# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-049-85-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: <u>4/16/2021</u>

**ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All approved schedule items are active except the ones listed below

**SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 24 is superseded by DAA-0048-2013-0001-0004

Item 29 is superseded by DAA-0048-2013-0001-0001

Item 30 is superseded by DAA-0048-2013-0001-0004

Item 35 is superseded by N1-049-96-006 Item 20d

## REQUEST FOR RECORDS DISPOSITION AUTHORITY
### (See Instructions on reverse)

**LEAVE BLANK**

**JOB NO.**
NC1-49-85-1

**DATE RECEIVED**
10-31-84

TO: **GENERAL SERVICES ADMINISTRATION**
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM *(Agency or establishment)*

BUREAU OF LAND MANAGEMENT (Group 49)

2. MAJOR SUBDIVISION

Division of Information Resources Management (870)

3. MINOR SUBDIVISION

Branch of Records Management (871)

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE EXT. | DATE Dec 10, 64 | ARCHIVIST OF THE UNITED STATES |
|---|---|---|---|
| Marie Martin (D-240) | FTS 776-6644 | | |

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of ___10___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

| B. DATE | C. SIGNATURE OF AGENCY REPRESENTATIVE | D. TITLE |
|---|---|---|
| 10/25/84 | *Jesse J. Feliz* | Acting Bureau Records Officer |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)* | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN *(NARS USE ONLY)* |
|---|---|---|---|
| | New addition to BLM Records Schedule, BLM Manual 1271, Appendix 1: | | |
| | Category Q - Machine-Readable Records | GRS 20 | |
| 1 thru 37 | As described in detail with disposal instructions on the subsequent 9 pages. | | |

*NO MASS DATA CHANGE SHEET REQUIRED*

*37 items*

115-108   *sent agency copy 2/6/85 CLD*   NSN 7540-00-634-4064

**STANDARD FORM 115** (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

1271 - RECORDS MANAGEMENT SYSTEM

RECORDS CATEGORY: Q

MACHINE-READABLE RECORDS

| ITEM NO. | NAME AND/OR DESCRIPTION OF RECORDS | RETENTION PERIOD LOCAL | FRC | NARS | DISPOSITION |
|---|---|---|---|---|---|
| 1 | ADOPT-A-HORSE SYSTEM (HB)<br>   Data on applicants (e.g., name, address, phone, etc.) animals (number requested, breed, age, sex, etc.) and cooperative agreements (adopter's name, address, phone, and driver's license number and animal sex, age, color and freeze mark). Produces animal availability letters to applicants, title notices and title applications to adopters when eligible and summary reports of applicants, adopters and animals. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 2 | CORRIDOR ENVIRONMENTAL IMPACT STATEMENT (EI)<br>   Produces tabular report of milepost information for use in preparing environmental statements. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 3 | ECOLOGICAL SITE INVENTORY (ES)<br>   Soil and vegetation data including ground cover, erosion ratings, vegetation production, plant characteristics and ecological condition and trend. Produces variety of reports, including allotment data for management alternative analysis, wildlife habitat and watershed purposes. Formerly SVIM. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 4 | FOREST MODELS (PM)<br>   Consists of two models:<br><br>   -Allowable Cut Simulation (SIMIX)<br>      An independent forest growth and yield modeling system using management and policy decisions, forest inventory data, statistical analysis programs and economic analysis data to determine timber harvest. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |

Stand Projection (PROGNOSIS)

statements.

| | | | |
|---|---|---|---|
| 3 ECOLOGICAL SITE INVENTORY (ES) | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |

3  ECOLOGICAL SITE INVENTORY (ES)
    Soil and vegetation data including ground
cover, erosion ratings, vegetation production,
plant characteristics and ecological condition
and trend.  Produces variety of reports, in-
cluding allotment data for management alterna-
tive analysis, wildlife habitat and watershed
purposes.  Formerly SVIM.

                                          I    0    0   Destroy individual data elements when superseded or no longer needed for administrative purposes.

4  FOREST MODELS (PM)
    Consists of two models:

    -Allowable Cut Simulation (SIMIX)
        An independent forest growth and yield
modeling system using management and policy
decisions, forest inventory data, statistical
analysis programs and economic analysis data
to determine timber harvest.

    -Timber Stand Projection (PROGNOSIS)
        Projects growth and yield of individual
timber stands in the Northern Rocky Mountains.
Allows simulation of short and long range land
and timber strategies.

4  FOREST MODELS (PM) — I  0  0  Destroy individual data elements when superseded or no longer needed for administrative purposes.

5  FOREST UTILITY PROGRAMS (PU)
    Includes the following 7 models:

    -IVST
        Produces three reports:  Cost/benefit,
present net worth and interval rate of return.
Used to examine long range investment oppor-
tunities for forest and other natural resource
alternative management strategies.

    -Polynomial Regression Program
        Produces straight line or curved line
function and generates equations.

    -Stepwise Regression
        Allows users to statistically analyze
variable attributes of up to 200 field samples.
The correlation coefficients of up to 80
variables can be tested.

5  FOREST UTILITY PROGRAMS (PU) — I  0  0  Destroy individual data elements when superseded or no longer needed for administrative purposes.

1271 – RECORDS MANAGEMENT SYSTEM

RECORDS CATEGORY: Q

MACHINE-READABLE RECORDS

| ITEM NO. | NAME AND/OR DESCRIPTION OF RECORDS | RETENTION PERIOD | | | DISPOSITION |
|---|---|---|---|---|---|
| | | LOCAL | FRC | NARS | |
| 5 | (Continued)<br><br>-STRAT<br>    Tests results of a stratified random sampling procedures (originally developed for Ecological Site Inventory).<br><br>-HISTO<br>    Produces a horizontal histogram from any data file. User enters name and file description interactively.<br><br>-Cost/Benefit Programs<br>    Interactive programs to test short and long range investment opportunities. | | | | |
| 6 | HEALTH RISK APPRAISAL PROGRAM (HR)<br>    Provides DSC employees with information on improving their personal health and life expectancy based on responses to a confidential questionnaire. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 7 | JOB DOCUMENTATION REPORTING (JD)<br>    Provides a uniform method for documenting and entering jobs into the AWP. Periodically produces reports which reflect inventory of jobs, current status, progress and maintenance schedules. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 8 | MATERIAL SALES (MS)<br>    Processes and maintains timber, vegetal and mineral disposals (includes sales and free use authorizations). Volumes, products, financial data and user identification are recorded to | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |

| 6 | HEALTH RISK APPRAISAL PROGRAM (HR) | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |

6   HEALTH RISK APPRAISAL PROGRAM (HR)                    I    0    0   Destroy individual data elements
        Provides DSC employees with information on                       when superseded or no longer
    improving their personal health and life                             needed for administrative
    expectancy based on responses to a confidential                      purposes.
    questionnaire.

7   JOB DOCUMENTATION REPORTING (JD)                      I    0    0   Destroy individual data elements
        Provides a uniform method for documenting                        when superseded or no longer
    and entering jobs into the AWP.  Periodically                        needed for administrative
    produces reports which reflect inventory of                          purposes.
    jobs, current status, progress and maintenance
    schedules.

8   MATERIAL SALES (MS)                                   I    0    0   Destroy individual data elements
        Processes and maintains timber, vegetal and                      when superseded or no longer
    mineral disposals (includes sales and free use                       needed for administrative
    authorizations).  Volumes, products, financial                       purposes.
    data and user identification are recorded to
    produce periodic reports.  Statistical reports
    for Congress produced end of FY.

9   PUBLIC DOMAIN FOREST INVENTORY SYSTEM (PD)            I    0    0   Destroy individual data elements
        Computer-sensible data gathered since                            when superseded or no longer
    1971 on commercially valuable BLM forest                             needed for administrative
    lands in 11 western states.  Information is                          purposes.
    used to develop timber harvesting plans which
    allow for an even flow of wood products to
    industry.  Includes:

        -PD Master (Tree File)
            Identifies one acre sample plots and
        provides detailed information on growth,
        mortality, and physical characteristics of
        approximately 5 trees per plot.

        -Photo Interpretation Reference File
            Contains descriptive characters for
        each photo point to allow a comprehensive
        view of each resource planning area.

and generate tabular and graphic reports for determining intensive managemetn programs on site specific areas. System can be operated by field users by timesharing.

- Nevada Tree Data Subsystem
Primarily designed for pinon-juniper woodlands of Utah and Nevada. Allows field personell to load, edit and selectively output data.

(3) Stand Summary Subsystem
Edits and stores data from several stand data forms (not limited to timber). Updated as forest ages or land use changes. REX system produces consolidations and summaries.

10   RANGE MANAGEMENT AUTOMATED SYSTEM (RM)
Identifies individual permittee and lessee and maintains geographical, biological, planned use, and fee collection data for grazing activities on BLM and BLM-administered lands. Periodic administrative support and management reports (including billings) are produced.

| | | | | |
|---|---|---|---|---|
| a. | Print Tape | 15 d | 0 | 0 | Destroy 15 days after creation. |
| b. | Monthly Stat Run | 45 d | 0 | 0 | Destroy 45 days after creation. |
| c. | Master Stat Run | 45 d | 0 | 0 | Destroy 45 days after input to to Historical State File. |
| d. | Historical Stat File | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |

1271 - RECORDS MANAGEMENT SYSTEM

RECORDS CATEGORY:  Q

MACHINE-READABLE RECORDS

| ITEM NO. | NAME AND/OR DESCRIPTION OF RECORDS | RETENTION PERIOD LOCAL | FRC | NARS | DISPOSITION |
|----------|-----------------------------------|---------|-----|------|-------------|
| 9 | (Continued) | | | | |

-Major Software PD Programs
        Each serves different users and
purposes:

    (1)  Extensive Inventory Subsystem
            Series of programs performing
edits, computations of individual tree
measurement and print reports of data from
the extensive forest inventory conducted
1971 to 1976.

    (2)  Individual Tree Data Subsystems:
        - Tree Data Computational Subsystem
            Principally applied to BLM
forest lands.  Edits, performs computations
and generate tabular and graphic reports for
determining intensive managemetn programs on
site specific areas.  System can be operated
by field users by timesharing.

        - Nevada Tree Data Subsystem
            Primarily designed for pinon-
juniper woodlands of Utah and Nevada.  Allows
field personell to load, edit and selectively
output data.

    (3)  Stand Summary Subsystem
            Edits and stores data from several

1271 - RECORDS MANAGEMENT SYSTEM

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| | | LOCAL | FRC | NARS | |
|---|---|---|---|---|---|
| 11 | SAGERAM-RANGELAND INVESTMENT ANALYSIS (SR) A technique for integrating efficiency considerations in design of rangeland investment proposals and measuring economic efficiency of investment proposals in a standard and repeatable manner. Used in preparing and scheduling budget requests and in monitoring progress of range improvements. | 1 mo | 0 | 0 | Destroy data 1 month after its creation. |
| 12 | USFS FOREST INVENTORY SYSTEM (PF) Consists of 2 subsystems: - Edit-2 Software to edit resource inventory data. Permits input of user designated functions for editing and computation. - Table-2 and Output-2 Software to reduce large amounts of inventory data to tables and produce statistical analyses of the tables. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 13 | WILDLIFE INFORMATION SYSTEM (WL) Integrates and organizes wildlife habitat data for planning and decision-making. Provides editing and storage of field collected data and production of standard reports for managers. Provides data about habitat sites and species that use the area; puts wildlife species data together by niches or guilds. Site Writeup Area (SWA) or Habitat Site is basic mapping unit so vegetative data on the same site can be obtained from Ecological Site Inventories. Habitat sites with biological commonalities are stratified and characterized into standard habitat sites. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |

ical analyses of the tables.

| | | | | |
|---|---|---|---|---|
| 13 | WILDLIFE INFORMATION SYSTEM (WL)<br>     Integrates and organizes wildlif habitat data for planning and decision-ma ng. Provides editing and storage of fi d collected data and production of standar reports for managers. Provides data abo t habitat sites and species that use the a a; puts wildlife species data together by iches or guilds. Site Writeup Area (SWA) or Habitat Site is basic mapping unit so vegetative data on the same site can be obt ined from Ecological Site Inventories. 'abitat sites with biological commonal ies are stratified and characterized to standard habitat sites. System provid s data interchange with other classificat on systems of Federal, state and private or anizations. | I | 0     0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 14 | LANDS AND MINERALS CASE RECORDATION (LMCRS)<br>     Formerly ALMRS, Phase I. Provides case recording and tracking, replacing manual system of typed serial registers and historical index. Includes land description, proprietor records, action codes and dates, accounting data, and acreage. Produces serial register pages, case abstracts, location/properietor/serial indices, and case aging and case leasing reports. | I | 0   .  0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 15 | AUTOMATED COAL LEASE DATA SYSTEM (ACLDS)<br>     Geographic, geologic, economic, legal and institutional data. Updated by BLM and USGS offices responsible for current data. System supports compliance checking. A REX data base.<br><br>Note: Will eventually merge with AFILMS. | I | 0     0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |

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|---|---|---|---|---|---|
| | | LOCAL | FRC | NARS | |
| 16 | AUTOMATED FEDERAL AND INDIAN LEASABLE MINERALS SYSTEMS (AFILMS)<br>    Tracks and monitors operations on all leases, licenses, permits, applications and contracts on public, acquired and Indian lands for solid minerals.  Tracts Logical Mining Units for diligent development, recovery of reserves within a prescribed timeframe and logs inspections of solid leasable mineral leases.  Currently being run on USGS MULTICS computer.<br><br>Note:  Will eventually merge with LMCRS. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 17 | CADASTRAL SURVEY FIELD NOTE SYSTEM (CS)<br>    Field notes are the written record of public lands surveys.  System collects, edits and stores field note information and produces various hardcopy reports. | I | 0 | 0 | Destroy when no longer needed for administrative purposes. |
| 18 | DIGITAL ELEVATION MODEL SYSTEM (DEM)<br>    REX2 application that maintains an inventory of over 1,800 USGS tapes.  Contains location of each tape, a contact and the coordinates and quad name of data on tapes.  Standard reports consist of DEM tapes listed within a specific latitude and longitude, all records by quad name or geographic state code. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 19 | EASTERN STATES MINERALS (ESM)<br>    Data on Eastern States minerals and total | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative |

| | | | | |
|---|---|---|---|---|
| 18 | DIGITAL ELEVATION MODEL SYSTEM (DEM)<br>REX2 application that maintains an inventory of over 1,800 USGS tapes. Contains location of each tape, a contact and the coordinates and quad name of data on tapes. Standard reports consist of DEM tapes listed within a specific latitude and longitude, all records by quad name or geographic state code. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 19 | EASTERN STATES MINERALS (ESM)<br>Data on Eastern States minerals and total acreage by county and state. Produces management reports for various ESO offices. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 20 | EASTERN STATES PATENT INDEX (ESOPI)<br>Maintains information on ESO patents (e.g, name, patent number, legal description, microfilm roll number, image number, etc.). Produces various reference indices for locating microfilm version of land patent records for the State of Alabama. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 21 | FINANCIAL MANAGEMENT SYSTEMS<br>Includes the following:<br><br>- Lease Management (LM)<br>Data on leases for land type cases (airports, grazing, recreation, etc.) on public lands and produces billings, receipts, and a variety of management reports.<br><br>- Aging of Accounts Receivable (FA)<br>Provides reports on status of outstanding accounts receivable for both in and out of Government. Computes interest on bills owed BLM by public. Produces revised bills and demand letters.<br><br>(continued on next page) | I | 0 | 0 | Destroy from 2 days to 3 years. See TOSC4 Master Control List maintained by DSC Finance for specific retention periods for each file. |

| ITEM NO. | NAME AND/OR DESCRIPTION OF RECORDS | RETENTION PERIOD | | | DISPOSITION |
|---|---|---|---|---|---|
| | | LOCAL | FRC | NARS | |

21 (Continuation)

    - Chargeback (FH)
        To report and recoup costs from BLM offices using ADP equipment and services, including Statistical Collection File and Key Entry Statistics.

    - Checks to Treasury (FC)
        Provides information to Treasury from which payments are made for services and goods received by BLM.

    - Deposits-in-Transit (FD)
        Provides comparison of net total of deposits and debit vouchers with Treasury net total of deposits and debit vouchers, and provides capability to reconcile the differences.

    - Financial Management Edits (FE)
        Edits and  validates financial management transactions prior to their processing and application aginst various FM master files.

    - Financial Management Reports (FR)
        Series of reports providing monthly and year-to-date cost and income related data at office, state and Bureau levels.

    - Financial Management Year-End Processing System (FY)
        Provides means of closing current FY accounts, carrying certain monetary amounts forward, and accomplishes necessary code conversions for new FY master files.

    - General Ledger System (FG)
        Provides periodic General Ledger and

deposits and debit vouchers with Treasury net total of deposits and debit vouchers, and provides capability to reconcile the differences.

- Financial Management Edits (FE)
Edits and validates financial management transactions prior to their processing and application aginst various FM master files.

- Financial Management Reports (FR)
Series of reports providing monthly and year-to-date cost and income related data at office, state and Bureau levels.

- Financial Management Year-End Processing System (FY)
Provides means of closing current FY accounts, carrying certain monetary amounts forward, and accomplishes necessary code conversions for new FY master files.

- General Ledger System (FG)
Provides periodic General Ledger and Working Capital Fund summaries and reports.

- Imprest Fund (FI)
To verify increases in fund balances and to review each imprest fund.

- Perpetual Inventory (FP)
Maintains on-going inventory of payable accounts and financial obligations.

- Reimbursable Billings(FJ)
Provides means of billing agencies and public for reimbursable services provided by BLM. States offices are provided memos regarding projects that are over obligated.

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MACHINE-READABLE RECORDS

| ITEM NO. | NAME AND/OR DESCRIPTION OF RECORDS | RETENTION PERIOD LOCAL | FRC | NARS | DISPOSITION |
|---|---|---|---|---|---|
| 21 | (Continued) | | | | |
| |     - Special Projects (FO)<br>       Provides reports of costs for selected projects and subactivities (e.g., rights-of-way and conveyance of federally-owned mineral estates). | | | | |
| |     - Travel Advance System (FT)<br>       Provides reports of travel advance accounts and account status. | | | | |
| |     - Annual Work Plan Budget (FW)<br>       Provides year-to-date reports on a monthly basis re. current status of operating budget, procurement plan, AWP progress, etc. | | | | |
| |     - Payroll Costs (FB)<br>       Provides year-to-date information on payroll costs. Collates and edits payroll data into a format which interfaces with the Financial Management System. | | | | |
| |     - Program Management(E)<br>       Provides reports reflecting year-to-date workmonths and dollars planned and expended. | | | | |
| |     - Status of Oblibations Reporting (FW)<br>       Provides reports showing year-to-date comparison of workmonths expended versus budgeted, by activity. | | | | |
| 22 | MINING CLAIMS (MCR)<br>    Provides information on mining claims within jurisdiction of 10 BLM states; a DMIV data base resident system, accessed and up- | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for adminstrative purposes. |

- Payroll Costs (FB)
        Provides year-to-date information
on payroll costs.  Collates and edits payroll
data into a format which interfaces with the
Financial Management System.

   - Program Management(E)
        Provides reports reflecting year-
to-date workmonths and dollars planned
and expended.

   - Status of Oblibations Reporting (FW)
        Provides reports showing year-to-
date comparison of workmonths expended versus
budgeted, by activity.

| | | | | | |
|---|---|---|---|---|---|
| 22 | MINING CLAIMS (MCR)<br>    Provides information on mining claims<br>within jurisdiction of 10 BLM states; a DMIV<br>data base resident system, accessed and up-<br>dated via DMIV Transaction Processor.  Reports<br>include MC index and wilderness study. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for adminstrative purposes. |
| 23 | SIMULTANEOUS OIL AND GAS (SIMO)<br>    Data capture and processing of SIMO appli-<br>cations.  Provides drawing results, refunding<br>and other administrative reports in support of<br>drawings held bi-monthly. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 24 | SUMMER HIRE SYSTEM (SH)<br>    Provides Division of Personnel with system<br>that accepts applicants for summer hire.  Pro-<br>duces various state personnel rosters, edit<br>lists and letters to applicants. | 1 | 0 | 0 | Destroy data 1 year after its creation. |
| 25 | WILDFIRE REPORTING SYSTEM (FDR-AFFIRMS)<br>    Collects, edits and stores fire control and<br>location, date and total fire damage data for<br>statistical reporting and analysis. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |

RECORDS CATEGORY:   Q

MACHINE-READABLE RECORDS

| ITEM NO. | NAME AND/OR DESCRIPTION OF RECORDS | RETENTION PERIOD LOCAL | FRC | NARS | DISPOSITION |
|---|---|---|---|---|---|
| 26 | FIRE COSTS REPORTS (FF) Maintains data and statistics on range and forest fires, and produces reports of related cost data.  Information is abstracted from FDR-AFFIRMS (Item Q-25). | 3 | 0 | 0 | Destroy 3 years after end of FY in which data prepared. |
| 27 | AUTOMATED MANAGEMENT BY OBJECTIVES (MBO) Centralized file of information related to organizational objectives.  Provides the capability to edit, update and retrieve information and produce various reports. | 1 | 0 | 0 | Destroy 1 year after end of FY in which data prepared. |
| 28 | BUDGET MATRIX (WBO) Provides capability for automating any data spreadsheet not exceeding 100 rows X 100 columns or 55 rows X 50 columns.  Supports annual and mid-year budget formulation. | 1 | 0 | 0 | Destroy data 1 year after end of FY in which data prepared. |
| 29 | MOTOR VEHICLE SYSTEM (AM) Maintains accounting and utilization data on BLM-assigned motor vehicles. | 3 | 0 | 0 | Destroy 3 years after end of FY in which data prepared. |
| 30 | PAYROLL/PERSONNEL (FB/MP) Handles all time/attendance data input biweekly to calculation of pay, producing report of control totals used by DSC Payroll to verify payroll accuracy.  On the BLM computer, keyed T&As are processed, edited, balanced, reformatted and written to magnetic tape for input to PAY/PERS.  System also receives output data from PAY/PERS in form of 3 files:  MSTFIL (Paymaster), POSNMST (Position Master) and COSTFIL (biweekly labor cost).  Produces reports to DSC Payroll and Personnel; also provide pay and cost data to Financial Management System.  In addition, BLM maintains 9 programs on Bureau training.  Includes: | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |

| 29 | MOTOR VEHICLE SYSTEM (AM) | 3 | 0 | 0 | Destroy 3 years after end of FY in which data prepared. |

29 MOTOR VEHICLE SYSTEM (AM)                              3    0    0    Destroy 3 years after end of FY
       Maintains accounting and utilization data                       in which data prepared.
   on BLM-assigned motor vehicles.

30 PAYROLL/PERSONNEL (FB/MP)                              I    0    0    Destroy individual data elements
       Handles all time/attendance data input                          when superseded or no longer
   biweekly to calculation of pay, producing                           needed for administrative
   report of control totals used by DSC Payroll                        purposes.
   to verify payroll accuracy.  On the BLM com-
   puter, keyed T&As are processed, edited,
   balanced, reformatted and written to magnetic
   tape for input to PAY/PERS.  System also
   receives output data from PAY/PERS in form
   of 3 files:  MSTFIL (Paymaster), POSNMST
   (Position Master) and COSTFIL (biweekly
   labor cost).  Produces reports to DSC
   Payroll and Personnel; also provide pay
   and cost data to Financial Management
   System.  In addition, BLM maintains 9 pro-
   grams on Bureau training.  Includes:

       - Emergency Firefighters (FB)
             fire season payroll data on EFFS
   paid in the field, not through the regular
   pay system.  Produces various reports and
   prints W-2s for EFFs at year-end.

31 PROPERTY MANAGEMENT (AP)                               2    0    0    Destroy 2 years after end of FY
       Maintains descriptive and fiscal inform-                        in which data prepared.
   ation on BLM property inventory.  Produces
   management reports for SC Property Office.

32 COMMUNITIZATION AGREEMENT (CA)                         I    0    0    Destroy individual data elements
       Provides for development of separate                            when superseded or no longer
   Federal tracts that could not be independ-                          needed for administrative
   ently developed and operated in conformity                          purposes.
   with an established well spacing program.
   Agreements remain in effect as long as the
   communitized substance can be produced in
   paying quantities.  Input data taken from
   Standard Form of Communitization Agreement.
   A REX data base.

## 1271 - RECORDS MANAGEMENT SYSTEM

### RECORDS CATEGORY:   Q

### MACHINE-READABLE RECORDS

| ITEM NO. | NAME AND/OR DESCRIPTION OF RECORDS | RETENTION PERIOD | | | DISPOSITION |
| | | LOCAL | FRC | NARS | |
| --- | --- | --- | --- | --- | --- |
| 33 | MINERALS SYSTEM (MS-1)<br>    Designed to process lease inspection, well, facility and incidence of non-compliance data for onshore fluid leasable minerals.  Maintains a lease and well inventory. | I | 0 | 0 | Destroy individual data elements when superseded or at sixth update cycle. |
| 34 | UNITIZATION AGREEMENT (UA)<br>    Combines adjacent oil and gas leases to provide efficient operation in which value of oil and gas is allocated among the properties.  Results in unified plan of development and operation for an entire geologic prospect structure so that drilling and production can proceed under a single operator.  A REX data base. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 35 | DATA ELEMENT DICTIONARY SYSTEM (DD)<br>    An information tool to document, control and manage data resources.  A central collection point for descriptions of all data elements and is the respository for all information about data elements.  System is also a data directory, identifying what data is available and where data is located. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 36 | COMPUTERIZED LIBRARY CATALOGING SYSTEM<br>    Maintains descriptive cataloging and cost data on collection material obtained either for BLM libraries or by these libraries for other BLM organizational units.  Also serves as a loan tracking system.  A REX data base. | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |
| 37 | DIRECTIVES DIGEST BULLETIN<br>    Automated title list for BLM directives (instruction memos/information bulletins). | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative |

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| 36 | COMPUTERIZED LIBRARY CATALOGING SYSTEM | I | 0 | 0 | Destroy individual data elements when superseded or no longer needed for administrative purposes. |

36  COMPUTERIZED LIBRARY CATALOGING SYSTEM          I     0     0     Destroy individual data elements
      Maintains descriptive cataloging and cost                                    when superseded or no longer
data on collection material obtained either                                        needed for administrative
for BLM libraries or by these libraries for                                        purposes.
other BLM organizational units.  Also serves
as a loan tracking system.  A REX data base.

37  DIRECTIVES DIGEST BULLETIN                      I     0     0     Destroy individual data elements
      Automated title list for BLM directives                                      when superseded or no longer
(instruction memos/information bulletins).                                         needed for administrative
Used to locate sources of BLM policy and                                           purposes.
other pertinent information.  A REX data base.