

LR2000  
CASE RECORDATION (CR)  
DATA STANDARDS

Revision Date August 28, 2014

for the

LANDS AND REALTY

PROGRAM

**Data Standards Applicable To Land Exchanges ONLY**

## LANDS DATA STANDARDS

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LANDS DATA STANDARDS

**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
- 281211 - Tram road, O&C reconveyed
- 284011 - Railroad reconveyed
- 285011 - Powerline reconveyed
- 286011 - Communications site reconveyed
- 286211 - Telephone reconveyed
- 287011 - Water facility reconveyed
- 287111 - Irrigation facility reconveyed
- 288011 - Mineral lease reconveyed
- 288111 - O&G pipeline reconveyed
- 289011 - Other 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).

Date	Code	Action Text	Comment
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LANDS DATA STANDARDS

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)

<b>Date</b>	<b>Code</b>	<b>Action Text</b>	<b>Comment</b>
Enter date proposal accepted	<b>387</b>	CASE ESTABLISHED	
Enter date proposal is accepted	<b>500</b>	GEOGRAPHIC NAME	For LWCF/Sikes project, enter the project name in action remarks.
Enter date final appraisal is requested	<b>133</b>	APPR-REAPPR RQSTD	
Enter date final appraisal is approved	<b>132</b>	APPRAISAL/REAPPR APPV	Enter \$ amount in action remarks when patent or QCD issues. <b>No comas.</b>
Enter date NORA is signed	<b>861</b>	NORA ISSUED	
Enter date published in FR	<b>610</b>	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter date published in FR	<b>552</b>	LAND SEGREGATED	
Enter date of publication	<b>543</b>	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	<b>544</b>	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	<b>247</b>	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	<b>550</b>	DETERMINED SUITABLE	
Enter date equalization payment is received by BLM	<b>392</b>	MONIES RECEIVED	Enter \$ amount in action remarks. <b>No comas.</b>
Enter date approved	<b>068</b>	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format. Can also use on Federal land.
Enter date patent issues	<b>271</b>	PATENT ISSUED	Enter patent number in action remarks. EX: 49-2009-0004;
Enter date QCD is signed	<OR> <b>620</b>	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	<b>400</b>	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.	<b>372</b>	SEGREGATION TERMINATED	
Enter date all case action is completed	<b>968</b>	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	<b>387</b>	CASE ESTABLISHED	
Enter date proposal accepted	<b>095</b>	FUNDED BY LWCF	
Enter date proj # is assigned	<b>501</b>	REFERENCE NUMBER	Enter project number in action remarks. EX: PROJ-B123;
Enter date purpose is known	<b>542</b>	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	<b>133</b>	APPR-REAPPR RQSTD	

LANDS DATA STANDARDS

2200 - EXCHANGES – PRE-1993 RULE

Date	Code	Action Text	Comment
Enter date final appraisal is approved	<b>132</b>	APPRAISAL/REAPPR APPV	Enter \$ amount in action remarks when patent or QCD issues. <b>No comas.</b>
Enter date equalization payment is made by BLM	<b>859</b>	PAYMENT MADE	Enter \$ amount of equalization payment in action remarks. <b>No comas.</b>
Enter date approved	<b>068</b>	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format.
Enter date deed signed	<b>866</b>	DEED SIGNED	
Enter date of recordation	<b>404</b>	TITLE RECORDATION	Enter volume, book and page or reception number in action remarks.
Enter date title is accepted	<b>865</b>	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	<b>400</b>	US RIGHTS ACQ/RES	In action remarks, enter code for rights acquired from DE 2303. EX: 930;
Enter date opening order published in FR	<b>610</b>	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in opening order	<b>873</b>	OPEN TO ENTRY	
Enter date all case action is completed	<b>968</b>	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	<b>301</b>	NORA VACATED	
Enter date NORA is final	<b>551</b>	DETERMINED UNSUITABLE	
Enter date protest right ends	<b>247</b>	FUTURE ACTION SUSPENSE	Enter "PROTEST RIGHT ENDS;" in action remarks.
Enter date published in FR	<b>372</b>	SEGREGATION TERMINATED	
Enter date published in FR	<b>610</b>	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter date stated in FR	<b>873</b>	OPEN TO ENTRY	
Enter date protest right ends or lands are opened	<b>967</b>	CLOSED WITHOUT ACTION	

2. Record for Private Lands:

Date	Code	Action Text	Comment
Enter date of publication	<b>301</b>	NORA VACATED	
Enter date protest right on the FD record has expired	<b>967</b>	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:

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

<b>Date</b>	<b>Code</b>	<b>Action Text</b>	<b>Comment</b>
Enter date NORA signed	<b>296</b>	NORA AMENDED/MODIFIED	
Enter date published in FR	<b>610</b>	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)

<b>Date</b>	<b>Code</b>	<b>Action Text</b>	<b>Comment</b>
Enter date proposal accepted	<b>387</b>	CASE ESTABLISHED	
Enter date of patent issued	<b>271</b>	PATENT ISSUED	Enter patent number in action remarks. EX: 49-2009-0005;
Enter date QCD is signed	<b>&lt;OR&gt;</b> <b>620</b>	QCD-DISCLAIMER ISSUED	
Enter date of title transfer	<b>400</b>	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	<b>372</b>	SEGREGATION TERMINATED	
Enter date patent/QCD issued	<b>968</b>	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	<b>387</b>	CASE ESTABLISHED	
Enter date approved	<b>068</b>	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format.
Enter date deed signed	<b>866</b>	DEED SIGNED	
Enter date of recordation	<b>404</b>	TITLE RECORDATION	Enter volume, book and page or reception number in action remarks.
Enter date title is accepted	<b>865</b>	TITLE ACCEPTED BY US	
Enter date title is accepted	<b>400</b>	US RIGHTS ACQ/RES	In action remarks, enter code for rights acquired from DE 2303. EX: 930;
Enter date published in FR	<b>610</b>	PUBLISHED	Enter FR citation in action remarks. EX: 57FR1478;
Enter date specified in FR	<b>873</b>	OPEN TO ENTRY	
Enter date all case action is completed	<b>968</b>	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**.

## LANDS DATA STANDARDS

### 2200 - EXCHANGES – PRE-1993 RULE

**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.**

<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)

<b>Date</b>	<b>Code</b>	<b>Action Text</b>	<b>Comment</b>
Enter date proposal accepted	<b>387</b>	CASE ESTABLISHED	
Enter date determined	<b>981</b>	CAD REVIEW NOT REQUIRED	Enter date determined no cadastral review needed. Do not use with ACs 982 and 983.
Enter date requested	<OR> <b>982</b>	CAD REVIEW REQUESTED	Enter date cadastral review was requested. Use with AC 983.
Enter date issued	<AND> <b>983</b>	CAD CERTIFICATE ISSUED	Enter date Standards for Boundary Evidence Certificate(s) issued.
Enter date MTP records noted	<b>552</b>	LAND SEGREGATED	
Enter date records noted	<b>543</b>	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	<b>544</b>	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	<b>247</b>	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.

LANDS DATA STANDARDS

2200 - EXCHANGES – POST-1993 RULE

<b>Date</b>	<b>Code</b>	<b>Action Text</b>	<b>Comment</b>
Enter date agreement to initiate exchange is signed	<b>305</b>	AGRMT TO INITIATE EX	
Enter date of first publ. in newspaper. If published in multiple papers, enter latest date of first publication	<b>862</b>	NOTICE OF EX PROPOSAL	
Enter date approved	<b>005</b>	NEPA ANALYSIS APPROVED	Enter document number.
Enter date appraisal request	<b>133</b>	APPR-REAPPR RQSTD	
Enter date final appraisal is approved	<b>132</b>	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 <b>No comas.</b>
Enter date published in newspaper. If multiple newspapers are used, enter date of publication in last newspaper	<b>863</b>	NOTICE OF DECISION (NOD)	
Enter date NOD is final	<b>550</b>	DETERMINED SUITABLE	
Enter date binding agreement is signed	<b>229</b>	EXCHANGE AGREEMENT APPV	Note: an exchange agreement is an optional requirement in processing a case.
Enter date equalization payment is received by BLM	<b>392</b>	MONIES RECEIVED	Enter \$ amount in action remarks. EX: \$200; <b>No comas.</b>
Enter date monies waived	<b>098</b>	CASH EQUALIZATION WAIVED	Enter \$ amount in action remarks. EX: \$150; <b>No comas.</b>
Enter date survey approved	<b>068</b>	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format.
Enter date patent issued	<b>271</b>	PATENT ISSUED	Enter patent # in action remarks. EX: 49-2009-0005;
Enter date QCD is signed	<OR> <b>620</b>	QCD-DISCLAIMER ISSUED	<b>Change interest relationship code.</b> 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 <b>with interest relationship code 30 - Patentee.</b>
Enter date title transfers	<b>400</b>	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	<b>372</b>	SEGREGATION TERMINATED	
Enter date all case action is completed	<b>968</b>	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	<b>387</b>	CASE ESTABLISHED	
Enter date proposal accepted	<b>095</b>	FUNDED BY LWCF	
Enter date proj. # is assigned	<b>501</b>	REFERENCE NUMBER	Enter project number in action remarks. EX: PROJ-B123;
Enter date proposal accepted	<b>500</b>	GEOGRAPHIC NAME	Enter geographic name in action remarks. EX: BULL MOUNTAIN;
Enter date purpose is known	<b>542</b>	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&amp;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 determined	<b>981</b>	CAD REVIEW NOT REQUIRED	Enter date determined no cadastral review needed. Do not use with ACs 982 and 983.
Enter date requested	<OR> <b>982</b>	CAD REVIEW REQUESTED	Enter date cadastral review was requested. Use with AC 983.
Enter date issued	<AND> > <b>983</b>	CAD CERTIFICATE ISSUED	Enter date Standards for Boundary Evidence Certificate(s) issued.

LANDS DATA STANDARDS

2200 - EXCHANGES – POST-1993 RULE

<b>Date</b>	<b>Code</b>	<b>Action Text</b>	<b>Comment</b>
Enter date appraisal requested	<b>133</b>	APPR-REAPPR RQSTD	
Enter date final appraisal is approved	<b>132</b>	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 <b>No comas.</b>
Enter date money deposited in escrow	<b>391</b>	ESCROW DEPOSIT	Used when exchange is closed through escrow. Enter total \$ amount specified in escrow instructions in action remarks. <b>No comas.</b>
Enter date equalization payment is made by BLM	<b>859</b>	PAYMENT MADE	Enter \$ amount in action remarks. EX: \$1250; <b>No comas.</b>
Enter date monies waived by non-Federal party	<b>098</b>	CASH EQUALIZATION WAIVED	Enter \$ amount in action remarks. EX: \$150; <b>No comas.</b>
Enter date approved	<b>068</b>	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format
Enter date deed signed	<b>866</b>	DEED SIGNED	
Enter date of recordation	<b>404</b>	TITLE RECORDATION	Enter volume, book and page or reception number in action remarks.
Enter date title is accepted	<b>865</b>	TITLE ACCEPTED BY US	Change proprietor and interest relationship code <b>to 19 - Admin Mgt Entity</b> . Go back to AC 132 and enter the \$ amount of the appraisal in action remarks.
Enter date title is accepted	<b>400</b>	US RIGHTS ACQ/RES	In action remarks, enter code for rights acquired from DE 2303. EX: 930;
Enter date title is accepted	<b>513</b>	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	<b>873</b>	OPEN TO ENTRY	
Enter date all case action is completed	<b>968</b>	CASE ACTION COMPLETED	

LANDS DATA STANDARDS

2200 - EXCHANGES – POST-1993 RULE

**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:

<b>Date</b>	<b>Code</b>	<b>Action Text</b>	<b>Comment</b>
Enter date published in newspaper. If multiple newspapers are used, enter date of last newspaper	<b>863</b>	NOTICE OF DECISION (NOD)	For decision not to proceed with the exchange.
Enter date NOD is final	<b>551</b>	DETERMINED UNSUITABLE	Use this AC <u>only</u> if the <u>lands</u> are determined unsuitable.
Enter date opening order is published in FR	<b>610</b>	PUBLISHED	Enter the FR citation in action remarks. EX: 57FR1478;
Enter date stated in FR	<b>372</b>	SEGREGATION TERMINATED	
Enter date stated in FR	<b>873</b>	OPEN TO ENTRY	
Enter date protest right ends or lands are opened	<b>967</b>	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.

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

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

LANDS DATA STANDARDS

2200 - EXCHANGES – POST-1993 RULE

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):

<b>Date</b>	<b>Code</b>	<b>Action Text</b>	<b>Comment</b>
Enter date published in newspaper. If multiple newspapers are used, enter date of last newspaper	<b>863</b>	NOTICE OF DECISION (NOD)	Enter "MODIFIED;" in action remarks.
Enter date NOD is final	<b>551</b>	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).

<b>Date</b>	<b>Code</b>	<b>Action Text</b>	<b>Comment</b>
Enter date NOD is final	<b>551</b>	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)

<b>Date</b>	<b>Code</b>	<b>Action Text</b>	<b>Comment</b>
Enter date proposal accepted	<b>387</b>	CASE ESTABLISHED	
Enter date approved	<b>068</b>	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format
Enter date final appraisal is approved	<b>132</b>	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 <b>No comas.</b>
Enter date patent issued	<b>271</b>	PATENT ISSUED	Enter patent number in action remarks. EX: 49-2009-0005;
Enter date QCD is signed	<OR> <b>620</b>	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	<b>400</b>	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.	<b>372</b>	SEGREGATION TERMINATED	
Enter date patent/QCD issued	<b>968</b>	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	<b>387</b>	CASE ESTABLISHED	
Enter date purpose is known	<b>542</b>	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	<b>068</b>	CONTAMINANT SRVY APPV	See DE 2910 for action remarks format
Enter date final appraisal is approved	<b>132</b>	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 <b>No comas.</b>
Enter date deed signed	<b>866</b>	DEED SIGNED	

LANDS DATA STANDARDS

2200 - EXCHANGES – POST-1993 RULE

Date	Code	Action Text	Comment
Enter date title is accepted	<b>865</b>	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	<b>400</b>	US RIGHTS ACQ/RES	In action remarks, enter code for rights acquired from DE 2303. EX: 930;
Enter date known	<b>513</b>	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	<b>404</b>	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	<b>873</b>	OPEN TO ENTRY	
Enter date all case action is completed	<b>968</b>	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**.

**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

### 2800/2880 - RIGHTS-OF-WAY

**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.

#### 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.

## LANDS DATA STANDARDS

### 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.

#### 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

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. <b>No comas.</b>
Enter date grant/easement effective	506	POWERLINE VOLTAGE (KV)	<a href="#">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.</a>
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

### 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.

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.

<b>Date</b>	<b>Code</b>	<b>Action Text</b>	<b>Comment</b>
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. Also includes reauthorization of grandfathered rights-of-way in designated wilderness.

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.

#### 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

**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)

<b>Date</b>	<b>Code</b>	<b>Action Text</b>	<b>Comment</b>
Enter date request is recd.	<b>387</b>	CASE ESTABLISHED	
Enter date segregated	<b>552</b>	LAND SEGREGATED	
Enter date seg expires (FS exchanges, 2 years or 5 years if a FLEFA exchange)	<b>247</b>	FUTURE ACTION SUSPENSE	Enter "SEGREGATION EXPIRES;" in action remarks.
Enter date segregated	<b>543</b>	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	<b>544</b>	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	<b>271</b>	PATENT ISSUED	Enter patent # in action remarks. EX: 49-2009-0005;
Enter date QCD is signed	<OR> <b>620</b>	QCD-DISCLAIMER ISSUED	
Enter date title transfers	<b>400</b>	US RIGHTS ACQ/RES	In action remarks, enter code for rights reserved from DE 2303. EX: 942;
Enter date patent/QCD issues	<b>372</b>	SEGREGATION TERMINATED	
Enter date all case action is completed	<b>968</b>	CASE ACTION COMPLETED	

LANDS DATA STANDARDS

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)

<b>Date</b>	<b>Code</b>	<b>Action Text</b>	<b>Comment</b>
Enter date request is recd.	<b>387</b>	CASE ESTABLISHED	
Enter date deed signed	<b>866</b>	DEED SIGNED	
Enter date recorded	<b>404</b>	TITLE RECORDATION	Enter the volume, book, and page or reception number in action remarks.
Enter date title is accepted	<b>865</b>	TITLE ACCEPTED BY US	
Enter date title is accepted	<b>400</b>	US RIGHTS ACQ/RES	In action remarks, enter code for rights acquired from DE 2303. EX: 930;
Enter date all case action is completed	<b>968</b>	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).

**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	
Enter date signed by IBLA	<OR> 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.
Enter date decision is signed by IBLA	<OR> 188	DECISION VACATED/RESCINDED	If in part, enter "IN PART;" in action remarks.
Enter date decision is signed by IBLA	<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

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	

**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.
	<OR>		
Enter date decision is signed by ALJ	188	DECISION VACATED/RESCINDED	If in part, enter "IN PART;" in action remarks.
	<OR>		
Enter date decision is signed by ALJ	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

IV. BONDING

A. NORMAL PROCEDURE

Date	Code	Action Text	Comment
Enter date <b>bond</b> filed	376	BOND FILED	Enter in action remarks \$ amount followed by a semicolon. EX: \$12340;
Enter date <b>of decision</b>	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 <b>refund authorized in CBS</b>	379	<b>REFUND AUTHORIZED</b>	Enter "BOND" or "PARTIAL BOND" in action remarks.
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 <b>of decision</b>	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

**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.

\*\*Reference IM 2011-122, IM 2012-060 and IM 2012-095.\*\*

**VI. NEPA DOCUMENTATION**

Date	Code	Action Text	Comment
Enter date environmental review document is initiated	004	NEPA ANALYSIS INITIATED	Enter type of NEPA document followed by a semi colon. EX: CX; DNA; EA; EIS;
Enter date decision (DR or ROD) is approved	005	NEPA ANALYSIS APPROVED	Enter document number.
Enter date report requested	910	REPORT REQUESTED	Enter name of office and/or type of report
Enter date report received	911	REPORT RECEIVED	Enter name of office and/or type of report

**VII. CASE SENT/RECEIVED**

Date	Code	Action Text	Comment
Enter date case sent	042	CASE SENT TO	Enter office code/person case sent to
Enter date received	149	CASE RECEIVED FROM	Enter office code/person case received from

**VIII. CASE LOCATED IN SPECIAL DESIGNATED AREA**

Date	Code	Action Text	Comment
Enter date identified	260	LANDS LOCATED IN WSA	Enter name of WSA
Enter date identified	261	LANDS LOCATED IN DWA	Enter name of DWA
Enter date identified	263	LANDS LOCATED IN ACEC	Enter name of ACEC

LANDS DATA STANDARDS

**IX. DESERT TORTOISE COMPENSATION**

Date	Code	Action Text	Comment
Date Requested	<b>106</b>	MONIES REQUESTED	Enter amount requested in dollar format followed by a semi colon and TORTOISE COMP. EX: \$584.98;TORTOISE COMP
Enter date received	<b>392</b>	MONIES RECEIVED	Enter amount in dollar format followed by a semi colon and TORTOISE COMP. EX: \$1678.23;TORTOISE COMP

**X. RECORDS NOTATION**

Date	Code	Action Text	Comment
Enter date documentation sent SO for notation to MTP/HI	<b>074</b>	INFORMATION SENT	AZ wild card AC. Enter "FOR RECORDS NOTATION"
Enter date notation is made on MTP/HI	<b>600</b>	RECORDS	Dated entered by SO upon notation to MTP/HI

**XI. REFERENCE NUMBER**

Date	Code	Action Text	Comment
Enter date application was filed or case was established	<b>501</b>	REFERENCE NUMBER	Cross reference to previously assigned number. Use number format with DE 2537 or I-H code in front, PROJ-5-218; or SN-AZA012345; or CA-NRM234; or PROJ-198J34;