS-OF-WAY

Enter the following on all electrical transmission rights-of-way cases that facilitate, support, or have capacity to distribute power from renewable energy projects:

Date	Code	Action Text	Comment
Enter date application received	052	RENEWABLE ENERGY	
Enter date application received	053	PROJECT MILES	Enter in action remarks the length in miles of entire transmission line ending with a semicolon. EX: 500.2;
Enter date application received	054	FEDERAL MILES	Enter in action remarks the length in miles of transmission line on federal lands ending with a semicolon. EX: 412.8;
Enter date row grant issued	055	CORRIDOR MILES	Enter in action remarks the length in miles of transmission line within a designated 368 corridor (Section 368 of Energy Policy Act of 2005) followed by a semicolon followed by the length in miles within a locally designated corridor. EX: 365.2;47.6

For interstate transmission lines, use commodity code 977—Interstate Energy Facilities. Enter:

Date	Code	Action Text	Comment
Enter date application received	500	GEOGRAPHIC NAME	Enter in action remarks the 2-letter state abbreviation for each geographic state the application crosses separated by commas.

The lead BLM office will serialize the lead case file. Other affected states will also serialize their case in LR2000 for those lands within their respective jurisdictions. Enter in the lead case General Remarks cross references to the serial numbers of all other BLM states and include the lead agency's project tracking number if applicable.

LANDS DATA STANDARDS

2800 - FLPMA RECIPROCAL RIGHTS-OF-WAY

NOTE: Although it is not necessary to have separate data standards for rights granted in reciprocity under FLPMA, this Section is intended to make initial data entry more convenient for the users by eliminating the need to refer to two separate Sections (Section 2800/2880 - RIGHTS-OF-WAY and Section 2100 - ACQUISITIONS)

Use Section 2812 - TRAMROAD AND LOGGING ROAD RIGHTS-OF-WAY ON O&C/CBWR LANDS for data entry standards for reciprocal cost share road right-of-way agreements pursuant to 43 CFR 2812 on O&C revested and CBWR reconveyed lands. Use Section 2100 - ACQUISITIONS for data entry standards for acquisition of easements not associated with granting/receiving reciprocal access rights.

ENTRY REQUIREMENTS: Upon receipt of an application and a determination that reciprocal road rights will be required, serialize one case file and enter two records into CR. One record will be for the ROW grant across Federal lands (FD). The second record will be for the easement acquired by the U.S. on non-Federal lands (PT).

EXCEPTIONS:

Reciprocal rights must be equivalent, thus BLM may acquire by reciprocal action only such rights as BLM may grant. A FLPMA Title V ROW conveys rights similar to rights BLM receives under a nonexclusive easement (Illustration 15 in Handbook H-2100-1) which gives the U.S. and its assigns, permittees, licensees, and contractors administrative access. It does not authorize public access. The record for the reciprocal authorization should be established in CR when it is determined that issuance of a ROW grant will be conditioned on the applicant providing reciprocal access rights. If the rare occasion occurs where a post-grant authorization is requested, follow data entry instructions in Section 2800/2880 - RIGHTS-OF-WAY.

I. PROCESSING

CUSTOMER SERVICE STANDARD: Regulations at 43 CFR 2804.25(c), effective June 21, 2005, established a customer service standard for processing completed Category 1-4 ROW applications and post authorization requests for amendments, assignments, and renewals. The regulations require BLM to process a Category 1-4 application within 60 calendar days and to notify a Category 1-4 applicant prior to the 30th calendar day if application processing will take longer than 60 calendar days. The regulations also require BLM, within 60 calendar days, to notify Category 6 applicants of the estimated processing time for their application. An application is determined to be a “completed” application when the applicant has furnished all required information necessary to process the application and paid the proper processing fee. The customer service processing period begins (1) when BLM determines the applicant has submitted a completed application OR (2) by the 31st day following receipt UNLESS, prior to the 31st calendar day, the authorized officer has issued a letter requesting specific additional information or issued a category determination decision and is awaiting payment. The customer service processing period ends with the decision to deny or approve the application or if the customer withdraws the application.

A. RECORD FOR RIGHT-OF-WAY GRANTED TO NON-FEDERAL ENTITY

SERIAL NUMBER: Serial number + FD

PROPRIETOR: Applicant

CASE TYPE: 281001

COMMODITY CODES: 971

INTEREST-RELATIONSHIP: 01 (applicant) and 29 (holder). Since reciprocal grants are an exchange of equivalent rights, the applicant is exempt from cost recovery per 2804.16(b) and BLM may reduce or waive the rent per 43 CFR 2806.15(b)(4).

LANDS DATA STANDARDS

2800 - FLPMA RECIPROCAL RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date application received	124	APLN RECD	
Enter date determined	846	EXEMPT FROM COST RECOV	Enter in action remarks \$ amount of total processing fees foregone.

1. Application Incomplete

Date	Code	Action Text	Comment
Enter date requested	104	ADDTL INFO RQSTD	Entry required. Optional to identify in action remarks what is deficient in application. EX: NO MAP
Enter date due	247	FUTURE ACTION SUSPENSE	Optional.

2. Application Complete

Date	Code	Action Text	Comment
Enter date determined	110	APLN COMPLETE	Entry of AC 110 will start customer service time clock
Enter date notified	182	APLNT NTF PROC TIME	Optional, but advisable, to enter reason for processing delay
Enter future date	183	ANTICIPATED DEC DATE	Use date when decision to grant or deny application expected to be issued, as identified in 29-day notification letter

NOTE: Do not remove AC-183 - ANTICIPATED DEC DATE when case processing is complete and a decision to grant or deny the application has been issued as it will be used to measure compliance with the customer service standard.

II. ISSUANCE

A. DETERMINE RENT

Date	Code	Action Text	Comment
Enter date determined	850 <OR> 851	RENTAL REDUCED RENTAL WAIVED	Use either AC 850 or AC 851; do not use both. Rent for reciprocal ROWs may be reduced or waived based on proportion of use.

LANDS DATA STANDARDS

2800 - FLPMA RECIPROCAL RIGHTS-OF-WAY

B. OFFER/ISSUE GRANT

Date	Code	Action Text	Comment
Enter date offered	241	AUTH OFFERED APPLICANT	Entry optional but advisable for tracking. Entry stops customer service time clock.
Enter date ROW granted	307	ROW GRANTED- ISSUED	Change interest relationship code and percent interest. Entry stops customer service time clock if AC 241 not used when grant offered.
Enter date ROW granted	502 <OR> 503	LENGTH IN FEET LENGTH IN MILES	Use only feet or miles. Do not use both. Enter length in action remarks.
Enter date ROW granted	504	WIDTH IN FEET (TOTAL)	Enter width in action remarks.
Enter date of expiration	763	EXPIRES	If no expiration, enter 01/01/9999 in date field.
Enter date of expiration	234	EXPIRED	Delete AC 763
Enter date of expiration	970	CASE CLOSED	

C. RECORD FOR EASEMENT GRANTED TO THE U.S.

SERIAL NUMBER: Serial number + PT

PROPRIETOR: Federal agency

CASE TYPE: 210013

COMMODITY CODES: 964 (nonexclusive) or in rare circumstances 963 (exclusive)

INTEREST-RELATIONSHIP: 22 (Acquiring agency)

Date	Code	Action Text	Comment
Enter date determined reciprocal rights required	387	CASE ESTABLISHED	
Enter date determined reciprocal rights required	542	SUPPLEMENTAL USE/PURPOSE	In action remarks enter "053;" to indicate case is for an easement acquisition and then use AC 542 again and enter "213;" in action remarks to indicate easement is for an administrative road.
Enter date known	502 <OR> 503	LENGTH IN FEET LENGTH IN MILES	Enter either 502 or 503, not both. Enter length in action remarks.
Enter date known	504	WIDTH IN FEET (TOTAL)	Enter width in action remarks.

LANDS DATA STANDARDS

2800 - FLPMA RECIPROCAL RIGHTS-OF-WAY

1. Temporary Easement

Date	Code	Action Text	Comment
Enter date deed signed	866	DEED SIGNED	
Enter date title accepted	345	EASEMENT ISSUED	NOTE: Do <u>not</u> use AC 225 as it does not put the case to an authorized disposition.
Enter date title accepted	400	US RIGHTS ACQ/RES	Enter "936;" in action remarks to indicate the easement is limited to administrative uses
Enter date of recordation <u>if applicable</u>	404	TITLE RECORDATION	Enter volume, book and page or reception # in action remarks. EX: VOL 00,PG 2466; <or> 00114677;
Enter date expires	763	EXPIRES	
Enter date expired	234	EXPIRED	Delete AC 763
Enter date	970	CASE CLOSED	

2. Perpetual Easements

Date	Code	Action Text	Comment
Enter date deed signed	866	DEED SIGNED	
Enter date title accepted	865	TITLE ACCEPTED BY US	
Enter date title accepted	400	US RIGHTS ACQ/RES	Enter "936;" in action remarks to indicate the easement is limited to administrative uses
Enter date of recordation	404	TITLE RECORDATION	Enter volume, book and page or reception # in action remarks. EX: VOL 00,PG 2466; <or> 00114677;
Enter 01/01/9999	763	EXPIRES	
Enter date all actions completed	968	CASE ACTION COMPLETED	

LANDS DATA STANDARDS

2800 - R.S. 2477 ROADS

ENTRY REQUIREMENTS: BLM Manual 2809.21G provides guidance on records requirements. Briefly, a case file must be established, serialized, and entered into CR for assertions/claims/nonbinding determinations of RS2477 rights-of-way. This can be accomplished by either assigning each road an individual serial number and establishing individual case files or establishing one serial number for the entire road system within a state, county or municipality and suffixing each individual road under the base serial number. Recognized assertions/claims, and RMAs in force, must be noted to the master title plats and historical indices.

If only one serial number is established for the entire road system within a state, county or municipality, the first road will be assigned the base serial number and each individual road will be suffixed, beginning with the alpha suffix AA, then AB, through ZZ and then switching to the numeric suffix 01 through 99. Addition of any road would not be considered an amendment, but simply would be given the next appropriate suffix.

SERIAL NUMBER: Serial number or serial number + suffix if one serial number is used for the entire road system within a state, county or municipality.

PROPRIETOR: County, State, or Municipality

CASE TYPE: 282201

COMMODITY CODES: 971

INTEREST-RELATIONSHIP: 29 (holder)

I. ROUTINE MAINTENANCE AGREEMENT

Date	Code	Action Text	Comment
Enter date established	387	CASE ESTABLISHED	
Enter date established	500	GEOGRAPHIC NAME	Optional. Enter road name or number in action remarks.
Enter date agreement signed	307	ROW GRANTED- ISSUED	Note that the definition for this code includes "rights recognized"

II. NONBINDING DETERMINATION

Date	Code	Action Text	Comment
Enter date established	387	CASE ESTABLISHED	
Enter date established	500	GEOGRAPHIC NAME	Optional. Enter road name or number in action remarks.
Enter date recognized	307	ROW GRANTED- ISSUED	Note that the definition for this code includes "rights recognized"
Enter date assertion/claim recognized	502 <OR> 503	LENGTH IN FEET LENGTH IN MILES	Enter length in action remarks.
Enter date recognized	504	WIDTH IN FEET (TOTAL)	Enter width in action remarks.
Enter date of expiration	763	EXPIRES	Enter 01/01/9999 in date field
<OR>			

LANDS DATA STANDARDS

2800 - R.S. 2477 ROADS

Date	Code	Action Text	Comment
Enter date closed	967	CLOSED WITHOUT ACTION	Use if information provided/available fails to show established use by public.

III. RELINQUISHMENT

A. IN WHOLE

Date	Code	Action Text	Comment
Enter date relq. filed	311	RELQ FILED	
Enter date relq. accepted	310	RELQ ACCEPTED	
Enter date relq. accepted	970	CASE CLOSED	

B. IN PART

Date	Code	Action Text	Comment
Enter date relq. filed	312	RELQ (PARTIAL) FILED	
Enter date relq. accepted	890	RELQ (PARTIAL) ACCEPTED	“700” the relinquished lands in the legal description and adjust case acres

LANDS DATA STANDARDS

2808, 2812 and 2880 - RIGHT-OF-WAY TRESPASS

See Section 2920 - TRESPASS for data standards for use, occupancy and development trespass (2928 case group).

ENTRY REQUIREMENTS:

SERIAL NUMBER: Serial number

PROPRIETOR: BLM. NOTE: DO NOT ENTER ANY INFORMATION IDENTIFYING THE ALLEGED TRESPASSER UNTIL THE TRESPASSER HAS ACKNOWLEDGED THAT THE TRESPASS HAS OCCURRED. TRESPASS CASES ARE NOT PUBLIC INFORMATION.

CASE TYPE: Applicable case type from 28 case group

COMMODITY CODES: 969, 970, 971, 972, 974, 975, or 977

INTEREST-RELATIONSHIP: 12 (party in interest)

I. RESOLVED: Cases where the trespass is resolved or further investigation reveals that no trespass occurred. When processing a trespass action, consider whether a bond or an increase in an existing bond is necessary. If bonding is determined necessary, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date Form 9230-10 received	387	CASE ESTABLISHED	
Enter date notice sent	017	TRESPASS NOTICE SENT	
Enter date negotiation began	167	ADM NEGOTIATION	
Enter date requested	106	MONIES REQUESTED	Enter in action remarks total amount of rent, penalties and cost recovery requested. EX: \$27425; Optional to break out the amounts and what the costs are for in general remarks
Enter date monies received	392	MONIES RECEIVED	Enter \$ amount of <u>penalties</u> received in action remarks. EX: \$675;
CBS Interface Entry	111	RENTAL RECEIVED	CBS will update CR by entering date and \$ amount received. EX: \$1300;1
CBS Interface Entry	971	COST RECOV (PROC) RECD	CBS will update CR by entering date and \$ amount received. EX: \$10450;1
Enter date of resolution	018	TRESPASS RESOLVED	
Enter date closed	970	CASE CLOSED	

LANDS DATA STANDARDS

2808, 2812 and 2880 - RIGHT-OF-WAY TRESPASS

II. UNRESOLVED: Cases where trespasser cannot be found or statute of limitation has expired.

Date	Code	Action Text	Comment
Enter date Form 9230-10 received	387	CASE ESTABLISHED	
Enter date determined	402	TRESPASS UNRESOLVED	
Enter date closed	970	CASE CLOSED	

LANDS DATA STANDARDS

2800 and 2812 - COOPERATIVE ROAD AGREEMENTS

ENTRY REQUIREMENTS:

I. ROAD AGREEMENTS are those in which road use and maintenance are provided under the terms of a cooperative agreement under the authority of 43 CFR 2812.3-2, or Section 307(b) of FLPMA. Pre-FLPMA agreements were authorized under the Public Land Administration Act (P.L. 86-649) which was repealed by the FLPMA. Road agreements should be entered into CR when the last person has signed the agreement. No application processing and/or monitoring fees are required.

SERIAL NUMBER: Serial number

PROPRIETOR: List each person or agency that is a member of the agreement.

CASE TYPE: 281400

COMMODITY CODES: 001 (none)

INTEREST-RELATIONSHIP: The amount of interest each person or agency holds in the agreement should be reflected. The relationship code is 04 (partner). If the agreement designates one agency the administration of the road uses, then use 19 (administrative management entity) for the administering agency and 04 for the other parties.

Date	Code	Action Text	Comment
Enter date agrmt. signed	387	CASE ESTABLISHED	
Enter date agrmt. signed	887	AGRMT SIGNED	
Enter date known	502 <OR> 503	LENGTH IN FEET LENGTH IN MILES	Enter length in action remarks.
Enter date known	504	WIDTH IN FEET (TOTAL)	Enter width in action remarks.
Enter date agrmt. expires	763	EXPIRES	If no expiration, enter 01/01/9999 in date field
Enter date agrmt. expired	234	EXPIRED	Delete AC 763
Enter date agrmt. expired	970	CASE CLOSED	

II. LICENSE AGREEMENTS are the permits or licenses issued by BLM to allow another party to use a road covered under the above cooperative agreement. Licenses or permits must be entered into a second record and suffixed, beginning with 01. Suffix any additional licenses or permits with the next chronological number up to 99. When the suffix would be 100, serialize a new case file, start suffixing with 01, and close out the old case.

SERIAL NUMBER: Serial number + 01 or next chronological number

PROPRIETOR: Applicant

CASE TYPE: 281400

COMMODITY CODES: 001 (none)

INTEREST-RELATIONSHIP: 01 (applicant) until license issues, then 31 (licensee)

Date	Code	Action Text	Comment
Enter date application received	124	APLN RECD	

LANDS DATA STANDARDS

2800 and 2812 - COOPERATIVE ROAD AGREEMENTS

Date	Code	Action Text	Comment
Enter date license issued	307	ROW GRANTED- ISSUED	Update interest relationship and percent interest.
Enter date known	502 <OR> 503	LENGTH IN FEET LENGTH IN MILES	Enter length in action remarks.
Enter date known	504	WIDTH IN FEET (TOTAL)	Enter "VAR" in action remarks
Enter date agrmt. expires	763	EXPIRES	If no expiration, enter 01/01/9999 in date field.
Enter date agrmt. expired	234	EXPIRED	Delete AC 763
Enter date agrmt. expired	970	CASE CLOSED	

LANDS DATA STANDARDS

2812 - TRAMROAD AND LOGGING ROAD RIGHTS-OF-WAY ON O&C/CBWR LANDS

ENTRY REQUIREMENTS:

NOTE: Pre-FLPMA ROWs issued pursuant to regulations at 43 CFR 2811 should be entered using case type 281100 or 281130, and pre-FLPMA rights received by the U.S. should be entered using case type 210017. Do not use case types 281100 or 281130 for any ROWs granted, amended, renewed, etc. after passage of FLPMA. Likewise, do not use case type 210017 for any acquisitions after passage of FLPMA.

EXCEPTIONS:

These data standards are limited to tramroad and logging road rights-of-way authorized or acquired by the U.S. under the regulations in 43 CFR 2812. Rights are granted by the U.S. via an O&C logging road right-of-way permit, and rights are granted to the U.S. via a right-of-way and road use agreement. Two options are available for entering an O&C logging road right-of-way permit. Use case type 281210 for the issuance of a “unilateral” right-of-way permit when reciprocal rights are not acquired by the U.S. from an applicant. Use case type 281230 for issuance of a “reciprocal” right-of-way permit when reciprocal rights to the U.S. are acquired from an applicant/holder. Case type 210003 must be used with case type 281230 to establish a reciprocal right-of-way agreement between the U.S. and the applicant. A reciprocal right-of-way agreement is an exchange of access rights between an applicant/holder and the U.S. for forest management and timber removal pursuant to 43 CFR 2812.

Upon determination that reciprocal rights are required, serialize one case file and enter two records into CR. One record will be for the right-of-way authorized across BLM-administered lands (suffix “FD”). The second record will be for the right-of-way acquired by the U.S. on non-Federal lands (suffix “PT”). Reciprocal right-of-way agreements are not subject to cost recovery or rent. Unilateral permits are not subject to cost recovery or rent but are subject to road use and road maintenance fees.

I. UNILATERAL ROW PERMIT

SERIAL NUMBER: Serial number

PROPRIETOR: Applicant

CASE TYPE: 281210

COMMODITY CODES: 971

INTEREST-RELATIONSHIP: 01 (applicant), 29 (holder) use only if bill goes to another party); 61 (billee) use if other than holder; 65 (holder/billee) use if holder and billee are the same; 99 (previous interest party) use for a previous assignor or original if it has changed

A. PROCESSING

Date	Code	Action Text	Comment
Enter date application received	124	APLN RECD	
Enter date established	<OR> 387	CASE ESTABLISHED	

B. ISSUANCE

1. Bonding.

See Appendix 1, Part IV. BONDING for optional action codes to track bonds.

LANDS DATA STANDARDS

2812 - TRAMROAD AND LOGGING ROAD RIGHTS-OF-WAY ON O&C/CBWR LANDS

2. Offer/Issue Permit

Date	Code	Action Text	Comment
Enter date offered	241	AUTH OFFERED APPLICANT	Entry optional but advisable for tracking.
CBS Interface Entry	392	MONIES RECEIVED	CBS will update CR by entering date and \$ amount received for road use and road maintenance fees.
Enter date ROW granted	307	ROW GRANTED- ISSUED	Change interest relationship code and percent interest.
Enter date compliance exam due	853	COMPL/REVIEW DUE DATE	
Enter date of expiration	763	EXPIRES	If no expiration, enter 01/01/9999 in date field.
Enter date expired	234	EXPIRED	Delete AC 763
Enter date closed	970	CASE CLOSED	

3. Application Denied/Rejected

Date	Code	Action Text	Comment
Enter date decision issued	125	APLN REJ/DENIED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	

C. COMPLIANCE

AC 950 and AC 041 are used to document findings of field exams and may be used multiple times. A written report must be placed in case file each time either code is used. Use AC 950 when holder is compliant with grant terms. Use AC 041 when holder is not compliant. AC 041 should be used each time a field exam is conducted on a noncompliant grant and as many times as necessary until holder brings grant back into compliance with grant terms. When field exam reveals holder has brought grant back into compliance, use AC 950. DO NOT use both AC 041 and 950 to document the same field exam. Remove previous entries of AC 853 and enter next date a compliance check is due.

LANDS DATA STANDARDS

2812 - TRAMROAD AND LOGGING ROAD RIGHTS-OF-WAY ON O&C/CBWR LANDS

1. In Compliance

Date	Code	Action Text	Comment
Enter date approved	950	COMPLIANCE APPROVED	
Enter date next compliance exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date

2. Noncompliance Brought Into Compliance

NOTE: Noncompliance may be reason for requiring a bond or for increasing the amount of an existing bond. See Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compliance due	247	FUTURE ACTION SUSPENSE	
Enter date approved	950	COMPLIANCE APPROVED	Remove AC 247 when entering this AC
Enter date next compliance exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date

3. Noncompliance Resulting in Suspension

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compliance due	247	FUTURE ACTION SUSPENSE	
Enter date holder notified activities suspended	127	ACTION SUSPENDED	Remove AC 247 when entering this AC
Enter date suspension lifted	678	SUSP LIFTED	
Enter date approved	950	COMPLIANCE APPROVED	

LANDS DATA STANDARDS

2812 - TRAMROAD AND LOGGING ROAD RIGHTS-OF-WAY ON O&C/CBWR LANDS

Enter date next compliance exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date
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4. Noncompliance Resulting in Cancellation

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compliance due	247	FUTURE ACTION SUSPENSE	
Enter date of decision	199	CANCELED	Delete AC 763
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	

D. OTHER CASE ACTIONS

1. Application Withdrawn

Date	Code	Action Text	Comment
Enter date application withdrawn	130	APLN WITHDRAWN	
Enter date application withdrawn	970	CASE CLOSED	

2. Request for Renewal

Date	Code	Action Text	Comment
Enter date application filed	314	RENEWAL APLN RECEIVED	
Enter date ROW renewed	308	ROW RENEWED	Update AC 763.

LANDS DATA STANDARDS

2812 - TRAMROAD AND LOGGING ROAD RIGHTS-OF-WAY ON O&C/CBWR LANDS

3. Application for Amendment

NOTE: When processing an amendment, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date application received	153	POST AUTH APLN RECD	
Enter date filed	037	POST AUTH APLN WITHDRAWN	
Enter date filed	038	POST AUTH APLN WDN IN PT	
Enter date decision issued	304	AUTH AMENDED/MODIFIED	Adjust case acres, legal description, length, and width if necessary.
Enter date decision issued	039	POST AUTH APLN DENIED	

4. Assignments

NOTE: When processing an assignment, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

a. Assignments in Whole

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	
Enter date asgn approved	139	ASGN APPROVED	Enter in action remarks "FROM [name of original grantee];" and change proprietor name/address to that of new holder.
Enter date decision signed	<OR> 269	ASGN DENIED	

LANDS DATA STANDARDS

2812 - TRAMROAD AND LOGGING ROAD RIGHTS-OF-WAY ON O&C/CBWR LANDS

b. Assignments in Part

1. Rejected

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	Enter "IN PART;" in action remarks
Enter date decision signed	269	ASGN DENIED	

2. Approved: If partial assignment is to be approved, establish a new case file in name of assignee and assign a new serial number. You now have two case files, one for the original right-of-way (assignor) and one for the new right-of-way (assignee). In new file, enter legal description of the part being assigned and the following information:

Date	Code	Action Text	Comment
Enter date orig. ROW application filed	387	CASE ESTABLISHED	
Enter date original ROW granted	307	ROW GRANTED- ISSUED	
Enter date asgn approved	553	CASE CREATED BY ASGN	Enter serial # of <u>original</u> ROW in action remarks.

NOTE: In original ROW record, "700" those portions of legal description being assigned and change case acres. (If you are not familiar with use of the "700" code in the land description, request assistance from your Lands & Realty Data Steward). Enter the following information in original ROW file.

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	Enter "IN PART;" in action remarks.
Enter date asgn approved	570	CASE SEGREGATED BY ASGN	Enter in action remarks serial # of <u>new</u> ROW case. NOTE: "Segregated" in this definition does not mean the lands are segregated from entry; it means the case was split because part of the original ROW was moved to another ROW case file

LANDS DATA STANDARDS

2812 - TRAMROAD AND LOGGING ROAD RIGHTS-OF-WAY ON O&C/CBWR LANDS

E. RELINQUISHMENT

1. In Whole

Date	Code	Action Text	Comment
Enter date relq. filed	311	RELQ FILED	
Enter date relq. accepted	310	RELQ ACCEPTED	
Enter date relq. accepted	970	CASE CLOSED	
<OR>			
Enter date relq. rejected	313	RELQ UNACPT/DENIED	

2. In Part

Date	Code	Action Text	Comment
Enter date relq. filed	312	RELQ (PARTIAL) FILED	
Enter date relq. accepted	890	RELQ (PARTIAL) ACCEPTED	“700” the relinquished lands in the legal description and update case acres.
<OR>			
Enter date relq. rejected	313	RELQ UNACPT/DENIED	

II. RECIPROCAL RIGHT-OF-WAY PERMIT

A. RECORD FOR ROW GRANTED TO NON-FEDERAL PARTY

SERIAL NUMBER: Serial number + FD

PROPRIETOR: State or private party (permittee)

CASE TYPE: 281230 (43 CFR 2812)

COMMODITY CODES: 971

INTEREST-RELATIONSHIP: 01 (applicant), 29 (holder)

1. Issuance

Date	Code	Action Text	Comment
Enter date application received	124	APLN RECD	
Enter date established	<OR> 387	CASE ESTABLISHED	
Enter date of application or case established	846	EXEMPT FROM COST RECOV	
Enter date ROW is granted	307	ROW GRANTED-ISSUED	Change interest relationship code and percent interest

LANDS DATA STANDARDS

2812 - TRAMROAD AND LOGGING ROAD RIGHTS-OF-WAY ON O&C/CBWR LANDS

Date	Code	Action Text	Comment
Enter date ROW is granted	501	REFERENCE NUMBER	Enter in action remarks local RWA number if applicable. EX: RWA-S-900;
Enter date ROW is granted	502 <OR> 503	LENGTH IN FEET LENGTH IN MILES	
Enter date ROW is granted	504	WIDTH IN FEET (TOTAL)	Enter "VAR" in action remarks
Enter date of expiration	763	EXPIRES	If no expiration, enter 01/01/9999 in date field
Enter date of expiration	234	EXPIRED	Delete AC 763
Enter date of expiration	970	CASE CLOSED	

2. Other Actions

Date	Code	Action Text	Comment
Enter date assignment filed	140	ASGN FILED	Enter in action remarks "FROM [name of Assignor];". Required for each assignment
Enter date assignment approved	139	ASGN APPROVED	Enter in action remarks "FROM [name of Assignor];". Required for each assignment
Enter date ROW amended	304	AUTH AMENDED/MODIFIED	Enter "PERMIT AMEND NO. ____;" in action remarks. Entry required for all amendment actions
Enter date compliance report	950	COMPLIANCE APPROVED	Enter BLM verification date for road use reports or date of after-haul road condition exams and/or construction inspections by BLM
Enter date expires	763	EXPIRES	If no expiration, enter 01/01/9999 in date field
Enter date expired	234	EXPIRED	Delete AC 763.
Enter date closed	970	CASE CLOSED	

LANDS DATA STANDARDS

2812 - TRAMROAD AND LOGGING ROAD RIGHTS-OF-WAY ON O&C/CBWR LANDS

3. Partial Assignments - Newly Created Permit File

Date	Code	Action Text	Comment
Enter date of application	124	APLN RECD	Serialize new case file with FD suffix.
Enter date of initial correspondence	<OR> 387	CASE ESTABLISHED	Serialize new case with FD suffix.
Enter date ROW granted	307	ROW GRANTED- ISSUED	
Enter date assignment approved	553	CASE CREATED BY ASGN	Enter in action remarks parent Serial No. and FD suffix.
Enter date ROW granted	501	REFERENCE NUMBER	Enter in action remarks local RWA number with letter suffix in sequence for each partial assignment. EX: RWA-S-900A, RWA-S-900B, etc;

4. Partial Assignments - Parent (Residual) Permit File

Date	Code	Action Text	Comment
Enter date assignment approved	570	CASE SEGREGATED BY ASGN	Cross reference Serial No. and local RWA number from newly created permit above. "700" the lands in the legal description to delete U.S. lands/easements from Parent case file which were assigned "in full" following partial assignment approval. Do not delete U.S. lands/easements which were assigned "in common".

B. RECORD FOR ROW GRANTED TO U.S.

1. Issuance

SERIAL NUMBER: Serial number + PT

PROPRIETOR: Federal agency

CASE TYPE: 210003 (43 CFR 2812);

COMMODITY CODES: 963 (exclusive) or 964 (nonexclusive)

INTEREST-RELATIONSHIP: 22 (Acquiring agency)

Date	Code	Action Text	Comment
Enter date established	387	CASE ESTABLISHED	Use date of first case file correspondence or application
Enter date agreement signed	501	REFERENCE NUMBER	Enter in action remarks local RWA number if applicable. EX: RWA-S-900;

LANDS DATA STANDARDS

2812 - TRAMROAD AND LOGGING ROAD RIGHTS-OF-WAY ON O&C/CBWR LANDS

Date	Code	Action Text	Comment
Enter date ROW granted	502 <OR> 503	LENGTH IN FEET LENGTH IN MILES	Enter length in action remarks.
Enter date ROW granted	504	WIDTH IN FEET (TOTAL)	Enter "VAR" in action remarks
Enter date agreement signed	887	AGRMT SIGNED	
Enter date of recordation	404	TITLE RECORDATION	Enter volume, book and page or reception # in action remarks
Enter date expires	763	EXPIRES	If no expiration, enter 01/01/9999 in date field
Enter date expired	234	EXPIRED	Delete AC 763
Enter date closed	970	CASE CLOSED	

2. Other actions

Date	Code	Action Text	Comment
Enter date ROW amended	304	AUTH AMENDED/MODIFIED	Enter "AGRMT AMEND NO. ____;" in action remarks. Entry required for all amendment actions.

LANDS DATA STANDARDS

2880 - TEMPORARY USE PERMITS ASSOCIATED WITH MLA RIGHTS-OF-WAY

ENTRY REQUIREMENTS: The purpose for developing these standards is to track actions for temporary use permits, such as large acreage permits that place significant restrictions on use of public land and/or have major impacts on workloads and accomplishments.

A Temporary Use Permit (TUP) authorized under the MLA is a document that is separate and apart from a ROW grant. As such, you must enter a TUP into CR under its own serial number and case type. If you want to tie one or more TUPs to a specific ROW, suffix the base ROW case number.

Temporary uses authorized at the time a ROW is granted may be (1) accommodated as part of the basic ROW grant by stipulation (i.e., “the 50 feet immediately east of the “specified” ROW may be used from [date] to [date] as a temporary construction area”), or (2) as one or more separate authorizations. A separate authorization may have its own case number or may be suffixed to the base case.

Do not use ACs 502, 503, or 504 on site type ROWs such as communication sites, storage sites, staging areas, etc. Enter dimensions of site ROW in General Remarks. If linear facilities are authorized in conjunction with a site ROW, enter dimension of the site ROW and the length and width of linear facilities in General Remarks.

Use AC 368 only on case type 288106 only after a determination has been made that additional safety actions or activities, over and above those normally required, are included in a grant pursuant to Section 28(W)(1) of the MLA.

Effective 6/21/2005, temporary use permits (TUP) are no longer issued pursuant to FLPMA; issue a short term ROW instead. Issue a TUP (case type 288106) pursuant to MLA only.

For interstate ROWs (commodity code 977), enter AC 501 using date Director’s authority is delegated to the lead state and identify the lead state in action remarks. If State Director delegates signing authority to a lower level of organization, enter another AC 501 using date of SD’s written delegation to the lead office and identify the lead office in action remarks. Each State Office involved must serialize a separate case in order to enter the legal descriptions associated within their jurisdiction and reference the lead state serial number in General Remarks. The lead state will record all actions associated with the case in the lead state serial number and cross reference the other State Office serial numbers in General Remarks. Even though only one grant is issued, record the issuance of the ROW grant in each State Office serial number to set the case disposition to Authorized.

SERIAL NUMBER: Serial Number + next sequential suffix number.

PROPRIETOR: Applicant

CASE TYPE: 288106

COMMODITY CODES: 969

INTEREST-RELATIONSHIP: 01 (applicant) and 65 (holder/billee). If one entity holds the grant and another entity is billed for the rent, use 29 (holder) and 61 (billee) instead of 65.

CUSTOMER SERVICE STANDARD: Regulations at 43 CFR 2804.25(c) and 43 CFR 2884.21(b), effective June 21, 2005, established a customer service standard for processing completed Category 1-4 ROW applications and post authorization requests for amendments, assignments, and renewals. The regulations require BLM to process a Category 1-4 application within 60 calendar days and to notify a Category 1-4 applicant prior to the 30th calendar day if application processing will take longer than 60 calendar days. The regulations also require BLM, within 60 calendar days, to notify Category 6 applicants of the estimated processing time for their application. An application is determined to be a “completed” application when the applicant has furnished all required information necessary to process the application and paid the proper processing fee. The customer service processing period begins (1) when BLM determines the applicant has submitted a completed application OR (2) by the 31st day following receipt UNLESS, prior to the 31st calendar

LANDS DATA STANDARDS

2880 - TEMPORARY USE PERMITS ASSOCIATED WITH MLA RIGHTS-OF-WAY

day, the authorized officer has issued a letter requesting specific additional information or issued a category determination decision and is awaiting payment. The customer service processing period ends with the decision to deny or approve the application or if the customer withdraws the application.

I. PROCESSING

Date	Code	Action Text	Comment
Enter date application received	124	APLN RECD	

NOTE: Enter processing and/or monitoring cost recovery and rent codes only when the temporary use permit is issued as a separate document from the base right-of-way and cost recovery and rent applies only to the TUP.

A. DETERMINE COST RECOVERY

Date	Code	Action Text	Comment
Enter date determined	840-843	CAT 1-4 COST RECOVERY-PROC	Select appropriate AC
Enter date determined	<OR> 844	CAT 5 COST RECOVERY-PROC	See I.B. Master Agreements, below
Enter date determined	<OR> 845	CAT 6 COST RECOVERY-PROC	
CBS Interface Entry	971	COST RECOV (PROC) RECD	CBS will update CR by entering date and \$ amount received. EX: \$354;1 [NOTE: For Cat 5 applications, CBS will not update CR; see I.B. Master Agreements, below]

B. MASTER AGREEMENTS

NOTE: Multiple cases will be serialized and processed under a single Master Agreement (MA) and it is possible that some offices might have several MAs. It will be important to track MAs as well as the various individual cases processed under each MA. Each MA will have its own project number and each individual case processed under a specific MA will have its own subproject code that will remain the same for the life of the individual ROW. Therefore, for each separate TUP established under an MA, enter the following ACs using the date the decision is made to process that particular application under a specific MA:

Date	Code	Action Text	Comment
Enter date decision made to process application under MA	844	CAT 5 COST RECOVERY-PROC	Enter in action remarks <u>subproject</u> code followed by semicolon. EX: AA01;

LANDS DATA STANDARDS

2880 - TEMPORARY USE PERMITS ASSOCIATED WITH MLA RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date decision made to process application under MA	882	CAT 5 COST RECOVERY-MON	Enter in action remarks same <u>subproject</u> code followed by semicolon. EX: AA01;

Use of AC 844 and AC 882 will show that the TUP will be processed under the cost recovery aspects of the MA. Entry of the subproject code is only required when the case is established. It is optional to include additional information in general remarks, such as the MA project code and date the agreement was approved by the AO. EX: MASTER AGREEMENT 5103-G001 APPROVED 07/06/2006. Follow remaining data standards as for any other TUP.

Once application processing is complete, the TUP issued, and monitoring completed, a report must be run from FBMS by the subproject code to determine the full processing and monitoring costs for that particular case. These amounts (adjusted to include indirect costs) must be entered manually into CR using AC 971 - COST RECOV (PROC) RECD and AC 065 COST RECOV (MON) RECD. This will maintain the consistency in cost recovery reports from CR.

C. APPLICATION INCOMPLETE AND/OR PROPER PROCESSING FEES NOT PAID

Date	Code	Action Text	Comment
Enter date requested	104	ADDTL INFO RQSTD	Entry required. Optional to identify in action remarks what is deficient in application. EX: NEED MAP <or> NEED POD If not using AC 106, include amount of cost recovery fee requested
Enter date requested	106	MONIES REQUESTED	Optional. If used, enter in action remarks amount of cost recovery fees requested
Enter date due	247	FUTURE ACTION SUSPENSE	Optional.

D. APPLICATION COMPLETE AND PROPER PROCESSING FEES PAID

Date	Code	Action Text	Comment
Enter date determined	110	APLN COMPLETE	If Cat 1-4, use date application determined to be complete and correct processing fee has been received. Enter date Cat 6 application determined to be complete. Entry of AC 110 will start customer service time clock

LANDS DATA STANDARDS

2880 - TEMPORARY USE PERMITS ASSOCIATED WITH MLA RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date notified	182	APLNT NTF PROC TIME	Use date Cat 1-4 applicant notified application will not be processed within 60 calendar days or Cat 6 applicant notified of estimated processing time. Optional, but advisable, to enter reason for processing delay for Cat 1-4 applications
Enter future date	183	ANTICIPATED DEC DATE	Use date when decision to grant or deny Cat 1-4 application expected to be issued, as identified in 29-day notification letter. Use date when processing of Cat 6 application is estimated to be completed
Enter date project # assigned	501	REFERENCE NUMBER	For Cat 6, enter in action remarks project number followed by semicolon. EX: PROJ-B123;

II. ISSUANCE

A. BONDING

See Appendix 1, Part IV. BONDING for optional action codes to track bonds.

B. DETERMINE MONITORING FEE

Date	Code	Action Text	Comment
Enter date determined	878- 881 <OR>	CAT 1-4 COST RECOVERY-MON	See I.B Master Agreements, above
Enter date determined	882	CAT 5 COST RECOVERY-MON	
Enter date determined	<OR> 883	CAT 6 COST RECOVERY-MON	

C. DETERMINE RENT

Date	Code	Action Text	Comment
Enter date appraisal approved	132	APPRAISAL/REAPPR APPV	Enter on <u>non-schedule</u> ROWs only. Enter in action remarks \$ amount. Use for new grants and each time appraisal is updated

LANDS DATA STANDARDS

2880 - TEMPORARY USE PERMITS ASSOCIATED WITH MLA RIGHTS-OF-WAY

D. OFFER/ISSUE TUP

Date	Code	Action Text	Comment
Enter date offered	241	AUTH OFFERED APPLICANT	Entry optional but advisable for tracking. Entry stops customer service time clock
CBS Interface Entry	065	COST RECOV (MON) RECD	CBS will update CR by entering date and \$ amount received. For Cat 5 applications, CBS will not update CR; see I.B. Master Agreements, above.
CBS Interface Entry	111	RENTAL RECEIVED	CBS will update CR by entering date and \$ amount received.
Enter date TUP issued	307	ROW GRANTED- ISSUED	Change interest relationship code and percent interest. Entry stops customer service time clock
Enter determination date or date TUP granted	368	STIPS EXCESSIVE	Use <u>only</u> when a determination has been made that additional safety actions or activities, over and above those normally required, are included in grant.
Enter date TUP is granted	502	LENGTH IN FEET	Use if length is less than one mile. Enter length in action remarks.
Enter date TUP granted	<OR> 503	LENGTH IN MILES	Use if length is more than one mile. Enter length in action remarks.
Enter date TUP issued	504	WIDTH IN FEET (TOTAL)	Enter width in action remarks.
Enter date TUP granted	505	DIAMETER OF PIPE (INCHES)	Enter in action remarks diameter in inches. Enter AC 505 at this time when diameter of pipeline is less than 24”.
Enter date TUP granted	506	POWERLINE VOLTAGE (KV)	Enter in action remarks voltage in kV. EX: For 14,200 volts enter 14.2; See Section 2800 – Electric Power Line Rights-of-way for power line data entry.
Enter date compliance exam due	853	COMPL/REVIEW DUE DATE	
Enter date expires	763	EXPIRES	If no expiration, enter 01/01/9999 in date field
Enter date expired	234	EXPIRED	Delete AC 763
Enter date closed	970	CASE CLOSED	

NOTE: Do not use ACs 502, 503, 504 on site type ROWs. Enter dimensions of site ROW and if linear facilities included in ROW, enter length and width of linear facilities in General Remarks.

LANDS DATA STANDARDS

2880 - TEMPORARY USE PERMITS ASSOCIATED WITH MLA RIGHTS-OF-WAY

Do not remove AC-183 - ANTICIPATED DEC DATE when case processing is complete and a decision to grant or deny the application has been issued as it will be used to measure compliance with the customer service standard.

SPECIAL NOTE: AC 307 is used in lieu of AC 276, PMT-LIC ISSUED, since TUP authorizations are actually a part of or tied to a ROW grant.

III. APPLICATION DENIED/REJECTED

Date	Code	Action Text	Comment
Enter date decision issued	125	APLN REJ/DENIED	Entry stops customer service time clock
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	

IV. COMPLIANCE

AC 950 and AC 041 are used to document findings of field exams and may be used multiple times. A written report must be placed in case file each time either code is used. Use AC 950 when holder is in compliance with grant terms. Use AC 041 when holder is in non-compliance. AC 041 should be used each time a field exam is conducted on a noncompliant grant and as many times as necessary until holder brings grant back into compliance with grant terms. When field exam reveals holder has brought grant back into compliance, use AC 950. DO NOT use both AC 041 and 950 to document the same field exam. Remove previous entries of AC 853 and enter next date a compliance check is due.

A. IN COMPLIANCE

Date	Code	Action Text	Comment
Enter date approved	950	COMPLIANCE APPROVED	
Enter date next compliance exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date

B. NONCOMPLIANCE BROUGHT INTO COMPLIANCE

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compliance due	247	FUTURE ACTION SUSPENSE	

LANDS DATA STANDARDS

2880 - TEMPORARY USE PERMITS ASSOCIATED WITH MLA RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date approved	950	COMPLIANCE APPROVED	Remove AC 247 when entering this AC
Enter date next compliance exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date

C. NONCOMPLIANCE RESULTING IN SUSPENSION

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compliance due	247	FUTURE ACTION SUSPENSE	
Enter date holder notified activities suspended	127	ACTION SUSPENDED	Remove AC 247 when entering this AC
Enter date suspension lifted	678	SUSP LIFTED	
Enter date approved	950	COMPLIANCE APPROVED	
Enter date next compliance exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date

D. NONCOMPLIANCE RESULTING IN CANCELLATION

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compliance due	247	FUTURE ACTION SUSPENSE	
Enter date of decision	199	CANCELED	Delete AC 763
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	

LANDS DATA STANDARDS

2880 - TEMPORARY USE PERMITS ASSOCIATED WITH MLA RIGHTS-OF-WAY

V. OTHER CASE ACTIONS

A. APPLICATION WITHDRAWN

Date	Code	Action Text	Comment
Enter date application withdrawn	130	APLN WITHDRAWN	Entry stops customer service time clock
Enter date application withdrawn	970	CASE CLOSED	

B. REQUEST FOR RENEWAL

Date	Code	Action Text	Comment
Enter date application filed	314	RENEWAL APLN RECEIVED	Customer service standard and cost recovery apply (see I.A-C and II.B above)
Enter date TUP renewed	308	ROW RENEWED	Update AC 763. Entry stops customer service time clock

C. APPLICATION FOR AMENDMENT

Date	Code	Action Text	Comment
Enter date application received	153	POST AUTH APLN RECD	Customer service standard and cost recovery apply (see I.A-C and II.B above). If no lands are to be added by the requested action, a false 153 error message is generated in CR. In General Remarks, state that “No lands were added by the 153 action”
Enter date w/d filed	037	POST AUTH APLN WITHDRAWN	Entry stops customer service time clock
Enter date w/d filed	038	POST AUTH APLN WDN IN PT	Entry does NOT stop customer service time clock
Enter date decision issued	304	AUTH AMENDED/MODIFIED	Adjust case acres, legal description, length, and width if necessary. Entry stops customer service time clock
Enter date decision issued	039	POST AUTH APLN DENIED	Entry stops customer service time clock

LANDS DATA STANDARDS

2880 - TEMPORARY USE PERMITS ASSOCIATED WITH MLA RIGHTS-OF-WAY

D. ASSIGNMENTS

1. Assignments in Whole

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	Customer service standard and cost recovery apply (see I.A-C and II.B above)
Enter date asgn approved	139	ASGN APPROVED	Enter "FROM [name of original grantee];" and change proprietor to new holder with interest relationship of holder and billee or holder/billee . Entry stops customer service time clock
Enter date decision signed	<OR> 269	ASGN DENIED	Entry stops customer service time clock
Enter date decision signed	269	ASGN DENIED	Entry stops customer service time clock

2. Assignments in Part

a. Rejected

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	Enter "IN PART" in action remarks. Customer service standard and cost recovery apply (see I.A-C and II.B above)
Enter date decision signed	269	ASGN DENIED	Entry stops customer service time clock

b. Approved: If partial assignment is to be approved, establish a new case file in CR in name of assignee [with interest relationship of holder and billee or holder/billee](#). You now have two case files, one for the original TUP (assignor) and one for the new TUP (assignee). In new file, enter legal description of the part being assigned and the following information:

Date	Code	Action Text	Comment
Enter date original application filed	387	CASE ESTABLISHED	
Enter date original TUP granted	307	ROW GRANTED- ISSUED	
Enter date asgn approved	553	CASE CREATED BY ASGN	Enter serial # of <u>original</u> TUP in action remarks.

NOTE: In original TUP record, "700" those portions of legal description being assigned and change case acres. (If you are not familiar with use of the "700" code in the land description, request assistance from your Land and Realty Data Steward). Enter the following information in original TUP file.

LANDS DATA STANDARDS

2880 - TEMPORARY USE PERMITS ASSOCIATED WITH MLA RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	Enter "IN PART;" in action remarks. Customer service standard and cost recovery apply (see I.A-C and II.B above)
Enter date asgn approved	570	CASE SEGREGATED BY ASGN	Enter in action remarks serial # of <u>new</u> TUP case. NOTE: "Segregated" in this definition does not mean the lands are segregated from entry; it means the case was split because part of the original TUP was moved to another TUP

E. RELINQUISHMENT

1. In Whole

Date	Code	Action Text	Comment
Enter date relq. filed	311	RELQ FILED	
Enter date relq. accepted	310	RELQ ACCEPTED	
Enter date relq. accepted	970	CASE CLOSED	
<OR>			
Enter date relq. rejected	313	RELQ UNACPT/DENIED	

2. In Part

Date	Code	Action Text	Comment
Enter date relq. filed	312	RELQ (PARTIAL) FILED	
Enter date relq. accepted	890	RELQ (PARTIAL) ACCEPTED	"700" the relinquished lands in the legal description and update case acres.
<OR>			
Enter date relq. rejected	313	RELQ UNACPT/DENIED	

LANDS DATA STANDARDS

2880 - TEMPORARY USE PERMITS ASSOCIATED WITH MLA RIGHTS-OF-WAY

F. TRANSFER OF JURISDICTION OVER LANDS "SUBJECT TO" TUP

Date	Code	Action Text	Comment
Enter date patent/WD issued	466	ADM-JURIS TRF OUT	Enter "TO (name of agency/landowner)" in action remarks. If only part of the ROW is transferred enter the legal description transferred in general remarks.

Do not close case. The TUP continues in effect as authorized, but the BLM no longer has jurisdiction over the administration of that portion of the TUP (e.g., collecting rental, renewal, etc.). The authorization continues until it expires, so it remains on the land status records and in LR2000 Case Recordation as an authorized case. Do not adjust the legal description ("700") or the acreage. Adjust the LRAM record to reflect the current billable portion BLM is still responsible for. If the remaining TUP is renewed by BLM, at that point for the portion that BLM no longer has jurisdiction over, "700" the transferred lands and adjust the acreage, as the transferred portion has expired. Once the TUP expires, enter AC 234 - Expired and AC 970 - Case Closed.

G. TRANSFER OF JURISDICTION OVER LANDS WITH TUP "RESERVED" TO U.S.

If TUP is reserved to U.S., since there is no change in the administration of the TUP, there is no change to the case record.

H. TRANSFER OF JURISDICTION OVER TUP GRANT (E.G., BLM TO USFS)

Follow the instructions in Section F above.

LANDS DATA STANDARDS

2911 - AIRPORT LEASES

ENTRY REQUIREMENTS: Upon receipt of an application, serialize and enter into CR.

SERIAL NUMBER: Serial number

PROPRIETOR: Applicant

CASE TYPE: 291100

COMMODITY CODES: 001 through application processing, and then any commodity code (see data element 2303) between 940 and 958

INTEREST-RELATIONSHIP: 01 (applicant) and 15 (lessee)

I. ISSUED PRIOR TO DECEMBER 10, 1986

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date apln recd	552	LAND SEGREGATED	
Enter date apln recd	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date apln recd	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
CBS Interface Entry	111	RENTAL RECEIVED	CBS will update CR by entering date and \$ amount received
Enter date lease is issued	237	LEASE ISSUED	Change interest relationship
Enter date of expiration	763	EXPIRES	
Enter date 6 months from date of issuance or from prior compliance	853	COMPL/REVIEW DUE DATE	
Enter date 6 months review is completed	950	COMPLIANCE APPROVED	If not approved, use AC 474, notice of noncompliance.
Enter date gross business receipt is due, 90 days after the anniversary date	247	FUTURE ACTION SUSPENSE	Enter "GROSS BS RCPT DUE;" in action remarks. If gross business report is not in, use AC 474, notice of noncompliance. Enter each year.
Enter date gross business report is received	218	GROSS RECEIPTS RPT RECD	Enter each year
Enter date expired	234	EXPIRED	Delete AC 763
Enter date expired	372	SEGREGATION TERMINATED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	873	OPEN TO ENTRY	

LANDS DATA STANDARDS

2911 - AIRPORT LEASES

Date	Code	Action Text	Comment
Enter date closed	970	CASE CLOSED	

II. ISSUED DECEMBER 10, 1986 AND AFTER

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date apln recd	552	LAND SEGREGATED	
Enter date apln recd	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date apln recd	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
CBS Interface Entry	971	COST RECOV (PROC) RECD	CBS will update CR with date and \$ amount received
Enter date proj. # is assigned	501	REFERENCE NUMBER	Enter # in action remarks. EX: PROJ-B1234;
Enter date requested	133	APPR-REAPPR RQSTD	
Enter date received	132	APPRAISAL/REAPPR APPV	Enter in action remarks dollar amount of the <u>annual</u> rental in dollars with dollar sign in first position and ending with a semicolon. EX: \$600;
Enter date published in FR	861	NORA ISSUED	
CBS Interface Entry	111	RENTAL RECEIVED	CBS will update CR by entering date and \$ amount received
CBS Interface Entry	065	COST RECOV (MON) RECD	CBS will update CR by entering date and \$ amount received
Enter date lease is issued	237	LEASE ISSUED	Change interest relationship
Enter expiration date	763	EXPIRES	
Enter date 12 months from date of issuance	853	COMPL/REVIEW DUE DATE	
Enter date 12 months review is completed	950	COMPLIANCE APPROVED	
Enter date expired	234	EXPIRED	Delete AC 763
Enter date expired	372	SEGREGATION TERMINATED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	873	OPEN TO ENTRY	

LANDS DATA STANDARDS

2911 - AIRPORT LEASES

Date	Code	Action Text	Comment
Enter date closed	970	CASE CLOSED	

III. ACTIONS APPLICABLE TO ALL AIRPORT LEASES

A. COMPLIANCE

1. Noncompliance brought into compliance

Date	Code	Action Text	Comment
Enter date notice is signed	474	NOTICE OF NONCOMPLIANCE	Enter "SHOW-CAUSE;" in action remarks.
Enter date compliance ends	247	FUTURE ACTION SUSPENSE	Enter "COMPLIANCE DUE;" in action remarks.
Enter approval date	950	COMPLIANCE APPROVED	

2. Noncompliance resulting in cancellation

Date	Code	Action Text	Comment
Enter date notice is signed	474	NOTICE OF NONCOMPLIANCE	Enter "SHOW-CAUSE;" in action remarks.
Enter date compliance ends	247	FUTURE ACTION SUSPENSE	Enter "COMPLIANCE DUE;" in action remarks.
Enter date of decision	199	CANCELED	Delete AC 763
Enter date expired	372	SEGREGATION TERMINATED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date appeal expires	970	CASE CLOSED	

B. RENEWAL

Date	Code	Action Text	Comment
Enter date renewal is filed	314	RENEWAL APLN RECEIVED	
Enter date lease is renewed	242	LEASE RENEWED	
Enter date of expiration	763	EXPIRES	

C. REJECTED

1. In Whole

Date	Code	Action Text	Comment
Enter date decision issues	125	APLN REJ/DENIED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL RIGHT ENDS" in action remarks.
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;

LANDS DATA STANDARDS

2911 - AIRPORT LEASES

Date	Code	Action Text	Comment
Enter date specified in FR	372	SEGREGATION TERMINATED	
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date closed	970	CASE CLOSED	

2. In Part

Date	Code	Action Text	Comment
Enter date decision issues	126	APLN REJ/DEN IN PART	"700" the lands in the legal description and change case acres.
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL RIGHT ENDS" in action remarks.
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	372	SEGREGATION TERMINATED	Enter "IN PART;" in action remarks.
Enter date specified in FR	873	OPEN TO ENTRY	

D. WITHDRAWN

1. In Whole

Date	Code	Action Text	Comment
Enter date w/d is filed	130	APLN WITHDRAWN	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	372	SEGREGATION TERMINATED	
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date closed	970	CASE CLOSED	

2. In Part

Date	Code	Action Text	Comment
Enter date w/d is filed	131	APLN WITHDRAWN IN PART	"700" the lands in the legal description and change case acres.
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	372	SEGREGATION TERMINATED	Enter "IN PART;" in action remarks.
Enter date specified in FR	873	OPEN TO ENTRY	

E. RELINQUISHED

1. In Whole

Date	Code	Action Text	Comment
Enter date relq. is filed	311	RELQ FILED	
Enter date relq. is accepted	310	RELQ ACCEPTED	

LANDS DATA STANDARDS

2911 - AIRPORT LEASES

Date	Code	Action Text	Comment
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	372	SEGREGATION TERMINATED	
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date case closed	970	CASE CLOSED	

2. In Part

Date	Code	Action Text	Comment
Enter date relq. is filed	312	RELQ (PARTIAL) FILED	
Enter date relq. is accepted	890	RELQ (PARTIAL) ACCEPTED	“700” the relinquished lands in the legal description and update case acres.
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	372	SEGREGATION TERMINATED	
Enter date specified in FR	873	OPEN TO ENTRY	

F. AMENDMENT

Date	Code	Action Text	Comment
Enter date apln is received	153	POST AUTH APLN RECD	
Enter date apln is wdn	037	POST AUTH APLN WITHDRAWN	
Enter date apln is wdn	038	POST AUTH APLN WDN IN PT	
Enter date decision issued	039	POST AUTH APLN DENIED	
Enter date decision issued	304	AUTH AMENDED/MODIFIED	Adjust case acres and legal description, if necessary.

LANDS DATA STANDARDS

2913 - SMALL TRACT ACT (STA) - CLASSIFICATIONS FOR BLM (NOT FS)

ENTRY REQUIREMENTS: Where the STA lease was converted to a FLPMA section 302(b) lease, the records should be checked to determine if the STA classification was terminated. Enter one serial number and, if applicable, two records: One for the classification and, if applicable, one for the lease (see Section 2913 - SMALL TRACT ACT (STA) - LEASES FOR BLM (NOT FS)).

SERIAL NUMBER: Base file

PROPRIETOR: Applicant

CASE TYPE: 240005

COMMODITY CODES: 001 (none) until classification is effective then change to 935, subject to small tract classification easement

INTEREST-RELATIONSHIP: 19 (Administrative management agency)

I. CLASSIFICATION

Date	Code	Action Text	Comment
Enter date case established	387	CASE ESTABLISHED	
Enter date proposed decision is signed	020	CL (PROPOSED) ISSUED	
Enter date specified in proposed, decision is final, or noted to records	552	LAND SEGREGATED	
Enter date specified in proposed CL, decision is final, or noted to records	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date specified in proposed CL, decision is final, or noted to records	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date initial decision is signed	176	CL (INITIAL) ISSUED	
Enter date decision is final	550	DETERMINED SUITABLE	
Enter date decision is final	868	EFFECTIVE DATE	

II. TERMINATION

A. IN WHOLE

Date	Code	Action Text	Comment
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	175	CL TERMINATED	

LANDS DATA STANDARDS

2913 - SMALL TRACT ACT (STA) - CLASSIFICATIONS FOR BLM (NOT FS)

Date	Code	Action Text	Comment
Enter date specified in FR	372	SEGREGATION TERMINATED	
Enter date specified in FR	873	OPEN TO ENTRY	
Enter date open to entry	968 970	CASE ACTION COMPLETED CASE CLOSED	Change the interest relationship code to 19—Agency.

B. IN PART

Date	Code	Action Text	Comment
Enter date specified in FR	174	CL TERMINATED IN PART	If only a portion of the acreage is terminated, enter the number of acres in action remarks, ending with a semicolon. EX: 27.45; If the classification is terminated, except for a road easement, enter "ALL, EXCP RD/UT ESMT;" in general remarks.
Enter date of publication	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date stated in FR	372	SEGREGATION TERMINATED	Enter "IN PART;" in action remarks. "700" the lands in the legal description and update case acres.
Enter date stated in FR	873	OPEN TO ENTRY	

LANDS DATA STANDARDS

2913 - SMALL TRACT ACT (STA) - LEASES FOR BLM (NOT FS)

ENTRY REQUIREMENTS: All STA leases must be entered into CR as a second record to a small tract classification. One for the lease and one for the classification (see Section 2913 - SMALL TRACT ACT (STA) - CLASSIFICATIONS FOR BLM (NOT FS)).

SERIAL NUMBER: Base file + 01

PROPRIETOR: Applicant

CASE TYPE: 291300

COMMODITY CODES: 935, Subject to small tract classification easement

INTEREST-RELATIONSHIP: 15 (Lessee)

I. ISSUANCE

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date lease is issued	237	LEASE ISSUED	
Enter expiration date	763	EXPIRES	
Enter date due	853	COMPL/REVIEW DUE DATE	
Enter date	950	COMPLIANCE APPROVED	
Enter expiration date	234	EXPIRED	Delete AC 763
Enter date closed	970	CASE CLOSED	* see following note

II. RENEWAL, CONVERSIONS, CANCELLATIONS, ETC.

A. RENEWAL

Date	Code	Action Text	Comment
Enter date renewal is filed	314	RENEWAL APLN RECEIVED	
Enter date lease is renewed	242	LEASE RENEWED	
Enter date of expiration	763	EXPIRES	

B. CONVERSION TO FLPMA, CASE TYPE 292020

Date	Code	Action Text	Comment
Enter date relq. is filed	311	RELQ FILED	
Enter date relq. is accepted	310	RELQ ACCEPTED	* see following note. Serialize a new case file for the FLPMA lease.
Enter date relq. is accepted	970	CASE CLOSED	Enter in action remarks "CONVERT" and the serial number; If serial number is suffixed, see Introduction for format

C. RELINQUISHED

1. In Whole

Date	Code	Action Text	Comment
Enter date relq. is filed	311	RELQ FILED	
Enter date relq. is accepted	310	RELQ ACCEPTED	* see following note

LANDS DATA STANDARDS

2913 - SMALL TRACT ACT (STA) - LEASES FOR BLM (NOT FS)

Date	Code	Action Text	Comment
Enter date relq. is accepted	970	CASE CLOSED	

2. In Part

Date	Code	Action Text	Comment
Enter date relq. is filed	312	RELQ (PARTIAL) FILED	
Enter date relq. is accepted	890	RELQ (PARTIAL) ACCEPTED	* see following note "700" the relinquished lands in the legal description and update case acres.

*Note: Return to the classification and terminate the classification and segregation.

D. COMPLIANCE

1. Noncompliance brought into compliance

Date	Code	Action Text	Comment
Enter date notice is signed	474	NOTICE OF NONCOMPLIANCE	Enter "SHOW-CAUSE;" in action remarks.
Enter date compliance ends	247	FUTURE ACTION SUSPENSE	Enter "COMPLIANCE DUE;" in action remarks.
Enter approval date	950	COMPLIANCE APPROVED	

2. Noncompliance resulting in cancellation

Date	Code	Action Text	Comment
Enter date notice is signed	474	NOTICE OF NONCOMPLIANCE	Enter "SHOW-CAUSE;" in action remarks.
Enter date compliance ends	247	FUTURE ACTION SUSPENSE	Enter "COMPLIANCE DUE;" in action remarks.
Enter date of decision	199	CANCELED	Delete AC 763
Enter date appeal expires	970	CASE CLOSED	Terminate the classification and segregation.

LANDS DATA STANDARDS

2920 - PERMITS

ENTRY REQUIREMENTS: Upon receipt of an application, serialize and enter into CR, including one-day filming permits. Includes CO2 geologic sequestration exploration and site characterization project area permits.

SERIAL NUMBER: Serial number

PROPRIETOR: Applicant

CASE TYPE: 292006, 292009, or 292011

COMMODITY CODES: 865 through 887 and 975; as applicable for 292006 cases, 871 for 292009 cases, 978 for 292011 cases

INTEREST-RELATIONSHIP: 01 (applicant) and 23 (permittee)

I. PROCESSING

A. APPLICATION RECEIVED

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	

B. DETERMINE COST RECOVERY

NOTE: Per 43 CFR 2920.6(b), and 2920.8(b) permits are subject to cost recovery in accordance with 43 CFR 2804.14 and 2805.16.

Date	Code	Action Text	Comment
Enter date determined	840-843	CAT 1-4 COST RECOVERY-PROC	Select appropriate AC
Enter date determined	<OR> 845	CAT 6 COST RECOVERY-PROC	
Enter date determined	<OR> 846	EXEMPT FROM COST RECOV	
Enter date proj. # assigned	501	REFERENCE NUMBER	If Category 6, enter project # in action remarks. EX: PROJ-B123;
CBS Interface Entry	971	COST RECOV (PROC) RECD	CBS will update CR by entering date and \$ amount received. EX: \$354;1

II. ISSUANCE

A. BONDING

See Appendix 1, Part IV. BONDING for optional action codes to track bonds.

LANDS DATA STANDARDS

2920 - PERMITS

B. DETERMINE MONITORING FEE

Date	Code	Action Text	Comment
Enter date determined	878-881	CAT 1-4 COST RECOVERY-MON	Select appropriate AC.
Enter date determined	<OR> 883	CAT 6 COST RECOVERY-MON	

C. DETERMINE RENT

Date	Code	Action Text	Comment
Enter date appraisal approved	132	APPRAISAL/REAPPR APPV	Enter in action remarks \$ amount appraised and term EX: \$250;1YR

D. OFFER/ISSUE PERMIT

Date	Code	Action Text	Comment
Enter date offered	241	AUTH OFFERED APPLICANT	Entry optional but advisable for tracking.
Enter date signed permit due	247	FUTURE ACTION SUSPENSE	Optional.
CBS Interface Entry	111	RENTAL RECEIVED	CBS will update CR by entering date and \$ amount received
CBS Interface Entry	065	COST RECOV (MON) RECD	CBS will update CR by entering date and \$ amount received
Enter date issued	276	PMT-LIC ISSUED	Change interest relationship code and percent interest
Enter date compl exam due	853	COMPL/REVIEW DUE DATE	
Enter date expires	763	EXPIRES	
Enter date of expiration	234	EXPIRED	Delete AC 763
Enter date of expiration	970	CASE CLOSED	

Note: CO2 geologic sequestration permits must cross-reference any related linear authorizations. Use AC 501- REFERENCE NUMBER with date permit issued, and enter in action remarks the type of number (serial number) from DE2537 (SN) followed by a hyphen and the serial number, ending with a semicolon. EX: SN-AZA123456;

LANDS DATA STANDARDS

2920 - PERMITS

III. REJECTION OF APPLICATION

Date	Code	Action Text	Comment
Enter date decision issued	125	APLN REJ/DENIED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	
Enter date appeal right ends	970	CASE CLOSED	

IV. COMPLIANCE

AC 950 and AC 041 are used to document findings of field exams and may be used multiple times. A written report must be placed in case file each time either code is used. Use AC 950 when holder is in compliance with permit terms. Use AC 041 when holder is in non-compliance. AC 041 should be used each time a field exam is conducted on a noncompliant permit and as many times as necessary until permittee brings permit back into compliance with permit terms. When field exam reveals permittee has brought permit back into compliance, use AC 950. DO NOT use both AC 041 and 950 to document the same field exam. Remove previous entries of AC 853 and enter next date a compliance check is due.

A. IN COMPLIANCE

Date	Code	Action Text	Comment
Enter date approved	950	COMPLIANCE APPROVED	
Enter date next compl exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date

B. NONCOMPLIANCE BROUGHT INTO COMPLIANCE

NOTE: Noncompliance may be reason for requiring a bond or for increasing the amount of an existing bond. See Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compl. due	247	FUTURE ACTION SUSPENSE	
Enter date approved	950	COMPLIANCE APPROVED	Remove AC 247 when entering this AC
Enter date next compl exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date

LANDS DATA STANDARDS

2920 - PERMITS

C. NONCOMPLIANCE RESULTING IN SUSPENSION

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compl due	247	FUTURE ACTION SUSPENSE	
Enter date	127	ACTION SUSPENDED	Remove AC 247 when entering this AC
Enter date suspension lifted	678	SUSP LIFTED	
Enter date approved	950	COMPLIANCE APPROVED	
Enter date next compl exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date

D. NONCOMPLIANCE RESULTING IN CANCELLATION

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compl due	247	FUTURE ACTION SUSPENSE	
Enter date of decision	199	CANCELED	Remove previous AC 247. Delete AC 763
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	

V. OTHER CASE ACTIONS

A. APPLICATION WITHDRAWN

Date	Code	Action Text	Comment
Enter date apln withdrawn	130	APLN WITHDRAWN	
Enter date apln withdrawn	970	CASE CLOSED	

LANDS DATA STANDARDS

2920 - PERMITS

B. REQUEST FOR RENEWAL

NOTE: When processing a renewal, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date apln filed	314	RENEWAL APLN RECEIVED	
Enter date apln renewed	279	PMT-LIC RENEWED	Update AC 763

C. APPLICATION FOR AMENDMENT

NOTE: When processing an amendment, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date apln received	153	POST AUTH APLN RECD	Cost recovery applies (see Section II, above)
Enter date apln w/d	037	POST AUTH APLN WITHDRAWN	
Enter date apln w/d	038	POST AUTH APLN WDN IN PT	
Enter date decision issued	304	AUTH AMENDED/MODIFIED	Adjust case acres and legal description, if necessary.
<OR>			
Enter date decision issued	039	POST AUTH APLN DENIED	

D. ASSIGNMENTS

NOTE: When processing an assignment, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	
Enter date asgn approved	139	ASGN APPROVED	In action remarks note "FROM (name of original permittee);" and change the proprietor to the new permittee

LANDS DATA STANDARDS

2920 - PERMITS

Date	Code	Action Text	Comment
<OR>			
Enter date decision signed	269	ASGN DENIED	

E. RELINQUISHMENT

1. In Whole

Date	Code	Action Text	Comment
Enter date relq. filed	311	RELQ FILED	
Enter date relq. accepted	310	RELQ ACCEPTED	
Enter date relq. accepted	970	CASE CLOSED	
<OR>			
Enter date relq. not accepted	313	RELQ UNACPT/DENIED	

2. In Part

Date	Code	Action Text	Comment
Enter date relq. filed	312	RELQ (PARTIAL) FILED	
Enter date relq. accepted	890	RELQ (PARTIAL) ACCEPTED	"700" the lands in the legal description and change case acres
<OR>			
Enter date relq. not accepted	313	RELQ UNACPT/DENIED	

F. TRANSFER OF JURISDICTION OVER LANDS (i.e., sale, exchange, R&PP patent, withdrawal to other Federal agency, etc.)

NOTE: Per 43 CFR 2920.7(k), permits shall be revoked prior to disposal of the public lands.

Date	Code	Action Text	Comment
Enter date patent/WD issued	466	ADM-JURIS TRF OUT	Enter in action remarks "TO [name of agency/landowner];"
Enter date of decision	199	CANCELED	Delete AC 763
Enter date appeal right ends	970	CASE CLOSED	

LANDS DATA STANDARDS

2920 - LEASES

ENTRY REQUIREMENTS:

NOTE: Either BLM or a proponent may initiate a lease proposal for non-Federal land use. A proposal filed by a proponent does not receive application status until after publication of the required Notice of Realty Action (NORA). Reimbursement of processing costs begins upon acceptance of formal application(s) by BLM. Use AC 387 to establish the base file for the NORA and suffix each formal application filed, beginning with 01.

Also includes CO2 geologic sequestration development project leases.

SERIAL NUMBER: Serial number (Base case) + next sequential number suffix beginning with 01

PROPRIETOR: Proponent, Applicant, or BLM

CASE TYPE: 292020, 292021

COMMODITY CODES: 865 through 887 as applicable for 292020, 978 for 292021

INTEREST-RELATIONSHIP: 40 (proponent), 01 (applicant), 46 (agency) and 15 (lessee)

I. PROCESSING

Date	Code	Action Text	Comment
Enter date case established	387	CASE ESTABLISHED	

A. NOTICE OF REALTY ACTION (NORA)

1. Suitable

Date	Code	Action Text	Comment
Enter date NORA signed	861	NORA ISSUED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date NORA final	550	DETERMINED SUITABLE	
Enter date received	124	APLN RECD	

2. NORA Modifications for Public Comment

Date	Code	Action Text	Comment
Enter date NORA signed	861	NORA ISSUED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date NORA final	550	DETERMINED SUITABLE	

LANDS DATA STANDARDS

2920 - LEASES

Date	Code	Action Text	Comment
Enter date modification signed	296	NORA AMENDED/MODIFIED	Enter when public comment period requires NORA to be modified, then use AC 550 when decision is final.
Enter date received	124	APLN RECD	

3. Canceled NORAs

Date	Code	Action Text	Comment
Enter date of publication	301	NORA VACATED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date NORA final	551	DETERMINED UNSUITABLE	
Enter date protest right ends	970	CASE CLOSED	

B. DETERMINE COST RECOVERY

Date	Code	Action Text	Comment
Enter date determined	840-843	CAT 1-4 COST RECOVERY-PROC	Select appropriate AC.
Enter date determined	<OR> 845	CAT 6 COST RECOVERY-PROC	
Enter date proj. # assigned	501	REFERENCE NUMBER	If Category 6, enter project # in action remarks. EX: PROJ-B123;
CBS Interface Entry	971	COST RECOV (PROC) RECD	CBS will update CR by entering date and \$ amount received. EX: \$354;1

II. ISSUANCE

A. BONDING

See Appendix 1, Part IV. BONDING for optional action codes to track bonds.

LANDS DATA STANDARDS

2920 - LEASES

B. DETERMINE MONITORING FEE

Date	Code	Action Text	Comment
Enter date determined	878-881	CAT 1-4 COST RECOVERY-MON	Select appropriate AC.
Enter date determined	<OR> 883	CAT 6 COST RECOVERY-MON	

C. DETERMINE RENT

NOTE: Land use authorizations normally will be offered through competitive bidding where competitive interest exists. If there is no competitive interest, or if competitive bidding would result in unfair competition to interested current or adjacent land users, or result in a disadvantage to the originator of a unique land use concept, competitive bidding is not required (refer to Manual 2920.54).

Date	Code	Action Text	Comment
Enter date approved	132	APPRAISAL/REAPPR APPV	Enter \$ amount of <u>annual</u> rental in action remarks. EX: \$5245;1YR Use for new leases and each time appraisal is updated.
Enter date	195	BIDS REQUESTED	
Enter date	267	BID RECEIVED	Enter total amount of high bid in action remarks. EX: \$20000;
Enter date	196	BID ACCEPTED	
Enter date rejected	<OR> 944	BID REJECTED	
Enter date rejected	125	APLN REJ/DENIED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date closed	970	CASE CLOSED	

D. OFFER/ISSUE LEASE

Date	Code	Action Text	Comment
Enter date offered	241	AUTH OFFERED APPLICANT	Entry optional but advisable for tracking.
CBS Interface Entry	111	RENTAL RECEIVED	CBS will update CR by entering date and \$ amount received. EX: \$354;1
CBS Interface Entry	065	COST RECOV (MON) RECD	CBS will update CR by entering date and \$ amount received.

LANDS DATA STANDARDS

2920 - LEASES

Date	Code	Action Text	Comment
Enter date issued	237	LEASE ISSUED	Change interest relationship and interest percentage
Enter date compl exam due	853	COMPL/REVIEW DUE DATE	
Enter date expires	763	EXPIRES	
Enter date of expiration	234	EXPIRED	Delete AC 763
Enter date of expiration	970	CASE CLOSED	

Note: CO2 geologic sequestration leases must cross-reference any related linear authorizations. Use AC 501-REFERENCE NUMBER with date lease issued, and enter in action remarks the type of number (serial number) from DE2537 (SN) followed by a hyphen and the serial number, ending with a semicolon.
 EX: SN-AZA123456;

III. REJECTION OF APPLICATION

Date	Code	Action Text	Comment
Enter date decision issued	125	APLN REJ/DENIED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	

IV. COMPLIANCE

AC 950 and AC 041 are used to document findings of field exams and may be used multiple times. A written report must be placed in case file each time either code is used. Use AC 950 when lessee is in compliance with lease terms. Use AC 041 when lessee is in non-compliance. AC 041 should be used each time a field exam is conducted on a noncompliant lessee and as many times as necessary until lessee brings lease back into compliance with lease terms. When field exam reveals lessee has brought lease back into compliance, use AC 950. DO NOT use both AC 041 and 950 to document the same field exam. Remove previous entries of AC 853 and enter next date a compliance check is due.

A. IN COMPLIANCE

Date	Code	Action Text	Comment
Enter date approved	950	COMPLIANCE APPROVED	
Enter date next compl exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date

LANDS DATA STANDARDS

2920 - LEASES

B. NONCOMPLIANCE BROUGHT INTO COMPLIANCE

NOTE: Noncompliance may be reason for requiring a bond or for increasing the amount of an existing bond. See Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compliance time ends	247	FUTURE ACTION SUSPENSE	
Enter date approved	950	COMPLIANCE APPROVED	Delete AC 247 when entering AC 950
Enter date next compl exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date

C. NONCOMPLIANCE RESULTING IN SUSPENSION

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compl due	247	FUTURE ACTION SUSPENSE	
Enter date	127	ACTION SUSPENDED	Remove AC 247 when entering this AC
Enter date suspension lifted	678	SUSP LIFTED	
Enter date approved	950	COMPLIANCE APPROVED	
Enter date compliance due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date

D. NONCOMPLIANCE RESULTING IN CANCELLATION

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	

LANDS DATA STANDARDS

2920 - LEASES

Date	Code	Action Text	Comment
Enter date compl due	247	FUTURE ACTION SUSPENSE	
Enter date of decision	199	CANCELED	Delete AC 763
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	

V. OTHER CASE ACTIONS

A. APPLICATION WITHDRAWN

Date	Code	Action Text	Comment
Enter date apln withdrawn	130	APLN WITHDRAWN	
Enter date apln withdrawn	970	CASE CLOSED	

B. REQUEST FOR RENEWAL

NOTE: When processing a renewal, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date apln filed	314	RENEWAL APLN RECEIVED	
Enter date lease renewed	242	LEASE RENEWED	Update AC 763

C. APPLICATION FOR AMENDMENT

NOTE: When processing an amendment, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date apln received	153	POST AUTH APLN RECD	Cost recovery applies (see Section II above)
Enter date w/d filed	037	POST AUTH APLN WITHDRAWN	
Enter date apln w/d	038	POST AUTH APLN WDN IN PT	

LANDS DATA STANDARDS

2920 - LEASES

Date	Code	Action Text	Comment
Enter date decision issued	304	AUTH AMENDED/MODIFIED	Adjust case acres and legal description, if necessary.
<OR>			
Enter date decision issued	039	POST AUTH APLN DENIED	

D. ASSIGNMENTS

NOTE: When processing an assignment, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

1. Assignments in Whole

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	
Enter date asgn approved	139	ASGN APPROVED	Enter in action remarks "FROM (name of original lessee);" and change proprietor to the new lessee
<OR>			
Enter date decision signed	269	ASGN DENIED	

2. Assignments in Part

a. Rejected

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	Enter "IN PART;" in action remarks
Enter date decision signed	269	ASGN DENIED	

b. Approved

If partial assignment is to be approved, establish a new case file in CR in name of assignee. You now have two case files, one for original lease (assignor) and one for new lease (assignee).

In new file, enter legal description of the part being assigned and the following information:

Date	Code	Action Text	Comment
Enter date original lease was filed	387	CASE ESTABLISHED	

LANDS DATA STANDARDS

2920 - LEASES

Date	Code	Action Text	Comment
Enter date original lease authorized	237	LEASE ISSUED	
Enter date asgn approved	553	CASE CREATED BY ASGN	Enter serial number of original lease in action remarks.

In original lease record, "700" those portions of legal description being assigned and change case acres. (If you are not familiar with use of the "700" code in the land description, request assistance from your Lands & Realty Data Steward). Enter the following information in the original lease file.

Date	Code	Action Text	Comment
Enter date asgn approved	570	CASE SEGREGATED BY ASGN	Enter in action remarks serial # of new lease case. NOTE: "Segregated" in this definition does not mean the lands are segregated from entry; it means the case was split because part of the original lease was moved to another lease

E. RELINQUISHMENT

1. In Whole

Date	Code	Action Text	Comment
Enter date relq. filed	311	RELQ FILED	
Enter date relq. accepted	310	RELQ ACCEPTED	
Enter date relq. accepted	970	CASE CLOSED	
<OR>			
Enter date relq not accepted	313	RELQ UNACPT/DENIED	

2. In Part

Date	Code	Action Text	Comment
Enter date relq. filed	312	RELQ (PARTIAL) FILED	
Enter date relq. accepted	890	RELQ (PARTIAL) ACCEPTED	"700" the lands in the legal description and change case acres
<OR>			
Enter date relq not accepted	313	RELQ UNACPT/DENIED	

LANDS DATA STANDARDS

2920 - LEASES

F. TRANSFER OF JURISDICTION OVER LANDS (i.e., sale, exchange, R&PP patent, withdrawal to another Federal agency, etc.)

NOTE: Per 43 CFR 2920.7(k), if public lands included in a lease or easement are to be disposed of, the conveyance shall be made subject to the lease or easement.

Date	Code	Action Text	Comment
Enter date patent/WD issued	466	ADM-JURIS TRF OUT	Enter TO"[name of agency/private landowner]" in action remarks. If only part of the lease is transferred enter the legal description transferred in general remarks.

Do not close case. The lease continues in effect as authorized, but the BLM no longer has jurisdiction over the administration of that portion of the lease (e.g., collecting rental, renewal, etc.). The authorization continues until it expires, so it remains on the land status records and in LR2000 Case Recordation as an authorized case. Do not adjust the legal description ("700") or the acreage. Adjust the LRAM record to reflect the current billable portion BLM is still responsible for. If the remaining lease is renewed by BLM, at that point for the portion that BLM no longer has jurisdiction over, "700" the transferred lands and adjust the acreage, as the transferred portion has expired. Once the lease expires, enter AC 234 - Expired and AC 970 - Case Closed.

LANDS DATA STANDARDS

2920 - EASEMENTS

ENTRY REQUIREMENTS:

NOTE: A proposal filed by a proponent does not receive application status until after publication of the required Notice of Realty Action (NORA). Reimbursement of processing costs begins upon acceptance of a formal application by BLM. Use AC 387 to establish the base file for the NORA and suffix each formal application filed, beginning with 01.

SERIAL NUMBER: Serial number (Base case) + next sequential number suffix beginning with 01

PROPRIETOR: Proponent or Applicant

CASE TYPE: 292030

COMMODITY CODES: 885

INTEREST-RELATIONSHIP: 40 (proponent), 01 (Applicant), and 29 (holder)

I. PROCESSING

Date	Code	Action Text	Comment
Enter date case established	387	CASE ESTABLISHED	

A. NOTICE OF REALTY ACTION (NORA)

1. Suitable

Date	Code	Action Text	Comment
Enter date NORA signed	861	NORA ISSUED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date comment period ends	550	DETERMINED SUITABLE	
Enter date received	124	APLN RECD	

2. NORA Modifications for Public Comment

Date	Code	Action Text	Comment
Enter date issued	861	NORA ISSUED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date NORA final	550	DETERMINED SUITABLE	
Enter date modification signed	296	NORA AMENDED/MODIFIED	Enter when public comment period requires NORA to be modified, then use AC 550 when decision is final.
Enter date received	124	APLN RECD	

LANDS DATA STANDARDS

2920 - EASEMENTS

3. Canceled NORAs

Date	Code	Action Text	Comment
Enter date of publication	301	NORA VACATED	
Enter date published in FR	610	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date NORA final	551	DETERMINED UNSUITABLE	
Enter date protest right ends.	970	CASE CLOSED	

B. DETERMINE COST RECOVERY

Date	Code	Action Text	Comment
Enter date determined	840-843	CAT 1-4 COST RECOVERY-PROC	Select appropriate AC.
Enter date determined	<OR> 845	CAT 6 COST RECOVERY-PROC	
Enter date proj. # assigned	501	REFERENCE NUMBER	If Category 6, enter project # in action remarks. EX: PROJ-B123;
CBS Interface Entry	971	COST RECOV (PROC) RECD	CBS will update CR by entering date and \$ amount received. EX: \$354;1

II. ISSUANCE

A. BONDING

See Appendix 1, Part IV. BONDING for optional action codes to track bonds.

B. DETERMINE MONITORING FEE

Date	Code	Action Text	Comment
Enter date determined	878-881	CAT 1-4 COST RECOVERY-MON	Select appropriate AC.
Enter date determined	<OR> 883	CAT 6 COST RECOVERY-MON	

C. DETERMINE RENT

NOTE: Land use authorizations normally will be offered through competitive bidding where competitive interest exists. If there is no competitive interest, or if competitive bidding would result in unfair competition to interested current or adjacent land users, or result in a disadvantage to the originator of a unique land use concept, competitive bidding is not required (refer to Manual 2920.54).

LANDS DATA STANDARDS

2920 - EASEMENTS

Date	Code	Action Text	Comment
Enter date approved	132	APPRAISAL/REAPPR APPV	Enter in action remarks \$ amount of <u>annual</u> rental. EX: \$5245;1YR Use for new easements and each time appraisal is updated.
Enter date	195	BIDS REQUESTED	
Enter date	267	BID RECEIVED	Enter total amount of high bid in action remarks. EX: \$20000;
Enter date	196	BID ACCEPTED	
Enter date rejected	<OR> 944	BID REJECTED	
Enter date rejected	125	APLN REJ/DENIED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date closed	970	CASE CLOSED	

D. OFFER/ISSUE EASEMENT

Date	Code	Action Text	Comment
Enter date offered	241	AUTH OFFERED APPLICANT	Entry optional but advisable for tracking. Entry stops customer service time clock.
Enter date signed lease due	247	FUTURE ACTION SUSPENSE	Optional.
CBS Interface Entry	111	RENTAL RECEIVED	CBS will update CR by entering date and \$ amount received. EX: \$354;1
CBS Interface Entry	065	COST RECOV (MON) RECD	CBS will update CR by entering date and \$ amount received.
Enter date issued	345	EASEMENT ISSUED	Change interest relationship code
Enter date compl exam due	853	COMPL/REVIEW DUE DATE	
Enter date expires	763	EXPIRES	
Enter date of expiration	234	EXPIRED	Delete AC 763
Enter date of expiration	970	CASE CLOSED	

LANDS DATA STANDARDS

2920 - EASEMENTS

III. REJECTION OF APPLICATION

Date	Code	Action Text	Comment
Enter date decision issued	125	APLN REJ/DENIED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	

IV. COMPLIANCE

AC 950 and AC 041 are used to document findings of field exams and may be used multiple times. A written report must be placed in case file each time either code is used. Use AC 950 when holder is in compliance with easement terms. Use AC 041 when holder is in non-compliance. AC 041 should be used each time a field exam is conducted on a noncompliant easement and as many times as necessary until holder brings easement back into compliance with easement terms. When field exam reveals holder has brought easement back into compliance, use AC 950. DO NOT use both AC 041 and 950 to document the same field exam. Remove previous entries of AC 853 and enter next date a compliance check is due.

A. IN COMPLIANCE

Date	Code	Action Text	Comment
Enter date approved	950	COMPLIANCE APPROVED	
Enter date next compl exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date.

B. NONCOMPLIANCE BROUGHT INTO COMPLIANCE

NOTE: Noncompliance may be reason for requiring a bond or for increasing the amount of an existing bond. See Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compliance time ends	247	FUTURE ACTION SUSPENSE	
Enter date approved	950	COMPLIANCE APPROVED	Remove AC 247 when entering this AC
Enter date next compl exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date.

LANDS DATA STANDARDS

2920 - EASEMENTS

C. NONCOMPLIANCE RESULTING IN SUSPENSION

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compliance time ends	247	FUTURE ACTION SUSPENSE	
Enter date	127	ACTION SUSPENDED	Remove AC 247 when entering this AC.
Enter date suspension lifted	678	SUSP LIFTED	
Enter date approved	950	COMPLIANCE APPROVED	
Enter date compliance due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date.

D. NONCOMPLIANCE RESULTING IN CANCELLATION

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compliance time ends	247	FUTURE ACTION SUSPENSE	
Enter date of decision	199	CANCELED	Delete AC 763
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	

V. OTHER CASE ACTIONS

A. APPLICATION WITHDRAWN

Date	Code	Action Text	Comment
Enter date apln withdrawn	130	APLN WITHDRAWN	
Enter date apln withdrawn	970	CASE CLOSED	

LANDS DATA STANDARDS

2920 - EASEMENTS

B. REQUEST FOR RENEWAL

NOTE: When processing a renewal, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date apln filed	314	RENEWAL APLN RECEIVED	
Enter date lease renewed	242	LEASE RENEWED	Update AC 763

C. APPLICATION FOR AMENDMENT

NOTE: When processing an assignment, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date apln received	153	POST AUTH APLN RECD	Cost recovery applies (see Section II above).
Enter date w/d filed	037	POST AUTH APLN WITHDRAWN	
Enter date apln w/d	038	POST AUTH APLN WDN IN PT	
Enter date decision issued	304	AUTH AMENDED/MODIFIED	Adjust case acres and legal description, if necessary.
<OR>			
Enter date decision issued	039	POST AUTH APLN DENIED	

D. ASSIGNMENTS

NOTE: When processing an assignment, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, Appendix 1, Part IV. BONDING for optional action codes to track bonds.

1. Assignments in Whole

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	

LANDS DATA STANDARDS

2920 - EASEMENTS

Date	Code	Action Text	Comment
Enter date asgn approved	139	ASGN APPROVED	Enter in action remarks "FROM (name of original lessee);" and change proprietor to the new lessee.
<OR>			
Enter date decision signed	269	ASGN DENIED	

2. Assignments in Part

a. Rejected

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	Enter "IN PART;" in action remarks.
Enter date decision signed	269	ASGN DENIED	

b. Approved:

If partial assignment is to be approved, establish a new case file in CR in name of assignee. You now have two case files, one for original easement (assignor) and one for new easement (assignee).

In new file, enter legal description of the part being assigned and the following information:

Date	Code	Action Text	Comment
Enter date original lease was filed	387	CASE ESTABLISHED	
Enter date original lease authorized	345	EASEMENT ISSUED	
Enter date asgn approved	553	CASE CREATED BY ASGN	Enter serial number of original lease in action remarks.

NOTE: In original easement record, "700" those portions of legal description being assigned and change case acres. (If you are not familiar with use of the "700" code in the land description, request assistance from your Lands & Realty Data Steward). Enter the following information in the original easement file.

Date	Code	Action Text	Comment
Enter date asgn approved	570	CASE SEGREGATED BY ASGN	Enter in action remarks serial # of new lease case. NOTE: "Segregated" in this definition does not mean the lands are segregated from entry; it means the case was split because part of the original lease was moved to another lease.

LANDS DATA STANDARDS

2920 - EASEMENTS

E. RELINQUISHMENT

1. In Whole

Date	Code	Action Text	Comment
Enter date relq. filed	311	RELQ FILED	
Enter date relq. accepted	310	RELQ ACCEPTED	
Enter date relq. accepted	970	CASE CLOSED	
<OR>			
Enter date relq not accepted	313	RELQ UNACPT/DENIED	

2. In Part

Date	Code	Action Text	Comment
Enter date relq. filed	312	RELQ (PARTIAL) FILED	
Enter date relq. accepted	890	RELQ (PARTIAL) ACCEPTED	“700” the lands in the legal description and change case acres.
<OR>			
Enter date relq not accepted	313	RELQ UNACPT/DENIED	

F. TRANSFER OF JURISDICTION OVER LANDS (i.e., sale, exchange, R&PP patent, withdrawal to another Federal agency, etc.)

NOTE: Per 43 CFR 2920.7(k), if public lands included in a lease or easement are to be disposed of, the conveyance shall be made subject to the lease or easement.

Date	Code	Action Text	Comment
Enter date of decision	466	ADM-JURIS TRF OUT	Enter TO "[name of agency/private landowner]" in action remarks. If only part of the lease is transferred enter the legal description transferred in general remarks.

Do not close case. The easement continues in effect as authorized, but the BLM no longer has jurisdiction over the administration of that portion of the easement (e.g., collecting rental, renewal, etc.). The authorization continues until it expires, so it remains on the land status records and in LR2000 Case Recordation as an authorized case. Do not adjust the legal description (“700”) or the acreage. Adjust the LRAM record to reflect the current billable portion BLM is still responsible for. If the remaining easement is renewed by BLM, at that point for the portion that BLM no longer has jurisdiction over, “700” the transferred lands and adjust the acreage, as the transferred portion has expired. Once the easement expires, enter AC 234 - Expired and AC 970 - Case Closed.

LANDS DATA STANDARDS

2920 ACCESS PERMITS IN DESIGNATED WILDERNESS AREAS

See Section 2800/2880 - RIGHTS-OF-WAY for ROWs.

Title V of FLPMA cannot be used to authorize access in designated wilderness areas (those designated by Congress and withdrawn, not wilderness study areas). Therefore, when access is required, it can be authorized pursuant to Section 302(b) of FLPMA, in accordance with the regulations at 43 CFR 2920 and 6305.

ENTRY REQUIREMENTS:

Upon receipt of an application for access in a designated wilderness, serialize and enter into CR. Sometimes several parties are involved. If separate permits are being considered, serialize one case for each person, using the below standards.

SERIAL NUMBER: Serial Number

PROPRIETOR: Applicant

CASE TYPE: Case type 292006

COMMODITY CODES: 970 (other energy) or 971 (non-energy)

INTEREST-RELATIONSHIP: 01 (applicant) and 23 (permittee)

If one permit is to be issued to several persons, serialize one case and enter as follows:

PROPRIETOR: List each person that is sharing the permit.

CASE TYPE: Case type 292006

COMMODITY CODES: 970 (other energy) or 971 (non-energy)

INTEREST-RELATIONSHIP: 01 (applicant) and 23 (permittee). The amount of interest each person holds in the permit should be shown by percent.

I. PROCESSING

A. APPLICATION RECEIVED

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date apln recd	261	LANDS LOCATED IN DWA	Enter name in action remarks. EX: MT TIPTON;
Enter date apln recd	542	SUPPLEMENTAL USE/PURPOSE	Enter in action remarks "212;" to indicate it is for a private road.

B. DETERMINE COST RECOVERY

NOTE: Per 43 CFR 2920.6(b), permits are subject to cost recovery in accordance with 43 CFR 2804.14 and 2805.16, except that any permit with total rent of less than \$250 is exempt from cost recovery.

LANDS DATA STANDARDS

2920 ACCESS PERMITS IN DESIGNATED WILDERNESS AREAS

Date	Code	Action Text	Comment
Enter date determined	840-843	CAT 1- 4 COST RECOVERY-PROC	Select appropriate AC.
Enter date determined	<OR> 845	CAT 6 COST RECOVERY-PROC	
Enter date determined	<OR> 846	EXEMPT FROM COST RECOV	
Enter date proj. # assigned	501	REFERENCE NUMBER	If Category 6, enter project # in action remarks. EX: PROJ-B123;
CBS Interface Entry	971	COST RECOV (PROC) RECD	CBS will update CR by entering date and \$ amount received. EX: \$354;1

II. ISSUANCE

A. BONDING

See Appendix 1, Part IV. BONDING for optional action codes to track bonds.

B. DETERMINE MONITORING FEE

Date	Code	Action Text	Comment
Enter date determined	878-881	CAT 1-4 COST RECOVERY-MON	Select appropriate AC.
Enter date determined	<OR> 883	CAT 6 COST RECOVERY-MON	

C. DETERMINE RENT

Date	Code	Action Text	Comment
Enter date appraisal approved	132	APPRAISAL/REAPPR APPV	Enter in action remarks \$ amount appraised and term EX: \$250;1YR

D. ISSUE PERMIT

Date	Code	Action Text	Comment
Enter date offered	241	AUTH OFFERED APPLICANT	Entry optional but advisable for tracking.
Enter date signed permit due	247	FUTURE ACTION SUSPENSE	Optional.

LANDS DATA STANDARDS

2920 ACCESS PERMITS IN DESIGNATED WILDERNESS AREAS

Date	Code	Action Text	Comment
CBS Interface Entry	111	RENTAL RECEIVED	CBS will update CR by entering date and \$ amount received.
CBS Interface Entry	065	COST RECOV (MON) RECD	CBS will update CR by entering date and \$ amount received.
Enter date issued	276	PMT-LIC ISSUED	Change interest relationship code and interest percentage
Enter date permit issued	502 <OR> 503	LENGTH IN FEET LENGTH IN MILES	Enter length in action remarks.
Enter date permit issued	504	WIDTH IN FEET (TOTAL)	Enter width in action remarks
Enter date compl exam due	853	COMPL/REVIEW DUE DATE	
Enter date expires	763	EXPIRES	
Enter date of expiration	234	EXPIRED	Delete AC 763
Enter date of expiration	970	CASE CLOSED	

III. REJECTION OF APPLICATION

Date	Code	Action Text	Comment
Enter date decision issued	125	APLN REJ/DENIED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	

IV. COMPLIANCE

AC 950 and AC 041 are used to document findings of field exams and may be used multiple times. A written report must be placed in case file each time either code is used. Use AC 950 when permittee is in compliance with permit terms. Use AC 041 when permittee is in non-compliance. AC 041 should be used each time a field exam is conducted on a noncompliant permit and as many times as necessary until permittee brings permit back into compliance with permit terms. When field exam reveals permittee has brought permit back into compliance, use AC 950. DO NOT use both AC 041 and 950 to document the same field exam. Remove previous entries of AC 853 and enter next date a compliance check is due.

LANDS DATA STANDARDS

2920 ACCESS PERMITS IN DESIGNATED WILDERNESS AREAS

A. IN COMPLIANCE

Date	Code	Action Text	Comment
Enter date approved	950	COMPLIANCE APPROVED	
Enter date next compl exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date.

B. NONCOMPLIANCE BROUGHT INTO COMPLIANCE

NOTE: Noncompliance may be reason for requiring a bond or for increasing the amount of an existing bond. See Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compl. due	247	FUTURE ACTION SUSPENSE	
Enter date approved	950	COMPLIANCE APPROVED	Remove AC 247 when entering this AC
Enter date next compl exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date.

C. NONCOMPLIANCE RESULTING IN SUSPENSION

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compl due	247	FUTURE ACTION SUSPENSE	
Enter date	127	ACTION SUSPENDED	Remove AC 247 when entering this AC.
Enter date suspension lifted	678	SUSP LIFTED	
Enter date approved	950	COMPLIANCE APPROVED	
Enter date next compl exam due	853	COMPL/REVIEW DUE DATE	Delete previous AC 853 or update with next compliance due date.

LANDS DATA STANDARDS

2920 ACCESS PERMITS IN DESIGNATED WILDERNESS AREAS

D. NONCOMPLIANCE RESULTING IN CANCELLATION

Date	Code	Action Text	Comment
Enter date completed	041	COMPL EXAM/RPT COMPLETED	
Enter date notice signed	474	NOTICE OF NONCOMPLIANCE	
Enter date compl due	247	FUTURE ACTION SUSPENSE	
Enter date of decision	199	CANCELED	Delete AC 763
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional.
Enter date appeal right ends	970	CASE CLOSED	

V. OTHER CASE ACTIONS

A. APPLICATION WITHDRAWN

Date	Code	Action Text	Comment
Enter date apln withdrawn	130	APLN WITHDRAWN	
Enter date apln withdrawn	970	CASE CLOSED	

B. REQUEST FOR RENEWAL

NOTE: When processing a renewal, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date apln filed	314	RENEWAL APLN RECEIVED	
Enter date apln renewed	279	PMT-LIC RENEWED	Update AC 763

C. APPLICATION FOR AMENDMENT

NOTE: When processing an amendment, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

LANDS DATA STANDARDS

2920 ACCESS PERMITS IN DESIGNATED WILDERNESS AREAS

Date	Code	Action Text	Comment
Enter date apln received	153	POST AUTH APLN RECD	Cost recovery applies (see Section II, above).
Enter date apln w/d	037	POST AUTH APLN WITHDRAWN	
Enter date apln w/d	038	POST AUTH APLN WDN IN PT	
Enter date decision issued	304	AUTH AMENDED/MODIFIED	Adjust case acres and legal description, if necessary.
<OR>			
Enter date decision issued	039	POST AUTH APLN DENIED	

D. ASSIGNMENTS

NOTE: When processing an assignment, consider whether a bond is necessary. If it is determined that a bond is required or that an existing bond amount should be increased or decreased, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

1. Assignments in Whole

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	
Enter date asgn approved	139	ASGN APPROVED	In action remarks enter "FROM (name of original permittee);" and change the proprietor to the new permittee.
<OR>			
Enter date decision signed	269	ASGN DENIED	

2. Assignments in Part

a. Rejected

Date	Code	Action Text	Comment
Enter date asgn filed	140	ASGN FILED	Enter "IN PART;" in action remarks.
Enter date decision is signed	269	ASGN DENIED	

b. Approved

If partial assignment is to be approved, establish a new case file in CR in name of assignee. You now have two case files, one for original permit (assignor) and one for new permit (assignee).

LANDS DATA STANDARDS

2920 ACCESS PERMITS IN DESIGNATED WILDERNESS AREAS

In new file, enter legal description of the part being assigned and the following information:

Date	Code	Action Text	Comment
Enter date orig. permit apln filed	387	CASE ESTABLISHED	
Enter date orig. permit issued	276	PMT-LIC ISSUED	
Enter date asgn approved	553	CASE CREATED BY ASGN	Enter serial # of <u>original</u> permit in action remarks.

NOTE: In original permit record, "700" those portions of legal description being assigned and change case acres. (If you are not familiar with use of the "700" code in the land description, request assistance from your Lands & Realty Data Steward). Enter the following information in original permit file.

Date	Code	Action Text	Comment
Enter date asgn approved	570	CASE SEGREGATED BY ASGN	Enter in action remarks serial number of <u>new</u> permit case. NOTE: "Segregated" in this definition does not mean the lands are segregated from entry; it means the case was split because part of the original permit was moved to another permit.

E. RELINQUISHMENT

1. In Whole

Date	Code	Action Text	Comment
Enter date relq. filed	311	RELQ FILED	
Enter date relq. accepted	310	RELQ ACCEPTED	
Enter date relq. accepted	970	CASE CLOSED	
<OR>			
Enter date relq. not accepted	313	RELQ UNACPT/DENIED	Use in conjunction with AC 311 or 312.

2. In Part

Date	Code	Action Text	Comment
Enter date relq. filed	312	RELQ (PARTIAL) FILED	
Enter date relq. accepted	890	RELQ (PARTIAL) ACCEPTED	"700" the lands in the legal description and change case acres.

LANDS DATA STANDARDS

2920 TRESPASS

See Section 2808, 2812 and 2880 - RIGHT-OF-WAY TRESPASS for data standards for right-of-way trespass (28 case group).

ENTRY REQUIREMENTS:

SERIAL NUMBER: Serial number

PROPRIETOR: BLM. NOTE: DO NOT ENTER ANY INFORMATION IDENTIFYING THE ALLEGED TRESPASSER UNTIL THE TRESPASSER HAS ACKNOWLEDGED THAT THE TRESPASS HAS OCCURRED. TRESPASS CASES ARE NOT PUBLIC INFORMATION.

CASE TYPE: Applicable case from the 2928 case group

COMMODITY CODES: 865 through 887

INTEREST-RELATIONSHIP: 12 (party in interest)

I. RESOLVED: Cases where the trespass is resolved, or further investigation reveals that no trespass occurred. When processing a trespass action, consider whether a bond or an increase in an existing bond is necessary. If bonding is determined necessary, see Appendix 1, Part IV. BONDING for optional action codes to track bonds.

Date	Code	Action Text	Comment
Enter date Form 9230-10 received	387	CASE ESTABLISHED	
Enter date notice sent	017	TRESPASS NOTICE SENT	
Enter date negotiation began	167	ADM NEGOTIATION	
Enter date requested	106	MONIES REQUESTED	Enter in action remarks total amount of rent, penalties and cost recovery requested. EX: \$27425; Optional to break out the amounts and what the costs are for in general remarks.
Enter date monies received	392	MONIES RECEIVED	Enter \$ amount of penalties received in action remarks. EX: \$1400;
Enter date of resolution	018	TRESPASS RESOLVED	
Enter date closed	970	CASE CLOSED	

II. UNRESOLVED: Cases where trespasser cannot be found or statute of limitation has expired.

Date	Code	Action Text	Comment
Enter date Form 9230-10 received	387	CASE ESTABLISHED	
Enter date determined	402	TRESPASS UNRESOLVED	
Enter date closed	970	CASE CLOSED	

LANDS DATA STANDARDS

RECLAMATION HOMESTEAD

ENTRY REQUIREMENTS: Upon receipt of an application for Reclamation homestead serialize a case file and enter into CR.

SERIAL NUMBER: Serial Number

PROPRIETOR: Applicant

CASE TYPE: 251500

COMMODITY CODE: 952

INTEREST-RELATIONSHIP: 01 (applicant), 02 (entryman), or 30 (patentee).

I. ISSUANCE

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	
Enter date entry allowed	197	ENTRY ALLOWED	
Enter date entry allowed	552	LAND SEGREGATED	
Enter date proof filed	213	FINAL PROOF FILED	Enter "RECLAMATION;" in action remarks.
Enter date patent issued	271	PATENT ISSUED	Enter patent # in action remarks. EX: 49-2009-0005; Change interest relationship
Enter date patent issued	400	US RIGHTS ACQ/RES	Enter rights reserved code from DE 2303 in action remarks. EX: 942;
Enter date patent issued	372	SEGREGATION TERMINATED	
Enter date case action comp.	968	CASE ACTION COMPLETED	

II. CANCELED

Date	Code	Action Text	Comment
Enter date of decision	199	CANCELED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL RIGHT ENDS" in action remarks.
Enter date decision is final	372	SEGREGATION TERMINATED	
Enter date patent issued	970	CASE CLOSED	

III. ASSIGNMENTS

A. IN WHOLE

Date	Code	Action Text	Comment
Enter date asgn is filed	140	ASGN FILED	
Enter date asgn is approved	139	ASGN APPROVED	In action remarks enter "FROM (name of original entryman);" and change the proprietor to the new entryman
Enter date decision is signed	269	ASGN DENIED	
Enter date asgn is wdn	566	ASGN WITHDRAWN	
Enter date asgn is returned	567	ASGN RETURNED UNAPPROVED	

LANDS DATA STANDARDS
RECLAMATION HOMESTEAD

B. IN PART

1. Rejected

Date	Code	Action Text	Comment
Enter date asgn is filed	140	ASGN FILED	Enter "IN PART;" in action remarks
Enter date decision signed	269	ASGN DENIED	
Enter date w/d is filed	566	ASGN WITHDRAWN	
Enter date asgn is returned	567	ASGN RETURNED UNAPPROVED	

2. Approved: If the partial assignment is to be approved, establish a new case file in name of the assignee and assign a new serial number. You now have two case files, one for the original entry (assignor) and one for the new entry (assignee).

a. New Entry File: Enter the legal land description of the part being assigned in the new case file and the following information:

Date	Code	Action Text	Comment
Enter the date the apln was filed for the original entry	387	CASE ESTABLISHED	
Enter the date the original entry was allowed	197	ENTRY ALLOWED	
Enter date asgn is approved	553	CASE CREATED BY ASGN	Enter serial # of original entry in action remarks. If serial number is suffixed, see Introduction.

Continue processing the case in accordance with the data standards in Section I and III (above).

b. Original File: "700" those portions of the legal description being assigned and change case acres. (If you are not familiar with use of the "700" code in the land description, request assistance from your Lands & Realty Data Steward). Enter the following information in the original entry file.

Date	Code	Action Text	Comment
Enter date asgn is approved	570	CASE SEGREGATED BY ASGN	Segregated in this definition does not mean the lands are segregated from entry; it means the case was split because part of the original entry was moved to another entry because it was assigned. Enter the serial # of the new assignment. If serial # is suffixed, see Introduction.
Enter date asgn is approved	501	REFERENCE NUMBER	Enter in action remarks the serial number of the land classification. If serial # is suffixed, see Introduction.

LANDS DATA STANDARDS

FOREST SERVICE SMALL TRACT ACT CONVEYANCES

The FS Small Tract Act authorizes the FS to acquire easements, transfer land, or exchange land. Data standards entitled "Other Agency Rights-of-Way/Easements" and "Other Agency Exchanges" are applicable for this Act. The following data standards only cover the transfer of land.

ENTRY REQUIREMENTS: Upon receipt of an application serialize a case file and enter into CR.

SERIAL NUMBER: Serial Number

PROPRIETOR: Applicant

CASE TYPE: 276701

COMMODITY CODE: 952

INTEREST-RELATIONSHIP: 26 (owner) or 32 (QCD interest)

I. ISSUANCE

Date	Code	Action Text	Comment
Enter date apln recd	124	APLN RECD	If date is unknown, use AC 387 and enter date 1 day before QCD issued
Enter date deed is signed	620	QCD-DISCLAIMER ISSUED	
Enter date case action is completed	968	CASE ACTION COMPLETED	

LANDS DATA STANDARDS

OTHER AGENCY RIGHTS-OF-WAY/EASEMENTS (GRANTED BY THE AGENCY)

ENTRY REQUIREMENTS: Upon request for notation, serialize a case file and enter the following information into CR.

SERIAL NUMBER: Serial Number

PROPRIETOR: Grantee

CASE TYPE: Any case type in 2891

COMMODITY CODES: 969, 970 or 971

INTEREST-RELATIONSHIP: 29 (holder)

I. RIGHTS-OF-WAY

Date	Code	Action Text	Comment
Enter date apln received by the agency	387	CASE ESTABLISHED	If unknown, enter 1 day before grant is issued.
Enter date granted	307	ROW GRANTED- ISSUED	
Enter date granted	500	GEOGRAPHIC NAME	(if applicable)
Enter date granted	501	REFERENCE NUMBER	If provided, enter the agency file number in action remarks.
Enter date granted	502 <OR> 503	LENGTH IN FEET LENGTH IN MILES	For linear ROW only. DO NOT USE FOR SITE ROWs. Enter the acreage of site ROWs, including linear facilities in the acreage total in Record 1, then enter the width and length of the linear facility in general remarks.
Enter date granted	504	WIDTH IN FEET (TOTAL)	
Enter date granted	505	DIAMETER OF PIPE (INCHES)	Use only on pipeline ROWs
Enter date granted	506	POWERLINE VOLTAGE (KV)	Use only on powerline ROWs
Enter expiration date	763	EXPIRES	If issued in perpetuity, enter 01/01/9999 in date field.
Enter date expired	234	EXPIRED	Delete AC 763
Enter date expired	970	CASE CLOSED	

LANDS DATA STANDARDS

OTHER AGENCY EXCHANGES

ENTRY REQUIREMENTS: Upon receipt of request from another Federal agency to record an exchange, serialize one case file and enter two records into CR. One record will be for the Federal lands (FD) that were patented and the second record (not case file) will be for the private lands (PT) that were acquired. See next page for the PT entering information.

I. RECORD FOR FEDERAL LANDS (FD) PATENTED TO PRIVATE OWNER

SERIAL NUMBER: Serial number + FD

PROPRIETOR: State or private party

CASE TYPE: Case groups 2230, 2240, and 2250; case types, 220201 and 227000 through 227400

COMMODITY CODES: Any commodity code (see data element 2303) between 940 and 958, unless waste disposal site codes 873, 881, or 887 apply.

INTEREST-RELATIONSHIP: 30 (patentee)

Date	Code	Action Text	Comment
Enter date request is recd.	387	CASE ESTABLISHED	
Enter date segregated	552	LAND SEGREGATED	
Enter date seg expires (FS exchanges, 2 years or 5 years if a FLEFA exchange)	247	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks.
Enter date segregated	543	SEGREGATION (MINERAL)	In action remarks enter the three alpha characters from DE 2520 that identify the mineral segregation and end with a semicolon. EX: LOC; If more than one code is needed to describe the mineral segregation enter AC 543 again. If there is no mineral segregation enter NON;
Enter date segregated	544	SEGREGATION (SURFACE)	In action remarks enter the three alpha characters from DE 2571 that identify the surface segregation and end with a semicolon. EX: ALL; If more than one code is needed to describe the surface segregation enter AC 544 again. If there is no surface segregation enter NON;
Enter date of patent issued	271	PATENT ISSUED	Enter patent # in action remarks. EX: 49-2009-0005;
Enter date QCD is signed	<OR> 620	QCD-DISCLAIMER ISSUED	
Enter date title transfers	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;
Enter date patent/QCD issues	372	SEGREGATION TERMINATED	
Enter date all case action is completed	968	CASE ACTION COMPLETED	

LANDS DATA STANDARDS
OTHER AGENCY EXCHANGES

II. RECORD FOR PRIVATE LANDS (PT) CONVEYED TO FEDERAL AGENCY

SERIAL NUMBER: Serial number + PT

PROPRIETOR: Federal agency

CASE TYPE: Case groups 2230, 2240, and 2250; case types, 220201 and 227000 through 227200

COMMODITY CODES: Any commodity code (see data element 2303) between 940 and 958, unless waste disposal site codes 873, 881, or 887 apply.

INTEREST-RELATIONSHIP: 19 (administrative management entity)

Date	Code	Action Text	Comment
Enter date request is recd.	387	CASE ESTABLISHED	
Enter date deed signed	866	DEED SIGNED	
Enter date recorded	404	TITLE RECORDATION	Enter the volume, book, and page or reception number in action remarks.
Enter date title is accepted	865	TITLE ACCEPTED BY US	
Enter date title is accepted	400	US RIGHTS ACQ/RES	In action remarks, enter code for rights acquired from DE 2303. EX: 930;
Enter date all case action is completed	968	CASE ACTION COMPLETED	

LANDS DATA STANDARDS

APPENDIX 1 - ACTION CODES APPLICABLE TO ALL LANDS CASE TYPES

The following sets of codes are strongly suggested for use in tracking significant case events. If these data are entered, the following codes should be used.

I. PROTEST

A. PROTEST DISMISSED

Date	Code	Action Text	Comment
Enter date protest filed	299	PROTEST FILED	
Enter date decision is signed	298	PROTEST DISMISSED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL RIGHT ENDS" in action remarks.

At this point continue with the normal processing of the case.

B. PROTEST UPHELD

Date	Code	Action Text	Comment
Enter date protest filed	299	PROTEST FILED	
Enter date decision is signed	949	PROTEST UPHELD	

At this point the NORA would be vacated or the initial classification decision would be issued finding the lands unsuitable for classification. In some instances, applicants would have the right to appeal the rejection of an application and third party persons would have the right of protest. See Section 2740 - R&PP CLASSIFICATION, Part III and Section 2912 - R&PP LEASE, Part I(J).

LANDS DATA STANDARDS

APPENDIX 1 - ACTION CODES APPLICABLE TO ALL LANDS CASE TYPES

II. APPEAL

A. APPEAL AFFIRMED/DISMISSED

Date	Code	Action Text	Comment
Enter date appeal is filed	120	APPEAL FILED	
Enter date decision is signed by IBLA	119	APPEAL DISMISSED	
	<OR>		
Enter date signed by IBLA	361	DECISION AFFIRMED	

At this point continue with the normal processing of the case.

B. APPEAL UPHELD

Date	Code	Action Text	Comment
Enter date appeal is filed	120	APPEAL FILED	
Enter date decision is signed by IBLA	366	DEC REVRSD & REMANDED	If in part, enter "IN PART;" in action remarks.
	<OR>		
Enter date decision is signed by IBLA	188	DECISION VACATED/RESCINDED	If in part, enter "IN PART;" in action remarks.
	<OR>		
Enter date decision is signed by IBLA	365	DEC REMANDED	If in part, enter "IN PART;" in action remarks.

At this point continue with the normal processing of the case.

C. STAY

Date	Code	Action Text	Comment
Enter date petition is filed	136	STAY REQUESTED	
Enter date granted	137	STAY GRANTED	
	<OR>		
Enter date denied	138	STAY DENIED	

LANDS DATA STANDARDS

APPENDIX 1 - ACTION CODES APPLICABLE TO ALL LANDS CASE TYPES

III. HEARING

A. HEARING/DECISION AFFIRMED/DISMISSED

Date	Code	Action Text	Comment
Enter date hearing is rqstd	389	HEARING REQUESTED	
Enter date of ALJ order	223	HEARING ORDERED	
Enter date hearing held	222	HEARING HELD	
Enter date decision is signed by ALJ	361	DECISION AFFIRMED	
Enter date appeal right ends	247	FUTURE ACTION SUSPENSE	Optional. Enter "APPEAL RIGHT ENDS" in action remarks.

At this point continue with the normal processing of the case.

B. HEARING/DECISION REVERSED

Date	Code	Action Text	Comment
Enter date hearing is rqstd	389	HEARING REQUESTED	
Enter date of ALJ order	223	HEARING ORDERED	
Enter date hearing held	222	HEARING HELD	
Enter date decision is signed by ALJ	366	DEC REVRSD & REMANDED	If in part, enter "IN PART;" in action remarks.
Enter date decision is signed by ALJ	<OR> 188	DECISION VACATED/RESCINDED	If in part, enter "IN PART;" in action remarks.
Enter date decision is signed by ALJ	<OR> 365	DEC REMANDED	If in part, enter "IN PART;" in action remarks.

At this point continue with the normal processing of the case.

LANDS DATA STANDARDS

APPENDIX 1 - ACTION CODES APPLICABLE TO ALL LANDS CASE TYPES

IV. BONDING

A. NORMAL PROCEDURE

Date	Code	Action Text	Comment
Enter date filed	376	BOND FILED	Enter in action remarks \$ amount followed by a semicolon. EX: \$12340;
Enter date	909	BOND ACCEPTED	Enter in action remarks BLM Bond Number followed by a semicolon. EX: AZB000000;
Enter date	377	BOND TERMINATION RQSTD	
Enter date	378	BOND PERIOD TERMINATED	Enter in action remarks BLM Bond Number followed by a semicolon. EX: AZB000000;
Enter date	383	BOND RETURNED	Enter in action remarks BLM Bond Number followed by a semicolon. EX: AZB000000;

B. BOND TERMINATION DENIED

Date	Code	Action Text	Comment
Enter date	377	BOND TERMINATION RQSTD	
Enter date	463	BOND TERMINATION DENIED	

C. BOND UNACCEPTABLE

Date	Code	Action Text	Comment
Enter date	410	BOND UNACCEPTABLE	
Enter date	383	BOND RETURNED	

LANDS DATA STANDARDS

APPENDIX 1 - ACTION CODES APPLICABLE TO ALL LANDS CASE TYPES

V. CADASTRAL SURVEY REVIEW OF BOUNDARY EVIDENCE

Date	Code	Action Text	Comment
Enter date determined	981	CAD REVIEW NOT REQUIRED	For any case where review is not requested or required.
Enter date requested	982	CAD REVIEW REQUESTED	For cases that involve significant land transactions and commercial projects.
Enter date issued	983	CAD CERTIFICATE ISSUED	For cases that involve significant land transactions and commercial projects.

LANDS DATA STANDARDS

APPENDIX 2 – DATA STANDARDS REFERENCES

APPENDIX 2 - DATA STANDARDS REFERENCES

I. ORIGINAL STANDARDS. These standards were originally issued in the following directives:

WO IM No. 88-466, dated June 3, 1988:
2800, 2800 (Trespass), 2920 (Permits), 2920 (Trespass)

WO IM No. 88-466, Change 1, dated August 19, 1988:
2710, 2920 (Leases), 2920 (Easements)

WO IM No. 88-466, Change 2, dated December 12, 1988:
2740, 2912

WO IM No. 88-466, Change 3, dated March 15, 1989:
2740, 2912

WO IM No. 88-466, Change 4, dated April 27, 1989:
2100, 2200, 2520, 2620, 2720

WO IM No. 88-466, Change 5, dated June 21, 1989:
2300

WO IM No. 88-466, Change 6, dated September 26, 1989:
1864, 1865, 2400, 2530, 2540, 2610, 2640, 2801, 2911, 2913, 2920 (Leases - ROW in DWA), Reclamation Homestead, FS STA, Other Agency Easement Acquisition, Other Agency ROW/Easement, Other Agency Exchange, Indian Fee Patents

WO IM No. 90-258, dated January 12, 1990:
1810, 2500, 2811, 2812

WO IM No. 90-258, Change 1, dated August 7, 1990:
2802

WO IM No. 90-417, dated March 23, 1990:
Interstate ROWs

The standards were revised in WO IM No. 95-27, dated November 18, 1994:
Action Codes Applicable to all Lands Case Types
Authorizations Recognized for Acquired/Reconveyed Lands
2800 TUPs associated with ROW
General Guidance

LANDS DATA STANDARDS

APPENDIX 2 – DATA STANDARDS REFERENCES

II. RECENT STANDARDS

Since 1995 the following WO IMs and Handbooks were issued. These data standards have been updated to incorporate those standards.

BLM Handbook H-2100-1, Acquisition, Chapter 1, Appendix 1, Release 2-290, 1/31/02.

IM 99-196, Title Conveyance Document Preparation Y2K Numbering System, September 15, 1999

IM 2000-092, Clarification of Policy Relating to Utilization of Land and Water Conservation Fund (LWCF) Appropriations -for Land Exchange, March 17, 2000

IM 2000-115, Update to LR2000 Case Recordation Data Standard - Acquisition (21) Case Types, May 3, 2000

IM 2000-169, LR2000 Data Cleanup for Land Exchange Cases, July 27, 2000

IM 2000-171, New LR2000 Commodity Code for Tracking Fiber Optic Rights-of-Way, August 4, 2000

IM 2002-022, Collection and Billing System (CBS) and LR2000 Case Recordation System Interface, October 12, 2001

IM 2002-045, Land Exchange Equalization Payments Funded by Land and Water Conservation Fund (LWCF) Appropriations, December 4, 2001

IM 2002-179, Alternative Methods for Monitoring Compliance on Recreation and Public Purposes (R&PP) Act Leases and Patents, May 16, 2002

IM 2002-184, New LR2000 Action Codes for Acquisitions, June 5, 2002

IM 2002-189, New LR2000 Commodity Codes for Tracking Wind, Solar and Interstate Energy Rights-of-Way (ROW) Projects, June 13, 2002

IM 2005-006, Solar Energy Development Policy, October 20, 2004

IM 2005-029, New LR2000 Action Code for Land Exchanges and Sales, November 16, 2004

IM 2005-230, New LR2000 Action Codes for Tracking Rights-of-Way (ROW) under the new ROW Regulations, September 13, 2005

IM 2006-159, Non-Binding Determinations of R.S. 2477 Right-of-Way Claims, May 26, 2006

IM 2006-193, Terminating Reductions or Waivers of Rent For Federal Land Policy and Management Act (FLPMA) Right-of-Way (ROW) Grants, July 11, 2006

IM 2007-097, Solar Energy Development Policy, April 4, 2007

IM 2009-013, LR2000 Data Standards for Solar Energy Applications, October 20, 2008

IM 2009-043, Wind Energy Development Policy, December 19, 2008

IM 2010-077, LR 2000 Data Standards for Renewable Energy Cases, March 9, 2010

LANDS DATA STANDARDS

APPENDIX 2 – DATA STANDARDS REFERENCES

IM 2010-106, Federal Land Transaction Facilitation Act Sales Incentive Program, April 21, 2010

IM 2010-169, Implementation Guidance for the Interagency Transmission Memorandum of Understanding, July 28, 2010

IM 2011-096, Certification of Bonding – Wind Energy Site Testing and Wind Energy Development Authorizations, April 7, 2011

IM 2011-110, Conveyance of Reversionary Interests, April 21, 2011

IM 2011-190; Lands and Realty Program Consolidated LR2000 Data Standards

IM 2012-035, Interim Guidance on Exploration and Site Characterization for Potential Carbon Dioxide Geologic Sequestration, December 1, 2011

IM 2012-060, Guidance for Use of Three New Action Codes in Legacy Rehost 2000 to Demonstrate Compliance with Instruction Memorandum No. 2011-122, January 31, 2012

IM 2012-168, LR2000 Data Standards and eTrans Data Entry for High-Voltage Transmission Line Rights-of-Way Cases, August 3, 2012

IM 2013-034, Oversight and Implementation Plan – Renewable Energy Coordination Office, December 20, 2012

IM 2013-055, Legacy Rehost 2000 Lands, Realty and Minerals Data, January 11, 2013

IM 2013-118, Revised Implementation Guidance for the Interagency Transmission Memorandum of Understanding, April 12, 2013

IM 2014-042, Implementation of *Casey E. Folks, Jr., et al*, 183 IBLA 24 (Sept. 20, 2012) Regarding Expired FLPMA Withdrawals

IM 2014-122, Evaluation of Activities within Railroad Rights-of-Way Granted under the *General Railroad Right-of-Way Act of March 3, 1875*, August 11, 2014

LANDS DATA STANDARDS

APPENDIX 3 – DATA STANDARDS REVISION/CHANGE RECORD

APPENDIX 3 - DATA STANDARDS REVISION/CHANGE RECORD

Revision Date	Section Affected	Revision/Change Description
04/09/2013	Introduction	Added Section III. Minimum Acceptable Data Quality Level
	2100 - Acquisitions	Clarified case type use in introduction and for other agency acquisitions. Clarified AC 513 entry.
	2530 – Indian Fee Patents	Corrected commodity code use.
	2620 – State Grants	Changed AC 868 action remarks entry.
	2800/2880 Rights-of-Way	Corrected error on AC 849 – replaced reference to AC 971 with AC 065. AC 852 action remarks requirement removed since rental that is exempt is not calculated. AC 506 – added reference to new section. Assignments AC 139 clarified to require proper interest relationship.
	2800 – Electric Power Line ROW	Added new section
	2800 - Renewable Energy ROW	AC 124 action remarks required for both site specific and project area testing ROW applications. Use with case types 283001 (Type I site specific testing grant) and 283002 (Type 2 project area testing grant). Added action codes to track segregations resulting from applications. Moved Transmission Line actions to separate section. Identified Bond action codes as mandatory as a result of OIG and GAO report recommendations.
	2812 - Tramroad and Logging Road ROW on O&C/CBWR Lands	Section II, A.2, Reciprocal ROW Permit, AC 140 and 139 Action Remarks corrected.
	2880 – TUPS Associated with MLA ROWs	AC 506 – added reference to new section. Assignments AC 139 clarified to require proper interest relationship.
	2913 – STA Classifications	AC 968 - deleted redundant entry of interest relationship
	Appendix 1	Added Cadastral Survey Review of Boundary Evidence
	Appendix 2	Updated with recent IMs.
Appendix 3	Added Data Standards Revision/Change Record	
8/26/2014	Introduction	Section I.E.7, U.S. Rights - Added clarification for mineral interests less than 100% interest.
	2200 - Exchanges	Section I.A.1 - AC 271 and 620, clarified interest relationship code. Section I.A.2 – AC 865, clarified interest relationship code.
	2300 - Withdrawals	Section I.A – clarified review date for AC 853.
	2912 – R&PP Lease	Corrected cross-reference section number.
	2800/2880 – Rights-of-way	Added Section V.J. Activities within Railroad ROWs.
	2913 – STA Classifications	Section II.A. - Deleted AC 968 and replaced with AC 970.

LANDS DATA STANDARDS

APPENDIX 2 – DATA STANDARDS REFERENCES

Revision Date	Section Affected	Revision/Change Description
	Appendix 1	Section IV. Bonding - AC 376, 909, 378, and 383 added required Action Remarks.
	Appendix 2	Updated with recent IMs.
	Appendix 3	Updated with recent changes.