

BLM RECORDS ACCESS CATEGORIES

CATEGORY 1 – BLM Records Generally Not Requiring a FOIA Request

A. CATEGORY 1(A) – BLM Records that do not contain protected information and can be released in whole.		
ITEM	DESCRIPTIONS	COMMENTS
Administrative Records (Miscellaneous)		
1	Annual Reports (Final) (Department, BLM, State Office Reports)	
2	Annual FOIA Report	
3	Annual Work Plan (AWP), Final	
4	Bureau Circulars	
5	Executive Orders	
6	Federal Register Notices and Published Proposed Legislation and Regulation files	Final Federal Register Notices
7	Final Decisions that Affect the Public	
8	GRS/BLM Combined Records Schedules	Available at http://www.blm.gov/wo/st/en/info/regulations/combined_record_schedules.html
9	Fire and Fuels Training Manuals	
10	Indexes and Finding Aids to Public Records	
11	Information Collection Budget Submission to Office of Management and Budget	
12	Press Releases from BLM	
13	Final Privacy Act Notices	BLM Privacy Act Notices are available at a link from the DOI Privacy Program Web page (http://www.doi.gov//ocio/privacy/blm_notices.htm)
14	Published Procurement Solicitations	This is the main portion of the Pre-Award File that is published to the Federal Business Opportunities (FedBizOpps) or Fedconnect, E-Buy, or through some other solicitation method.
15	Publications	Maps, brochures, visitor guides that are available in the public rooms.
16	Secretarial Orders	
17	Strategic Budget Plan (Final)	
18	Table of Organization	Includes organization codes, names of senior level managers, divisions chiefs and titles (see http://www.blm.gov/style/medialib/blm/wo/Business_and_Fiscal_Resources.Par.27384.File.dat/blm_org_chart.pdf) all Tables of organization can be released providing they do not contain privacy or law enforcement information.

BLM RECORDS ACCESS CATEGORIES

A. CATEGORY 1(A) – BLM Records that do not contain protected information and can be released in whole.		
ITEM	DESCRIPTIONS	COMMENTS
BLM Mission Related Program Records (Also see “Automated Systems Outputs”)		
19	Aerial Photography (Unannotated)	(See also Annotated Aerial Photography in Category 2, Item 501)
20	Cadastral Survey Field Notes (Approved) including Mineral Survey Field Notes	
21	Cadastral Survey Plats (Approved) including Mineral Survey Plats	
22	Case File Indices (manual and automated)	
23	Control Document Index (filmed patents, withdrawals, deeds, classifications)	
24	Corner Recovery Cards (Found Section Corner Cards)	
25	General Land Office Automated Records System (www.glorerecords.blm.gov)	Automated System Privacy Act System Notice No. LLM-32 (Routine Use allows release)
26	Reports published Geospatial One-Stop (GOS)	Automated System (www.geodata.gov or http://gos2.geodata.gov/wps/portal/gos)
27	Indian Allotment Tract Books	
28	Interior Board of Land Appeals (IBLA) Decisions	“Finding IBLA Decision” can be found by visiting http://www.oha.doi.gov/IBLA/findingIBLA.html
29	Land Status maps - 100K series	Intermediate scale maps 1:100,000 scale.
30	Land Status maps - State Maps (500K, 1M series)	1:500,000 and 1:1,000,000 scale
31	Legal Land Description (LLD) (LR2000) Records	Automated System Privacy Act System Notice No. LLM-32 (Routine Use allows release) LLD does not contain any Privacy Act data. (www.blm.gov/lr2000/)

BLM RECORDS ACCESS CATEGORIES

A. CATEGORY 1(A) – BLM Records that do not contain protected information and can be released in whole.		
ITEM	DESCRIPTIONS	COMMENTS
32	Master Title Plats, Use Plats, Oil & Gas Plats, Coal Plats, Leasable Mineral Plats (Sodium, Potassium, etc.), Supplemental Note Sheets, Segregated Tract Index, Contest Sheets, Multiple Use Index Sheets, Historical Indexes, Acquired Lands Historical Indexes	
33	Mineral Surveyor Appointment List	Privacy Act System Notice No. BLM-6 (Routine Use allows release of list)
34	Mineral Tract Books	
35	Mining Claim Recordation (LR2000)	Automated System Privacy Act System Notice No. LLM-32 (Routine Use allows release) (www.blm.gov/lr2000/)
36	Mining Claim Recordation files and Indices	Privacy Act System Notice No. LLM-32 (Routine Use allows release)
37	Mining District (Connection) Sheets	
38	Official Agency Record Designation Documentation	
39	Oil and Gas Competitive and Noncompetitive Results list	Only successful high bidder identified.
40	Oil and Gas Competitive Sale List	
41	Payment-in-Lieu-of-Taxes Records (PILT)	PILT money is paid to municipalities for federally managed land within their jurisdiction.
42	Project Development (Approved) and Maintenance Records	Examples include fences, guzzlers, etc.
43	Protraction Diagrams	
44	Public Land Orders	
45	Public Land Statistics	
46	Rangeland Inventory files including Digital GIS Data	
47	Recreation Maps	Showing recreation sites and facilities.
48	Recreation One-Stop	Automated System (www.recreation.gov)
49	Segregation Diagrams	
50	Serial Number Automation Module (SNAM) – Mining Claim Recordation Report. Serial numbers generated for the LR2000 systems Case Recordation and Mining Claim Recordation.	Automated System See Category 1B, Item 208, for SNAM - Case Recordation Report. Available by visiting the National Operations Center at: (http://web.blm.gov/noc/irm-apps/lr2000/index.html)
51	Serial Register Books and Log	

BLM RECORDS ACCESS CATEGORIES

A. CATEGORY 1(A) – BLM Records that do not contain protected information and can be released in whole.		
ITEM	DESCRIPTIONS	COMMENTS
52	Special Status Species List	Originated by U. S. Fish and Wildlife Service.
53	Status (LR2000)	Automated System Privacy Act System Notice No. LLM-32 (Routine Use allows release) (www.blm.gov/lr2000/)
54	Tract Books and Plats (General Land Office)	
55	Volunteer.gov	Automated System (www.serve.gov)
56	Waterpower Project and Classification (engineering) files	
Personnel Records		
57	Position Descriptions	
58	Vacancy Announcements	Includes FIRES (temporary fire positions vacancies) and Quick Hire (Jobs on Line).
The following Automated System Hard Copy and/or Electronic Outputs are designated public and may be purchased (electronic outputs may be purchased by visitors to the public rooms who do not have computer access):		
59	Automated Lightning Detection Data (ALDS)	Automated System
60	Cadastral Field Note Indexing System Legacy Rehost (LR2000)	Automated System Privacy Act System Notice No. LLM-32 (Routine Use allows release) System does not contain Privacy Act data.
61	Coal Lease Data System	Automated System Privacy Act System Notice No. BLM-4 (Routine Use allows release)
62	Digital Elevation Models (DEMs) (USGS) Digital Line Graphs (DLGs), Digital Raster Graphic (DRG), and Digital Orthophoto Quadrangle (DOQ)	Automated System
63	Mineral Lease Management System	Automated System Privacy Act System Notice No. BLM-3 (Routine Use allows release)
64	Remote Automated Weather Station Data (RAWS)	Automated System
65 - 200	Reserved	

BLM RECORDS ACCESS CATEGORIES

B. CATEGORY 1(B) – BLM Records that may contain protected information that must be considered for segregation prior to release.		
ITEM	DESCRIPTIONS	COMMENTS
Administrative Records (Misc.)		
201	BLM Manuals, Handbooks, Supplements, Information Bulletins, and Instruction Memorandum that affect members of the public	Only those with an access category of “Public” or code of “P” are releasable to the public without a FOIA request.
202	Cooperative relations documents with other entities	Assistance Agreements (Cooperative Agreements and Grants), Data-Sharing Agreements, Interagency Agreements, Memoranda of Understanding and Partnership Agreements. Protected information may contain radio frequency, financial data, etc.
203	E-mail Directories	Names and phone numbers of Special Agents in Charge are released, but not the names, phone numbers and email addresses of other law enforcement agents.
204	Organizational Roster	Printout from Federal Personnel and Payroll System (FPPS). Contains organization code, grades, title, names, salary, etc. Current organization roster is releasable, but not the individual listing of law enforcement agents. Special Agent in Charge data is releasable.
205	Telephone Directories	Names and phone numbers of Special Agents in Charge are released, but not the names, phone numbers or email addresses of other law enforcement agents. Must not contain personal (i.e., non-government) cell phone numbers. Cell phone numbers of employees are protected under Exemption 6, if not widely shared as the expectation of privacy is high.
BLM Mission Related Program Records		
206	Alaska Land Information System (ALIS)	Automated System Privacy Act System Notice No. LLM-32 (Routine Use allows release)
207	Cadastral Survey Group files	Includes Survey Protests, Appeals, and Contests. Note: Information on chemical analysis, content of mineral samples, geological, geophysical, economic or commercial information requires review.

BLM RECORDS ACCESS CATEGORIES

B. CATEGORY 1(B) – BLM Records that may contain protected information that must be considered for segregation prior to release.		
ITEM	DESCRIPTIONS	COMMENTS
208	Case Recordation (LR2000)	Automated System Privacy Act System Notice No. LLM-32 (Routine Use allows release) Public web site automatically redacts protected information. (http://www.blm.gov/lr2000/)
209	Color of Title Case files	Privacy Act System Notice No. LLM-32 (Routine Use allows release)
BLM Mission Related Program Records		
210	Comment Letters solicited by BLM from Members of the Public.	Determine Release of names, home addresses, phone numbers or email addresses of individuals by review to determine if individual has previously granted permission to release; or, to determine if the BLM has stated in the Federal Register that names and addresses of individuals will be released. For more information on this policy, reference the DOI FOIA page at www.doi.gov/foia/policy.html and click on the link to the “Solicitor Guidance Regarding FOIA Requests for Personal Information of Commenters.”
211	Comment Letters from Members of the Public that are voluntary or unsolicited	Determine Release of names, home addresses, phone numbers or email addresses of individuals by review to determine if individual has previously granted permission to release or to determine if the BLM has stated in the Federal Register that names and addresses of individuals will be released. For more information on this policy reference the DOI FOIA page at www.doi.gov/foia/policy.html and click on the link to the “Solicitor Guidance Regarding FOIA Requests for Personal Information of Commenters.”
212	Competitive Sale Mineral Record	Examples of proprietary/confidential information include fair market value, reserves, trade secrets, or company financial data.
213	Contest files	Privacy Act System Notice No. LLM-32 (Routine Use allows release) Note: Information on chemical analysis, content of mineral samples, geological, geophysical, economic or commercial information requires review.

BLM RECORDS ACCESS CATEGORIES

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ITEM	DESCRIPTIONS	COMMENTS
BLM Mission Related Program Records		
214	Corporate Metadata Repository (CMR) (aka Data Element Dictionary)	Automated System Case Recordation, Alaska Land Information System (ALIS), Mining Claims Recordation, Legal Land Description, and Status (hard copy printout in public room).
215	Cultural Resource Use Permits	No public access to location or description of items of specific archaeological or Native American sites.
216	Easement files	Privacy Act System Notice No. LLM-32 (Routine Use allows release)
217	Exchange files	Privacy Act System Notice No. LLM-32 (Routine Use allows release)
218	Expression of Interest (EOI) Case files	Names of all parties submitting EOI are not released until two business days following the last day of the competitive sale.
219	Forest Land Inventory files – Allowable Cut Calculations	Preliminary calculations may not be releasable until approved.
220	Geocommunicator (including Land and Mineral Use Records, Federal Land Stewardship, and Land Survey Information - Geographic Coordinate Database (GCDB)) (www.geocommunicator.gov)	Automated System Privacy Act System Notice No. LLM-32 (Routine Use allows release) Public web site automatically redacts protected information.
221	Geothermal Competitive Availability List	Supporting proprietary/confidential information requires review.
222	Global Positioning System (Raw Data Collected by Community Base Stations)	Automated System
223	Grazing Allotment files (includes allotment management and activity plans; environmental assessments; studies; field visit report; photos; and evaluation; surveys and well information)	Privacy Act System Notice No. LLM-2

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ITEM	DESCRIPTIONS	COMMENTS
BLM Mission Related Program Records		
224	Grazing Use (Lease, Authorization, or Permit) files issued to companies (includes billings; maps and preference history)	Privacy Act System Notice No. LLM-2 Withhold financial data. See IM 2011-051 for release of any other privacy information.
225	Hazardous Material Site Administrative Record	Segregate pre-decisional, confidential information, or sampling results.
226	Hearing and Appeal Cases	See related case file.
227	Initial Attack Management System (IAMS)	Not including terrain data
228	Land Acquisition files	Privacy Act System Notice No. LLM-32 (Routine Use allows release)
229	Land and Mineral Classification files	Privacy Act System Notice No. LLM-32 (Routine Use allows release)
230	Land Selection Case files	Privacy Act System Notice No. LLM-32 (Routine Use allows release)
231	Land Use Lease and Permit Case files	Privacy Act System Notice No. LLM-32 (Routine Use allows release)
232	Land Withdrawal Case files	Privacy Act System Notice No. LLM-32 (Routine Use allows release)
233	Maps and Supporting Digital GIS Data	Protected information such as minerals and proprietary information and protected location information on cultural, paleontological, cave, and archaeological sites, etc., is withheld. Cannot withhold Threatened & Endangered species information unless species is within or near a National Park Service site.
234	Mineral and Vegetal Material Sales (includes wood cutting permits; fence post permits; sand and gravel permits)	Privacy Act System Notice No. BLM-16 (Routine Use allows release) Privacy Act System Notice No. LLM-32 (Routine Use allows release)

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ITEM	DESCRIPTIONS	COMMENTS
BLM Mission Related Program Records		
235	Mineral Lease and Permit Case files	Privacy Act System Notice No. LLM-32 (Routine Use allows release) Privacy Act System Notice No. BLM-3
236	Mineral Patent Application	Privacy Act System Notice No. LLM-32 (Routine Use allows release) Note: Information on chemical analysis, content of mineral samples, geological, geophysical, economic, or commercial information requires review.
237	Mining Claim Validity files	Privacy Act System Notice No. LLM-32 (Routine Use allows release) Note: Information on chemical analysis, content of mineral samples, geological, geophysical, economic, or commercial information requires review.
238	Mining Notices and Plan of Operations files	Privacy Act System Notice No. LLM-32 (Routine Use allows release) 43 CFR 3809.301(b) (1) requires taxpayer identification number (Tax Identification Number or Social Security Number) to be segregated from file (e.g., Form 1372-6, W-9).
239	Natural Gas Policy Act files	
240	Non-protected/Verified Automated Resources Data	Automated System As designated by the State Director, National Science & Technology Center Director, Assistant Director (Fire and Aviation), and Director Chief of Law Enforcement and Security.
241	Oil and Gas Operational Case files	Application Permit to Drill (APDs), Unit Agreements, Communitization Agreements, Individual Well Records. Privacy Act System Notice No. LLM-32 (Routine Use allows release) Proprietary/confidential, geologic information requires review.

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ITEM	DESCRIPTIONS	COMMENTS
BLM Mission Related Program Records		
242	Patent Documents, Books, and Clear Lists (all formats)	Indian Fee Patents are not available until 15 days after issuance (25 CFR 152.3).
243	Photos and Audiovisual Records	
244	Public Land Patent files	Privacy Act System Notice No. LLM-32 (Routine Use allows release) Indian Fee Patents are not available until 15 days after issuance (25 CFR 152.3).
245	Published Draft and Final Environmental Impact Statements (Including environmental assessments categorical exclusions and other NEPA documents and supporting GIS data)	Determine Release of names, home addresses, phone numbers or email addresses of individuals by review to determine if individual has previously granted permission to release or to determine if the BLM has stated in the Federal Register that names and addresses of individuals will be released. For more information on this policy reference the DOI FOIA page at www.doi.gov/foia/policy.html and click on the link to the “Solicitor Guidance Regarding FOIA Requests for Personal Information of Commenters.
246	Published Draft and Final Resource Management Plans (including all types of resource and activity plans, supporting GIS data, and public participation)	Determine Release of names, home addresses, phone numbers or email addresses of individuals by review to determine if individual has previously granted permission to release or to determine if the BLM has stated in the Federal Register that names and addresses of individuals will be released. For more information on this policy reference the DOI FOIA page at www.doi.gov/foia/policy.html and click on the link to the “Solicitor Guidance Regarding FOIA Requests for Personal Information of Commenters.”
247	Quit Claim Deed files	Privacy Act System Notice No. LLM-32 (Routine Use allows release)
248	Rangeland Administration System (RAS) (www.blm.gov/ras/)	Automated System Privacy Act System Notice No. LLM-2 Includes operator records and allotment records. Public web site automatically redacts protected information.

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ITEM	DESCRIPTIONS	COMMENTS
BLM Mission Related Program Records		
249	Range Improvements Project files including digital GIS data	
250	Rangeland Improvement Project System (RIPS)	Automated System
251	Rangeland Information System (RIS)	Automated System
252	Real Estate (Land and Mineral) Appraisal	Land appraisals accepted for use by BLM.
253	Reciprocal Use and License Agreement Case files	Privacy Act System Notice No. LLM-32 (Routine Use allows release)
254	Resource Management Planning Map Overlays (Mylar, various scales digital GIS data)	Withhold protected information such as minerals and proprietary information and protected location information on cultural, paleontological, cave, and archaeological sites, etc. Cannot withhold Threatened & Endangered species information unless species is within or nearby a National Park Service site. See 1278.32C10.
255	Rights-of-Way	Privacy Act System Notice No. LLM-32 (Routine Use allows release) – Review is necessary as these files may contain archeological or paleontological information.
256	Serial Number Automation Module (SNAM) – Case Recordation Report	Automated System Indian Fee Patents are not available until 15 days after issuance (25 CFR 152.3).
257	Special Recreation Permits	Withhold protected information such as social security number, credit card or account numbers, and private individual email addresses.

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ITEM	DESCRIPTIONS	COMMENTS
BLM Mission Related Program Records		
258	Studies, Inventories, Reports, Statistics on land management and resource use	Withhold protected information such as minerals and proprietary information and protected location information on cultural, paleontological, cave, and archaeological sites, etc. Cannot withhold Threatened & Endangered species information unless species is within or nearby a National Park Service site. See 1278.32C10.
259	Threatened and Endangered Plants and Animals Locations	Release unless located within or near a National Park Service site.
260	Timber Sale Contract (See Item 234 for wood cutting permits)	Privacy Act System Notice No. BLM-16 (Routine Use allows release) Bond information may not be releasable. See also Timber Sale Operator Rating files.
261	Timber Sale Information System (TSIS)	Automated System Privacy Act System Notice No. BLM-16 (Routine Use allows release) Bond information may not be releasable.
262	Town site files	Privacy Act System Notice No. LLM-32 (Routine Use allows release)
263	Unit Resource Analysis (includes map overlays), Management Framework Plans and digital GIS data	Withhold protected information such as minerals and proprietary information and protected location information on cultural, paleontological, cave, and archaeological sites, etc. Cannot withhold Threatened & Endangered species information unless species is within or near a National Park Service site. See 1278.32C10.

BLM RECORDS ACCESS CATEGORIES

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ITEM	DESCRIPTIONS	COMMENTS
BLM Mission Related Program Records		
264	Wild Horse and Burro Adoption and Title files	Privacy Act System Notice No. BLM-28 Withhold SSN, driver's license number, and telephone numbers. Release business names, street address, city, state, zip code of adopters who maintain animals at that location. Release name of facility owners and complete addresses of facilities; withhold street address of adopter when animals maintained in facility. Do not release P.O. Box numbers of adopters.
265	Wild Horse and Burro Health Records	
266	Wilderness Area Case files	
267	Wilderness Study Area files	
268	Contract Solicitation files –or the Pre-award file. It contains the Statement of Work, requirements, specifications, required delivery term and dates, any required deliverables, provisions and clauses required by the FAR and related supplements and all necessary instructions for a potential offeror. (The non-releasable portion of these files is listed in Category 2).	Privacy Act System Notice No. BLM-23.
269	Grant files (of successful Grant applications and administrative files)	
270	Successful Bidder Name - successful awardee is releasable in accordance with the Federal Acquisition Regulation (FAR). Unsuccessful Offeror is not releasable.	Privacy Act System Notice No. BLM-23. – Per the FAR successful bidders names are releasable in any amount. For bids which are greater than \$25,000, the name of the successful bidder is required to be published through government point of entry. (GPE)
271	Land Sales	Privacy Act System Notice No. BLM -32
272	Recreation and Public Purpose (R&PP) Act	Privacy Act System Notice No. BLM - 32
273	Delegation of Authority	Background information and any deliberative material for developing delegation of authority and/or re-delegation requires review

BLM RECORDS ACCESS CATEGORIES

274 - 400	Reserved	
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CATEGORY 2 – BLM Records Requiring a FOIA Request

CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
Accountable Officers' Accounts Records		
401	Collection Officer Designations	
402	Collections and Billings System (CBS)	Automated System Privacy Act System Notice No. BLM-24. Privacy Act System Notice No. BLM-35.
403	Collections and Billings System (CBS) backup documentation, such as Bill for Collection, Credit Card Transactions, Collecting, Receiving, Depositing, Reviewing, Copy Fees, Declining Deposit Accounts (DDA), Reports, and Documentation, etc.	Privacy Act System Notice No. BLM-35 Privacy Act System Notice No. BLM-24
404	Consolidated Financial Statement (CFS) System	Automated System
405	Tort Claim files	
Administrative Records (Misc.)		
406	Administrative Operations Records on Employees (includes: workload and productivity records, travel activity and budgets, accident and safety records, property accountability, studies and special projects, committee and detail assignments, locator indices, parking space assignments, mailing lists, and similar records)	Privacy Act System Notice No. Department of Interior-58.
407	Administrative Site files (structures, underground storage tanks, etc.) and building survey, safety inspection and investigation files (includes radon tests, condition surveys, etc.)	
408	Advisory Committee Meeting and Membership Records	Records of members selected for membership.
409	Automated Inventory Management System (AIMS)	Automated System

BLM RECORDS ACCESS CATEGORIES

CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
410	BLM Manuals, Handbooks, Supplements, Instruction Memoranda, and Information Bulletins which may contain information which if released may cause a circumvention of a legal requirement, or other information which may be exempt under a FOIA exemption (e.g., law enforcement, security, and hiring process documents)	Directives coded “I” for Internal or “R” for Restricted.
411	Briefing Papers	
412	Business Gateway/E-Forms (BG-EF)	Automated System
413	CASHE and Safety Management System (CSMS)	Automated System
414	Committee Management files	
415	Constituency Database System	Automated System Also known as External Affairs Mailing List. Personal information on individuals is protected under FOIA Exemption 6. See also Mailing Lists, Item 438.
416	Correspondence (Controlled and general correspondence in Central files and other file stations)	Privacy Act System Notice No. BLM-15.
417	Correspondence Control System	Automated System Privacy Act System Notice No. BLM-15.
418	Customer Research Survey	Automated System
419	Delegations of Authority	Contains background information and deliberative material for delegation of authority/ re-delegation
420	Directives Digest/Index	Contains “I” for Internal and “R” for Restricted directives information.
421	Distance Learning Tool	Automated System
422	Electronic FOIA Tracking System (EFTS)	Automated System. Privacy Act System Notice No. DOI-71.
423	Electronic Key Card Logs	Privacy Act System Notice No. BLM-9 Privacy Act System Notice No. Interior/Office of the Secretary (OS)-51.
424	Electronic Mail System (EMS)	Automated System
425	Emergency Planning Records	

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CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
426	Employee Identification Card Records	Privacy Act System Notice No. Interior//Office of the Inspector General-1 Privacy Act System Notice No. DOI-46 See also SmartCard Database, Item 456.
427	Enterprise Data Model, Enterprise Architecture	
428	E-Records Management	Automated System
429	E-Rulemaking	Automated System
430	E-Training	Automated System
431	Forms Management files	Historical case file for forms developed at the originating office and maintained by local Records Manager/Liaison
432	Freedom of Information Act (FOIA) Requests and Appeals files	Privacy Act System Notice No. Interior/OS-69.
433	Historical Organization files	
434	Housing and Quarters Records	
435	Internal Committee Records	
436	Library Reference System	Automated System
437	Library requests, checkouts, and control files	
438	Mailing Lists	Personal information on individuals is protected under FOIA Exemption 6. See also Constituency Database System, Item 415.
439	Management Improvement Plans and Project Case files	
440	Management Improvement Surveys and Studies	
441	National Security Classified Records	
442	Postal and Mail Records	Privacy Act System Notice No. Interior/DOI-58.
443	Printing Records	
444	Privacy Act Requests and Appeals Records	Privacy Act System Notice No. Interior/DOI-57.
445	Program Evaluation and Review files	
446	Reader files	
447	Records Disposition files	
448	Report of Survey	
449	Research and Development Records	
450	Routine Information Request and Complaint Records	
451	Safety Management Information	Privacy Act System Notice No. BLM-13.

BLM RECORDS ACCESS CATEGORIES

CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
452	Safety Management Information System (SMIS)	Automated System
453	Schedules and Calendars	
454	Security and Protection files	Privacy Act System Notice No. Interior/ DOI-45; Privacy Act System Notice No. Interior/DOI-46; Privacy Act System Notice No. Interior/DOI-47.
455	Security Incident files	
456	SmartCard Database	Automated System Privacy Act System Notice No. Interior/DOI-46.
457	Suspense and Unearned Reports	
458	Suspense Logs	
459	Telephone Use and Telephone Call-Detail Records	Includes cell phone records. Privacy Act System Notice No. Interior/Office of the Secretary-36.
460	Temporary Receipt books	
461	Timber Sale Operator Rating files	Private Act System Notice No. BLM-23
462	Uniform Accountability Records	Privacy Act System Notice No. BLM-30.
463	Uniform Accountability System	Automated System Privacy Act System Notice No. BLM-30.
464	Visitor Registers	Registers that contain personal information require review and segregation
Budget Records		
465	Automated Financial Management System	Automated System Privacy Act System Notice No. BLM-22.
466	Budget Estimates/Justifications (drafts)	
467	Budget Planning System (BPS)	Automated System
468	Federal Financial System (FFS) Records	Automated System
469	Financial and Business Management System (FBMS) Reports and Records	Automated System
470	Financial Interface System Records	Automated System
471	Management Information System (MIS) Files	Automated System
472	Management Initiatives Tracking System (MITS)	Automated System
473	Managerial Cost Accounting System	Automated System
474	Manpower Management System	Automated System Privacy Act System Notice No. BLM-12.
475	Program Target Allocation	

BLM RECORDS ACCESS CATEGORIES

CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
476	Workload Performance Measures and Targets	
	Information Technology (IT) Records	
477	Automated Data Processing Models and Simulations	Automated System
478	Chief Information Officer (CIO) Committee Records	
479	Configuration Management	
480	Corporate Metadata Repository (CMR) (aka Data Element Dictionary) (except elements from publicly available databases)	Automated System
481	Hardware/Software Inventory Systems	Automated System
482	Information Resources Management Plans (IRMP)	
483	Information Technology Investment Board (ITIB) Project Records, Meeting Minutes, and Charter	
484	Information Technology System Configuration Plans (Continuity of Operations Plan, Risk Analysis, etc.) and Security Records	
485	Information Technology User Statistics, Charge Codes, and Password files	
486	Radio Frequency Assignments	See IRM Bulletin No. 96-09.
487	Radio Logs	
488	Remedy Tickets	Automated System
489	Tivoli	Automated System
Investigative Files		
490	Audit and Investigation Case files	
491	Civil Trespass/Unauthorized Use Case Files Pending and Closed	Privacy Act System Notice No. BLM-19. Exempt under 5 USC 552a (k) (2), see 43 CFR 2.79(b) (4).
492	Criminal Case Investigation	Privacy Act System Notice No. BLM-18. Exempt under 5 USC 552a (k) (2), see 43 CFR 2.79(b) (3).
493	Employee Conduct Investigations	Privacy Act System Notice No. BLM-20. Exempt under 5 USC 552a (k) (2), see 43 CFR 2.79(b) (5).

BLM RECORDS ACCESS CATEGORIES

CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
494	Law Enforcement files	Privacy Act System Notice No. BLM-18. Exempt under 5 USC 552a (k) (2), see 43 CFR 2.79(b) (3).
495	Patrol Logs	Privacy Act System Notice No. BLM-18. Exempt under 5 USC 552a (k) (2), see 43 CFR 2.79(b) (3).
496	Telephone Hotline Records	Privacy Act System Notice No. OS-36.
BLM Mission Related Program Records		
497	Abandoned Mine Land Inventory System (AMLIS)	Automated System
498	(BLM) Access Data Management System (ADMS)	Automated System
499	Acquired Data	Automated System Purchased data with license restriction.
500	America the Beautiful – the National Parks and Federal Recreational Lands Pass Logs and Records	Interagency Pass program including Annual Passes, Senior Passes, and Access Passes that replaced Golden Eagle Passports, Golden Age Passports, Golden Access Passports.
501	Annotated Aerial Photography	Withhold protected information such as minerals and proprietary information and protected location information cultural, paleontological, cave, and archaeological sites, etc. Cannot withhold Threatened & Endangered species information unless species is within or near a National Park Service sites.
502	Aquatic Resource Information Management System (ARIMS)	Automated System
503	Archaeological Information Management System	Automated System
504	Archeological and Paleontology site location files and information	
505	Automated Fluid Minerals Support System (AFMSS)	Automated System
506	Automated Lease Management System (ALMS)	Automated System Replaced by LRAM.
507	Automated Sorting, Converting, and Distribution System (ASCADS)	Automated System
508	Aviation Management and Finance System (AMFS)	Automated System Subset of AMSS.
509	Aviation Management Support System (AMSS)	Automated System Includes AMFS, FMMS, IAT, and SAFECOM.
510	Aviation Use files	Privacy Act System Notice No. BLM-8.

BLM RECORDS ACCESS CATEGORIES

CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
511	Bond and Surety Case files	
512	Bond and Surety System	Automated System
513	Cadastral Survey Pocket Field Tablets	Data collected during survey of land. Separate from Field Notes.
514	Cave Records and Cave Site Locations	Cave Resources Protection Act (Exemption 3 Statute) regarding “significant caves.” See 1278.32C5.
515	Company Proprietary Data	
516	Drinking Water Quality Test files	
517	Economic Profile System (EPS)	Automated System
518	Enterprise Geographic Information Management (EGIM)	Automated System
519	Environmental Reports, Management Plans still in progress prior to release including public comments	
520	E-Planning (IT Support for Resources and Minerals Land Use Planning)	Automated System
521	Facility Asset Management System (FAMS)	Automated System
522	(Capstone) Facility Management System (FMS)	Automated System Also known as MAXIMO.
523	Fire Experience and Qualifications File	Privacy Act System Notice No. Interior/DOI-76
524	Fire Incident Cost Code (Fire Code)	Automated System
525	(DOI) Fire Integrated Recruitment and Employment System (FIRES)	Automated System
526	Fire Program Analysis (FAM-FPA)	Automated System
527	Fire Records	Protected information includes criminal investigations, project inspector logs, etc.
528	Fire Reports	
529	Fleet Maintenance Management System (FMMS)	Automated System Subset of AMSS.
530	Forest Vegetation Information System (FORVIS)	Automated System
531	Geothermal Well Inventory	Automated System
532	Global Positioning System Data (manipulated data)	Automated System
533	Golden Eagle Passports, Golden Age Passports, Golden Access Passports Logs and Records	See also America the Beautiful – the National Parks and Federal Recreational Lands Pass.

BLM RECORDS ACCESS CATEGORIES

CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
534	Grazing Unauthorized Use/Trespass files	Privacy Act System Notice No. LLM-2 Privacy Act System Notice No. BLM-19 (Exempt under 5 USC 552a (k) (2), see 43 CFR 2.79(b) (4).)
535	Grazing Use (Lease or Permit) files issued to private individuals	Privacy Act System Notice No. LLM-2 See WO IM No 2011-051 for release of private individual's information.
536	Great Basin Cache On-line Order Form	Automated System
537	Hazardous Material	Privileged and confidential documents require review.
538	Hazardous Material Inventory	
539	Hydrologic Design Analysis	Automated System
540	Incident Management, Analysis, and Reporting System (IMARS)	Automated System
541	Incident Qualification & Certification System (IQCS)	Privacy Act System Notice BLM-40
542	Integrated Habitat Inventory Classification System (IHICS)	Automated System
543	Interagency Aviation Training (IAT)	Automated System Subset of AMSS.
544	Inventory Data System	Automated System
545	Land and Resources Project Office Help Desk Support	Automated System
546	LANDFIRE	Automated System
547	Lands and Realty Authorizations Module (LRAM)	Automated System
548	Law Enforcement Incident Reporting System (LAWNET)	Automated System Privacy Act System Notice No. BLM-18 Privacy Act System Notice No. BLM-19 (Exempt under 5 USC 552a (k) (2), see 43 CFR 2.79(b) (3) and (4).)
549	Lightning Detection System	Automated System
550	Litigation files	
551	Manuscript and Annotated Map (base maps)	
552	Master Name (LR2000) Files	Automated System Privacy Act System Notice No. LLM-31
553	Mineral and Vegetal Material Sales	Automated System Privacy Act System Notice No. BLM-16 (Routine Use allows release)
554	Mineral Reports	Refer to BLM Manual 3060, Appendix 2.
555	Mineral Surveyor Appointment files	Privacy Act System Notice No. BLM-6

BLM RECORDS ACCESS CATEGORIES

CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
556	Name File System Records	Automated System Privacy Act System Notice No. LLM-31 See also Master Name.
557	National Briefing Document System	Automated System
558	National Fire Plan Operations & Reporting System (NFORS)	Automated System
559	National Integrated Land System (NILS)	Automated System
560	National Oil and Gas Lease Sale System (LSS)	Automated System
561	National Photo Database	Automated System
562	Native American Grave, Cultural, and Sacred Sites Information	
563	Native Seed Network	Automated System
564	Non-serialized lands permits, leases and other realty case files	
565	Private Relief Claimants Legislative files	
566	Qualification files	Files containing corporate information on companies.
567	Real Estate (Land and Mineral) Appraisal	Land appraisals not accepted for use by BLM.
568	Recreation Management Information System (RMIS)	Automated System
569	Reference Theme Serving System (RTSS)	Automated System
570	Registers, Tracking, Control, and Finding Aids to Internal Records	
571	Remote Data Acquisition for Well Production (RDAWP)	Automated System
572	Riparian Aquatic Inventory Data Summary (RAIDS)	Automated System
573	Safety Communique System (SAFECOM)	Automated System
574	Screen Available Exchange-Sales Electronic Handbook System (SAVES EHB)	Automated System
575	Seed Bid Analysis	Automated System
576	Sign Location Records	
577	(BLM) Site Cleanup Database (HAZMAT)	Automated System
578	Soil, Water, and Air Resources	Automated System

BLM RECORDS ACCESS CATEGORIES

CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
579	Solid Leasable Minerals System (SLMS)	Automated System
580	Survey Management and Measurement Management (NILS)	Automated System
581	Survey Plats and Field Notes Module	Automated System
582	Terrain Data from Initial Attack Management System (IAMS)	Automated System
583	Township and Range files	Collection of reference information filed by township and range that requires review.
584	Unapproved Cadastral Survey Records (i.e., draft plats and field notes)	
585	Unpublished Proposed Legislation and Regulation files	
586	Water Data Management System	Automated System
587	Water Rights Permit files	
588	Waterpower System	Automated System
589	Weather Records from of BLM Automated Weather Applications Reports	Automated System
590	Web Library	Automated System
591	Weeds Database	Automated System
592	Well Information System (WIS)	Automated System Part of AFMSS.
593	Wild Fire Management Information System (WFMI)	Automated System
594	Wild Horse and Burro Information System	Automated System Includes Applicant Database and Disposal Database. Privacy Act System Notice No. BLM-28 Withhold social security number, driver's license number, and telephone numbers. Release names, street address, city, state, zip code of adopters who maintain animals at that location. Release name of facility owners and complete addresses of facilities; withhold street address of adopter when animals maintained in facility. Do not release P.O. Box numbers of adopters.

BLM RECORDS ACCESS CATEGORIES

CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
595	Wild Horse and Burro Program System	Automated System Privacy Act System Notice No. BLM-28 Withhold social security number, driver's license number, and telephone numbers. Release names, street address, city, state, zip code of adopters who maintain animals at that location. Release name of facility owners and complete addresses of facilities; withhold street address of adopter when animals maintained in facility. Do not release P.O. Box numbers of adopters.
596	Wild Horse Appeal files	Privacy Act System Notice No. BLM-28
597	Wild Horse Studies	
598	WildCAD	Automated System
Payroll Records		
599	E-Payroll	Automated System
600	Individual Allotment files	Privacy Act System Notice No. DOI-85
601	Insurance Deductions files	Privacy Act System Notice No. DOI-85
602	Leave Application and Records	Privacy Act System Notice No. DOI-85
603	Levy and Garnishment files	
604	PayCheck Automated Time and Attendance System	Automated System Privacy Act System Notice No. DOI-85
605	Payroll files	Privacy Act System Notice No. DOI-85
606	QuickTime Automated Time and Attendance System	Automated System Privacy Act System Notice No. DOI-85
607	Retirement files	Privacy Act System Notice No. DOI-85
608	Savings Bonds Records	Privacy Act System Notice No. DOI-85
609	Tax files	Privacy Act System Notice No. DOI-85
610	Time and Attendance Reports	Privacy Act System Notice No. DOI-85
611	Wage Survey file	Privacy Act System Notice No. DOI-85
Personnel Records		
612	Adverse Actions and Actions Based on Unacceptable Performance	Privacy Act System Notice No. Office of Personnel Management (OPM)/GOVT-3
613	Appeals for: Position Classification, Job Grading, and Retained Grade or Pay	Privacy Act System Notice No. OPM/GOVT-9
614	Applicant Race, Sex, National Origin, and Disability Status Records	Privacy Act System Notice No. OPM/GOVT-7
615	Discrimination Complaints	Privacy Act System Notice No. DOI-18
616	Donated Leave Program Case files	Privacy Act System Notice No. DOI-85

BLM RECORDS ACCESS CATEGORIES

CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
617	Drug Testing files (Federal Workplace Drug Testing files)	Privacy Act System Notice No. DOI-79
618	Employee Awards	Privacy Act System Notice No. BLM-26 See also Incentive Awards below.
619	Employee Medical Records	Privacy Act System Notice No. DOI-79, and OPM/GOVT-10
620	Employee Performance File System Records	Privacy Act System Notice No. OPM/GOVT-2
621	Employee Record Cards	Privacy Act System Notice No. DOI-79
622	Employment Application	Privacy Act System Notice No. DOI-79
623	Equal Employment Opportunity (EEO) Records	Privacy Act System Notice No. OPM/GOVT-1
624	Examining and Certification Records	Privacy Act System Notice No. OPM/GOVT-5
625	Federal Employees Compensation Act (FECA) Chargeback Case file	Privacy Act System Notice No. DOI-72
626	Federal Personnel Management System (FPMS)	Privacy Act System Notice No. OPM/GOV-1 Automated System
627	Financial Disclosure Reports, Grievance, Disciplinary, Adverse Action, Complaints, and Appeals files	Privacy Act System Notice No. DOI-74 Privacy Act System Notice No. Office of Government Ethics/GOVT-2
628	General Personnel Records	Privacy Act System Notice No. DOI-79
629	Health Benefits and Claims	Privacy Act System Notice No. DOI-79
630	Health Records	Privacy Act System Notice No. DOI-79
631	Incentive and Honor Awards	Privacy Act System Notice No. BLM-26
632	Labor Management Relations Record	Privacy Act System Notice No. DOI-79 Privacy Act System Notice No. DOI-74 Privacy Act System Notice No. DOI-77
633	Medical Files System Records (located in medical personnel, dispensary, health, safety, or other designated offices within the Bureau)	Privacy Act System Notice No. OPM/GOVT-10
634	Merit Promotion files	Merit System Protection Board Privacy Act System Notice No. OPM/GOVT-5
635	Merit System Protection Board (MSPB) Appeals and Case Records	Privacy Act System Notice No. MSPB/GOVT-1
636	Negotiated Grievance Procedure files	Privacy Act System Notice No. DOI-78
637	Occupational Injury and Illness files	Privacy Act System Notice No. DOL/GOVT-1 Privacy Act System Notice No. BLM-13
638	Official Personnel files (OPF)	Privacy Act System Notice No. OPM/GOVT-1
639	Performance Measurement Data System	Automated System

BLM RECORDS ACCESS CATEGORIES

CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
640	Performance Ratings	Privacy Act System Notice No. DOI-79 Privacy Act System Notice No. OPM/GOVT-1
641	Personal Injury files	Privacy Act System Notice No. BLM-13
642	Personnel Actions	Privacy Act System Notice No. DOI-79 Privacy Act System Notice No. OPM/GOVT-1
643	Personnel Counseling Records	Privacy Act System Notice No. DOI-79
644	Personnel Research and Test Validation Records	Records related to development of test, not test results related to an individual.
645	Personnel Security Clearance files	Privacy Act System Notice No. BLM-14
646	Placement Records	Privacy Act System Notice No. OPM/GOVT-5
647	Position Classification files	Privacy Act System Notice No. DOI-79
648	Quick Hire/Quick Classification	Automated System Privacy Act System Notice OPM-GOVT-5
649	Recruitment Records	Privacy Act System Notice No. OPM/GOVT-5
650	Standards of Conduct, Ethics files	Privacy Act System Notice No. Office of Government Ethics/GOVT-2
651	Supervisory, Duplicate Personnel files	Privacy Act System Notice No. DOI-79
652	Training Records	Privacy Act System Notice No. DOI-76
653	Unfair Labor Practice Charges/Complaints	Privacy Act System Notice No. DOI-77
654	Vacancy files (includes resumes, applications, list of applicants that applied, job analysis and task statements)	Privacy Act System Notice No. DOI-79
656	Volunteer Records	Privacy Act System Notice No. DOI-79 Privacy Act System Notice No. Interior/DOI-84 Privacy Act System Notice No. Interior/DOI-5 Specific Volunteer records file elsewhere than those posted to the Volunteer System (see Volunteer.gov, Item 54).
Procurement and Property Records		
657	Acquisition files	Small purchasing process, before formal process of awarding a solicitation or contract; i.e., quotes.
658	Contract Appeals files	Privacy Act System Notice No. BLM-23
659	Contract Bid Proposal files	Privacy Act System Notice No. BLM-23
660	Contractor's Payroll files	Privacy Act System Notice No. BLM-23 Privacy Act System Notice No. GSA-2

BLM RECORDS ACCESS CATEGORIES

CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
661	Charge Card Holder listings	Withhold Credit Card Numbers. Also known as Government Purchase Card Holders or Charge Card Holders. Information frequently requested under FOIA. Privacy Act System Notice No. GSA-2, 3, 4 – A list of BLM Credit Card Holders without the credit card numbers is provided on the DOI FOIA Frequently Requested Items web page at the following URL: www.doi.gov/pam/chargecard/cardholders.html . The guidance above is provided in case any office maintains a complete list with credit card numbers.
662	Charge Card Payment file	Privacy Act System Notice No. GSA-2, 3, 4
663	Charge Card Transaction Ledger	
664	Excess, Surplus Personal and Real Property Reports	
665	Fixed Asset Accounting System	Automated System Privacy Act System Notice No. BLM-9
666	Grant files (of Unsuccessful Grant Applications and Administrative files)	Privacy Act System Notice No. BLM-23
667	Integrated Acquisition Environment	Automated System
668	Interior Department Electronic Acquisition System (IDEAS)	Privacy Act System Notice No. BLM-23 (legacy system records). – Obsolete system
669	Pre-Award File (solicitation file) – Acquisition plan, list of potential sources, Independent Government Cost Estimate, Composition of the Technical Evaluation Committee, Technical evaluation worksheets and the Purchase Request identifying the requisition officer and necessary budget/funding information.	Privacy Act System Notice No. BLM-23
670	Personal Property Accountability files	Privacy Act System Notice No. OS-51
671	Property and Supplies Accountability	Privacy Act System Notice No. BLM-09
672	Property Inventory files	
673	Property Space and Vehicle Data System	Automated System
674	Quarters Management Information System (QMIS)	Automated System
675	Real Property Management Case files	

BLM RECORDS ACCESS CATEGORIES

CATEGORY 2 – BLM Records Requiring a FOIA Request		
ITEM	DESCRIPTIONS	COMMENTS
676	Requisitions and Purchase Orders; Blanket Purchase Agreements (BPAs)	Privacy Act System Notice No. BLM-23
677	Routine Procurement files	Privacy Act System Notice No. BLM-23
678	Small and Disadvantaged Business Utilization files	Privacy Act System Notice No. BLM-23
679	Space and Maintenance Records	
680	Stores Records	The word “Stores” in this case means supplies.
681	Tax Exemption files	Privacy Act System Notice No. BLM-23
Travel and Transportation Records		
682	Aircraft Accident/Incident Report	Privacy Act System Notice No. BLM-13
683	Aircraft Crew/Mechanic Information file	Privacy Act System Notice No. DOI-7
684	Aircraft Flight Schedule	Privacy Act System Notice No. BLM-8
685	Aircraft Passenger Manifest Records – Fire Control	Privacy Act System Notice No. BLM-8 (legacy system records).
686	Aircraft Use Report	Privacy Act System Notice No. BLM-8
687	Automated Fleet Management System (AFMS)	Automated System
688	E-Travel Service (ETS)	Automated System
689	Freight Records	
690	Motor Vehicle Accident files	Privacy Act System Notice No. BLM-13
691	Motor Vehicle Operator Records	Privacy Act System Notice No. BLM-10
692	Motor Vehicle Reconciliation System	Automated System Subset of AFMS.
693	Motor Vehicle Records	Privacy Act System Notice No. BLM-10
694	Travel Authorization and Reimbursement files	Privacy Act System Notice No. BLM-21
695	Travel Management System	Automated System Privacy Act System Notice No. BLM-21 (legacy system records).
696 - 999	Reserved	