

CATEGORY 1 – FOIA REQUEST IS NOT REQUIRED

Category 1 records include information the Bureau has voluntarily made available to the public because of public interest. It also includes those documents which Federal agencies are required to make available to the public either because of the Freedom of Information Act (FOIA), Administrative Procedures Act, or other public land statutes and regulations. These records are required to be made available for free public inspection.

Records marked with an asterisk (*) in **Category 1(A)** may on occasion include some sensitive (**Category 3**) information which is:

(This information should be marked clearly in the file or segregated from the file as follows)

- withholdable under the FOIA or other statute
- marked in the file
- removed from the case file when it is released for review by the public

Examples of this personal/privacy information include:

- social security numbers
- home addresses of individuals
- investigations
- internal memos, drafts and work in progress documents
- proprietary, geologic and geophysical information relating to wells
- archaeological, paleontological, endangered species, cave sites, or other sensitive information

Access Guidelines:

Requests for sensitive information (marked with an asterisk below) maintained within **Category 1** files must be processed through that office's FOIA Coordinator. Please consult your FOIA Coordinator for questions on what specific information falls under the protection of any of the numerous FOIA exemptions.

Category *1(A) - May on occasion contain some sensitive (Category 3) information

Record #	Record Name	Access Control
	BLM Manuals, Handbooks, Information Bulletins, and Instruction Memoranda that affect members of the public –all or portions are exempt when a FOIA Exemption applies; for example, with law enforcement manuals, personnel certification, and auditing procedures, etc.	See DIRECTIVES Homepage at: http://web.blm.gov/internal/wo-500/wo-540 for Category Designation
	Disposal Tract Inventory (Land and Resources Information System)	Privacy Act System No. PA-LLM-32
	Cooperative relations documents with other entities such as: Assistance Agreements Cooperative Agreements and Grants Data Share Agreements Interagency Agreements Memoranda of Understanding Partnership Agreements	
	E-mail Directories (names, phone numbers of <i>Special Agent in Charge (SAC)</i>) law enforcement agents are released	
	Fence Modification Project Files	Privacy Act System No. PA-LLM-32
	Bonds and Surety Case Files (manual)	
	Cadastral Survey Group Files (includes survey protests, appeals and contests)	

Record #	Record Name	Access Control
	Comment Letters from Members of the Public (without names, home addresses, phone numbers of individuals when the law allows)	
	Competitive Sale Mineral Record (examples of sensitive information(require a FOIA request include: fair market value, reserves, trade secrets, or company financial data)	
	Contest Files	
	Cultural Resource permits (no public access to location or contents of archaeological or native American sites)	
	Easement Files	
	Exchange Files (Land and Resources Information System)	
	Fence Modification Project File (Land and Resources Information System)	Privacy Act System No. PA-LLM-32
	Forest Land Inventory Files - Allowable Harvest Calculations	
	Geothermal Competitive Availability List (supporting private information exempt)	
	Grazing Allotments	
	Grazing Use Files	
	Hazardous Material Site Administrative Record (segregate pre-decisional, confidential information, or sampling results)	

Record #	Record Name	Access Control
	Hearing and Appeal Case Files (e.g. for grazing, minerals, Native Allotments, etc.)	
	Indian Allotment Books	
	Indian Lease Information System	Privacy Act System No. PA-LLM-32
	Land Selection Case Files and Appeals	
	Land Withdrawal Case Files	Privacy Act System No. PA-LLM-32
	Land and Resources Information System (LRIS) (formerly Land and Minerals Authorization Tracking System (includes Alaska Native Claims; Land and Resources Case File and Recordation of Mining Claims)	Privacy Act System No. PA-LLM-32
	Land and Mineral Classification Files	Privacy Act System No. PA-LLM-32
	LRIS (formerly Automated Land and Minerals Record System (ALMRS)	Privacy Act System No. PA-LLM-33
	Lands Workload	Privacy Act System No. OS-58 or LLM-32
	Mineral Lease and Permit Case Files	Privacy Act System No. PA-LLM-32
	Mineral Patent Application	
	Timber Sale Information System	Privacy Act System No. PA-LLM-16

Record #	Record Name	Access Control
	Mining Claim Validity Files	
	Mining Notices and Plan of Operations Files	
	Nomination/Expression of Interest Case Files	43 CFR 3120
	Oil and Gas Competitive Sale List	
	Oil and Gas Competitive Results List (bids offered withheld)	
	Onshore Operational Case Files (APD's, Unit Agreements, Communitization Agreements, Individual Well Records)	
	Public Land Patent Files	Privacy Act System No. PA-LLM-32
	Published Draft and Final Environmental Impact Statements (including environmental assessments) (without names, home addresses, phone numbers of individuals when the law allows)	
	Published Draft and Final Resource Management Plans (without names, home addresses, phone numbers of individuals when the law allows)	
	Quit Claim Deed Files	Privacy Act System No. PA-LLM-32
	Range Improvements	
	Reciprocal Use and License Agreement Case Files	
	Reports of Undesirable Events	

Record #	Record Name	Access Control
	Resource Management Planning Map Overlays (mylar, various scales) (Withheld is sensitive information such as minerals and proprietary information and sensitive location information on threatened and endangered species, riparian habitat, cultural, paleontological, cave, and archaeological sites, etc.)	
	Rights-of-Way Grant Program	Privacy Act System No. PA-LLM-32
	Rights-of-Way Permit Register (formerly LMATS))	Privacy Act System No. PA-LLM-32
	Short-term Leases and Permit	Privacy Act System No. PA-LLM-32
	Studies, inventories, reports, statistics on land management and resource use (Withheld is sensitive information such as minerals and proprietary information and sensitive location information on threatened and endangered species, riparian habitat, cultural, paleontological, cave, and archaeological sites, etc.)	
	Surface Lands Program (formerly LMATS)	Privacy Act System No. PA-LLM-32
	Table of Organization Chart (current organization is released, but not the individual listing of law enforcement personnel)	
	Telephone Directories (names, phone numbers of <i>Special Agent in Charge (SAC)</i> law enforcement agents are released)	
	Timber Sale Contracts	
	Townsite Files	

Record #	Record Name	Access Control
	Unit Resource Analysis (includes map overlays), Management Framework Plans (Withheld is sensitive information such as minerals and proprietary information, and sensitive location information on cultural, paleontological, cave, and archaeological sites, etc.)	
	Wild Horse and Burro Adoption and Title Files	Privacy Act System No. PA-LLM-28
	Wild Horse and Burro Health Records	
	Wilderness Area Case Files	

PROCUREMENT AND PROPERTY RECORDS

Record #	Record Name	Access Control
	Acquisition Files	

Category 1(B) - No Parts are Sensitive

ADMINISTRATIVE RECORDS (Miscellaneous)

Record #	Record Name	Access Control
	Annual Reports (Final) (Department, BLM, State Office Reports)	
	Bureau Circulars	
	Bureau Employee Biography File	Privacy Act System No. PA-OS-65
	Bureau Final Decisions that Affect the Public	
	Collection Officer Designations	
	Directives Digest/Index	
	Executive Orders	
	<i>Federal Register</i> Notices	
	<i>Federal Register</i> Published Proposed Legislation and Regulation Files	
	Historical Indexes	

Record #	Record Name	Access Control
	Indexes and Finding Aids to public records	
	Press Releases	
	Privacy Act Notices	
	Publications (Public Lands, and Bureau Publications)	
	Public Released Photos and Audiovisual Records	
	Public Released Training Manuals (e.g., Fire Suppression Training)	
	Secretarial Orders	

BUDGET RECORDS

Record #	Record Name	Access Control
	Annual Work Plan (Final)	
	Strategic Budget Plan (Final)	

NATURAL RESOURCE PROGRAM RECORDS (Also see “Land and Resources Information System”)

Record #	Record Name	Access Control
	Advisory Committee Meeting and Membership Records	
	Cadastral Survey Field Notes (after approved) including Mineral Survey Field Notes) (Note: Information on chemical analysis, content of mineral samples, geological, economic or commercial information is sensitive).	
	Cadastral Survey Plats (after approved) (including Mineral Survey Plats) (Note: Information on chemical analysis, content of mineral samples, geological, geophysical, economic or commercial information is sensitive).	
	Case File Indices (manual and automated)	
	Color of Title Case Files	
	Control Document Index (filmed patents, withdrawals, EO’s etc.)	
	Corner Recovery Cards (Found Section Corner Cards)	
	Easements	
	Fire Reports	
	Information Collection Budget Records	
	Information Resource Management Plans (IRMP)	
	Interior Board of Land Appeals (IBLA) Decisions	

Record #	Record Name	Access Control
	Land Title Case Files (Acquired)	
	Mineral Surveyor Appointment List	Privacy Act System No. PA-LLM-6
	Mining Claim Recordation Files and Indexes	
	Mining District Connection Sheets	
	Official Agency Record Designation Documentation	
	Patent Documents, Books and Clear Lists (all formats) (Note: Information on chemical analysis, content of mineral samples, geological, geophysical, economic or commercial information requires a FOIA request)	
	Payment-in-Lieu-of-Taxes Records	
	Project Development and Maintenance Records	
	Public Land Orders	
	Protraction Diagrams	
	Public Land Statistics	
	Fire Reports	
	Information Collection Budget Records	
	Published Maps	
	Rangeland Inventory Files	
	Segregation Diagrams	

Record #	Record Name	Access Control
	Serial Register Books and Log	
	Timber Disposal Records	
	Tract Books	
	Unannotated Aerial Photography (Sensitive information such as: minerals and proprietary information and sensitive location information on threatened and endangered species, riparian habitat, cultural, paleontological, and archaeological sites, etc., requires a FOIA request)	
	Use Plats	
	Waterpower Project and Classification Files	
	Wilderness Study Area Files	

PERSONNEL RECORDS

Record #	Record Name	Access Control
	USA JOBS	
	Position Description and Vacancy Announcements	

LAND AND INFORMATION RESOURCES SYSTEM (formerly AUTOMATED SYSTEMS) (The only automated systems currently designated available to the public on-line for free public inspection are:)

Record #	Record Name	Access Control
	Alaska Land Information System (ALIS)	
	Case Recordation	
	Mining Claims Recordation (including on-line reports)	
	On-line Records Case Access (ORCA)	

LAND AND RESOURCES INFORMATION SYSTEM HARD COPY OUTPUTS *(The following automated system hard copy OUTPUTS are currently designated available to the public for free inspection and paper printouts of reports may be purchased.)*

Record #	Record Name	Access Control
	Automated Abstracts of: ORCA Case Recordation Mining Claims Recordation (free for view at state offices which have previously produced the hardcopy output)	
	Coal Lease Data System	Privacy Act System No. PA-LLM-4
	Mineral Lease Management System	Privacy Act System No. PA-LLM-3
	LRIS (formerly Proprietor Index) from Case Recordation/ORCA (ALMRS) (alphabetical hard copy printout in public room)	
	Data Element Dictionary for Case Recordation, ORCA, ALIS, and Mining Claims Recordation (hard copy printout in public room)	

**CATEGORY 2 - FOIA REQUEST IS NOT REQUIRED
(INFORMATION SERVICE RECORDS/DISCRETIONARY ELECTRONIC RECORDS)**

The BLM Office may choose to make electronic records available to the public for **ON-LINE** viewing **AT A COST**. The list of records in **Category 2** have not traditionally been available in the BLM public rooms for free-for-view as those in Category 1. This category is discretionary in that the BLM may choose to make these records publicly available at a cost at the discretion of the State Director if the BLM office has the capability and desire to do so.

User fees are also charged for access to the information system. Any hard copy outputs from these systems may be viewed upon request at cost.

Access Guidance:

The records have been viewed for exempt information as the FOIA will allow; therefore, a FOIA request is not needed to release **Category 2** records.

Record #	Record Name	Access Control
	Automated Lightning Detection Data (ALDS)	
	Batch Reports from (Case Recordation, ORCA, ALIS and Mining Claims Recordation)	
	Cadastral Survey Field Note Abstract Index System (request printout in T&R order from State Office Cadastral Survey Chief or Service Center)	
	Digital Base Mapping Data (the BLM sponsored state series maps of varying scales; also see Resource Data under Category 3)	
	Digital Elevation Model (USGS) and (DLGs)	“DEFINE ACRONYM”
	Directives Digest System	
	Eastern States Minerals	
	Eastern States Patent Index	
	Global Positioning System (Raw Data Community Base Stations)	
	Geographic Coordinate Data Base (those data sets that have been designated Official Agency Records by the State Director)	
	Initial Attack Management System (IAMS), but not including terrain data)	
	Legal Land Description (those systems that have been designated Official Agency Records by the State Director)	
	Non-Sensitive/Verified Corporate Automated Resources Data (as designated by the State Director, Service Center Director, Chief of Fire and Aviation, and Chief of Law Enforcement after designated as official agency records)	

Record #	Record Name	Access Control
	Other Non-Sensitive/Verified Non-corporate Automated Data (as designated by the State Director, Service Center Director, Chief of Fire and Aviation, and Chief of Law Enforcement)	
	Remote Automated Weather Station Data (RAWS)	
	Status Collection Data (those data sets that have been designated as official agency records by the State Director)	
	Timber Sale Information System	
	Wildlife Reporting (FDR-AFFIRMS)	"DEFINE ACRONYM"

CATEGORY 3 – FOIA REQUEST IS REQUIRED

A Freedom of Information Act (FOIA) request must always be made in order for the private sector to obtain access to any **releasable portions** of **Category 3** records (automated or manual records). Federal agencies are required to protect certain information from public disclosure such as:

privileged/confidential	ongoing investigatory materials
commercial business information	social security numbers
personal privacy	home addresses of individuals
geological and geophysical information relating to wells	archaeological, paleontological, and endangered species sites, etc.

In addition, agencies have the discretion to protect certain pre-decisional materials that are part of a deliberative process such as internal memoranda, staff working materials, draft and working documents etc., if the agency can identify a harm to Government operations or personal privacy. All requested **Category 3** records must be reviewed to determine if the records can be released or whether the materials are sensitive and therefore must be withheld under one or more of the nine specific exemptions provided by the FOIA. Materials may only be withheld if one of the nine FOIA exemptions is applicable.

There are files listed under this Category which may have restricted access even within the Bureau such as:

- Certain Privacy Act Systems of Records
- Law Enforcement Manuals
- Directives

Access Guidance:

Contact your Office's FOIA Coordinator or Privacy Act Coordinator concerning requests for records which should be reviewed under the FOIA or Privacy Act. For further information on access guidance, refer to BLM Manual Section 1278; External Access to the BLM Information.

ACCOUNTABLE OFFICER'S ACCOUNTS RECORDS

Record #	Record Name	Access Control
	Accounting Ledgers	
	Administrative Claims Files	
	Automated Financial Management System	Privacy Act System No. PA-LLM-22
	Automated Requisition Tracking System	Privacy Act System No. PA-LLM-22; Also DOI FFS
	Bill for Collection	
	Collection Transmittals	
	Imprest Accountability Report	
	Imprest Fund and Credit Card Records	
	Tort Claims Files	Privacy Act System No. SOL-2

ADMINISTRATIVE RECORDS (Miscellaneous)

Record #	Record Name	Access Control
	Access Logs to Building (other than keycard)	
	Accounts Receivable	Privacy Act System No. PA-Interior/OS-86
	Open Accounts in Public Rooms (Individuals)	Privacy Act System No. LLM-24; Copy Fee Deposit
	Administrative Site Files (structures, underground storage tanks, etc.) and (building survey, safety inspection and investigation files) (includes radon tests, condition surveys, etc.)	
	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 indexes, parking space assignments, mailing lists, and similar records)	Privacy Act System No. PA-Interior/OS-58
	Appeal Files Interior Board of Land Appeals (IBLA) Personnel	Privacy Act No. SOL-1
	Biography Files	Privacy Act System No. PA-OS-65
	BLM Information Bulletins (IBs) (Much information in IBs is pre-decisional in nature and does not embrace official agency policy)	(SEE Directives Homepage at: http://web.blm.gov/internal/wo-500/wo-540 for Category Designation.)

Record #	Record Name	Access Control
	BLM Manuals, Handbooks, and Instruction Memoranda 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 Job Hiring documents)	
	Briefing Papers	
	Card Key Database (located in many BLM installations)	Privacy notice needs to be developed
	Cash Receipts	Privacy Act System No. PA-OS-87
	Claims Files	SOL-2
	Committee Management Files	Privacy Act System No. PA-OS-68
	Contingency Plans	Privacy Act System No. PA-OS-58:Admin
	Copy Fee Deposit	Privacy Act System No. PA-LLM-24
	Correspondence (Controlled and general correspondence in Central Files and other file stations; correspondence on: Case records, from Congress, general inquiries of public room, and public affairs nature)	Privacy Act System No. PA-Interior/LLM-15
	Data and Records Information: Data Stewart (including state specific information) Data & Records Administrator List (including state specific lists) Corporate Data Application List (including state specific lists)	Privacy Act System No. PA-OS-58:Admin.

Record #	Record Name	Access Control
	Drivers, License Database	Privacy Act system No. OS-58
	Electronic Key Card Logs	
	Emergency Planning Records	
	Employee Identification Cards Records	
	Employee Record Cards	
	Enterprise Data Model	
	FECA Chargeback Case File	Privacy Act System No. PA-OS-72
	Freedom of Information Act (FOIA) Requests and FOIA Appeals Files	Privacy Act System No. PA-OS-71; PA-Interior/OS-69
	Forms Management Files	
	Help Desk Database	Possibly Privacy Act System No. PA-OS-58
	Historical Organization Files	
	Housing and Quarters Records	
	Internal Committee Records	
	Information Collected for Volunteer Agreements	Privacy notice must be developed

Record #	Record Name	Access Control
	Library Circulation Control System (includes requests, checkouts, and control files)	Privact Act System No. PA-OS-35
	Litigation, Appeal and Case Files	Privacy Act System No. SOL-1
	Mailing Lists: Personal information on individuals Scratch Gravel Mailing List Forest Development Bidders Mailing List Wild Horse and Burro Adopters Mailing List Butte Zone Mailing List Constituency Database Mailing List (constituent contact & interests info) Retirees Database Miles City Field Office Lewiston Field Office	PA No.LLM-34;OS-58 FOIA Exemption 6 PA No. LLM-16 PA No.LLM-23; DOI FFS PA No. LLM-28 PA No. LLM-32 PA No. LLM-34 OS-58:Admin; or OS-79:Gen. Personnel Privacy Act System No. LLM-32:Land and Minerals; LLM-28:Wild Horse & Burro; and OS-79:
	Management Improvement Plans and Project Case Files	
	Management Improvement Surveys and Studies	
	Manpower Management System	Privacy Act System No. PA-LLM-12
	National Defense Executive Reserve System	Privacy Act System No. PA-FEMA/GOVT-1
	National Security Classified Records	

Record #	Record Name	Access Control
	Passport and Visa Records	Privacy Act System No. PA-OS-52
	Postal and Mail Records	
	Printing Records	
	Privacy Act Requests and Appeals Records	Privacy Act System No. PA-Interior/OS-57
	Private Relief Claimants	Privacy Act System No. PA-Interior/OS-13
	Program Evaluation and Review Files	
	Reader Files	
	Records Disposition Files	
	Refund Program (declining deposits)	Privacy Act System No. PA-LLM-24:Copy Fee Deposit; Also DOI FFS
	Research and Development Records	
	Routine Information Request and Complaint Records	
	Safety Management Information System (includes accident information)	Privacy Act System No. PA-LLM-13:Safety Mgmt; OS-60
	Schedules and Calendars	

	Secretarial Controlled Correspondence File	Privacy Act System No. PA- OS-20
Record #	Record Name	Access Control
	Security Clearance Files (degree of security, work location) and Other Reference Files	Privacy Act System No. PA-LLM-14
	Security and Protection Files	Privacy Act System No. PA-Interior/OS-45
	Space and Maintenance Records	
	Suspense and Unearned Reports	
	Suspense and Unearned Logs	
	Table of Organization	OS-58:Administration
	Telephone Database	Privacy Act System No. PA-OS-58
	Telephone Use and Telephone Call-Detail Records	Privacy Act System No. PA-Interior/OS-36
	Temporary Receipt Books	
	Uniform Accountability Systems	Privacy Act System No. PA-LLM-30
	Visitor Control Files (Visitor Logs)	

AUTOMATED SYSTEMS (includes all portions of the automated system (including the software program which is not located on the public list):

Record #	Record Name	Access Control
	Acquisition Files (Federal Financial System and Financial Management)	Privacy Act System No. OS-90 and LLM-22
	ADP Models and Simulations	
	Aircraft Passenger Manifest	Privacy Act System No. PA- LLM-8
	Aquatic Resource Information Management System (ARIMS)	
	Archaeological Information Management System	
	ALMRS Project Files (includes documentation, developmental records, data models and diagrams, software, test data, and converted data not yet released for public viewing)	
	Automated Land and Mineral Record System (ALMRS) (Name will change)	Privacy Act System No. PA-LLM-33
	Automated Lease Management System (ALMS) (includes rights-of-way and communication systems)	PA notice needed
	Automated Bond and Surety System	
	Awards Tracking System	Privacy Act System No. PA LLM-25
	Civil Trespass Case Investigations	Privacy Act System No. PA-LLM-19

Record #	Record Name	Access Control
	Coal Lease Data System	Privacy Act System No. PA LLM-4
	Collections and Billings System (CBS)	PA notice needed
	Communication Site Market Data	Privacy Act System No. LLM-32:Land and Minerals Authorization Tracking System
	Constituent Database System	Privacy Act System No. PA-LLM-34
	Contract Files	Privacy Act System No. PA-LLM-23
	Copy Fee Deposit	Privacy Act System No. PA-LLM-24
	Correspondence Control	Privacy Act System No. PA-LLM-15
	Criminal Case Investigation (information into LАWNET)	Privacy Act System No. PA-LLM-18
	Digital Elevation Model and Other Acquired Data	
	Disposal Tract Inventory	Privacy Act System No. LLM-32:Land and Minerals Authorization Tracking System

Record #	Record Name	Access Control
	Electronic Informix Data Base Tracks, Interested Parties for Grazing Management	Privacy Act System No. LLM-2: Range Management System
	Fence Modification Project File	Privacy Act System No. LLM-32: Land and Minerals Tracking
	Financial Management	Privacy Act System No. PA- LLM-22
	Funds Accounting Control System	LLM-22; also OS-90
	Geographic Coordinate Data Base (those systems that have NOT been designated Official Agency Records by the State Director)	
	Geothermal Well Inventory	
	Global Positioning System Data (manipulated data)	
	Grazing Authorization and Billing System (GABS) (operator records and allotment records)	Privacy Act System No. PA-LLM-2
	Grazing Labels	Privacy Act System No. PA-LLM-2:Range Management System
	Hardware/Software Inventory Systems	
	Hydrologic Design Analysis	

Record #	Record Name	Access Control
	Identification Cards and Passes	Privacy Act System No. PA-LLM-11
	Indian Lease Information	Privacy Act System No. PA-LLM-32
	Integrated Habitat Inventory Classification System (IHICS)	
	Inventory Data System	
	Land and Minerals Authorization Tracking System (includes: Alaska Native Claims; Land & Resources Case File & Recordation of Mining Claims)	Privacy Act System No. PA- LLM-32
	LAWNET (Law Enforcement Records)	Privacy Act System No. PA- LLM-18:Criminal Case Investigation
	Legal Land Description Data (those systems that have NOT been designated Official Agency Records by the State Director)	
	Manpower Management (information on debts owed to BLM)	Privacy Act System No. PA-LLM-12
	Market Data Sales Database	Privacy Act System No. PA-LLM-32:Lands and Minerals Authorization Tracking System
	Master Name File System (formerly Name File System)	Privacy Act System No. PA-LLM-31
	Material Sales	

Record #	Record Name	Access Control
	<i>Mineral Lease Management (coal lessee information, dues, & royalty payments)</i>	Privacy Act System No. PA-LLM-3
	<i>Mineral and Vegetal Material (purchaser information, sales, debts)</i>	Privacy Act system No. PA-LLM-16
	Monthly Report of Operations	
	Nonsensitive/Unverified Automated Resources Data	
	Nonsensitive Verified Automated Resources Data which have NOT been designated by the SD, SCD, or D-NIFC as approved for Category 2	
	1099 Report for Convenience Checks	Privacy Act System No. PA-LLM-22
	Other Nonsensitive/Verified Non-corporate Automated Data which have NOT been designated by the State Director, SCD, or D-NIFC as approved for Category 2 (includes acquired data from other sources)	
	Other Nonsensitive/Unverified Automated Data	
	Other Sensitive Unverified or Verified Automated Data	
	Potential Bidders Database	Privacy Act System No. PA-LLM-22; OS-90
	Potential Drainage Detection System	

	Property and Supplies Accountability	Privacy Act System No. PA-LLM-9
Record #	Record Name	Access Control
	Range Management System (paper & electronic files)(includes GABS) (Grazing permittees)	Privacy Act System No. PA-LLM-2
	Recreation Information Management System (RIMS) Operating Plan for Commercial Outfitters & Competitive Permittees Special Recreation Permit Recreation Site Reservations	New Notice/RIMS RIMS may cover RIMS will cover RIMS may cover
	Recreation Site Reservations	Privacy Act System
	Rangeland Program Summary/Monitoring	Privacy Act System No. LLM-2:Range Management System
	Refund Program	Privacy Act System No. PA-LLM-24; also OS-90
	Rights-of-Way Grant Program	Privacy Act System No. LLM-32:Land and Minerals Tracking
	Rights-of-Way Permit Register	Privacy Act System No. LLM-32: Land and Minerals
	Riparian Aquatic Inventory Data Summary (RAIDS)	

	See Bid Analysis	
	Sensitive Unverified or Verified Automated Resources Data	
	Shared Application Computer System (Firefighter Information)	Contains private data
	Soil, Water, and Air Resources	
Record #	Record Name	Access Control
	Solid Leasable Minerals System (SLMS)	
	Special Recreation Permit Data Base	
	Special Status Species Tracking System	
	Special Forest Products Sale Database and Permit System	Privacy Act System No. PA-LLM-16
	Status Collection Data (those systems that have NOT been designated Official Agency Records by the State Director)	
	Surface Lands Program	Privacy Act System No. PA-LLM-32:Land and Minerals Authorization Tracking System
	Terrain Data from Initial Attack Management System (IAMS)	
	Threatened and Endangered Data System (TEDS)	
	Timber Sale Information System	PA-LLM-16
	Travel	Privacy Act System No. PA-LLM-21

	Adopt a Wild Horse and Burro: Applicant Database Disposal Database Adopters Mailing Lists	Privacy Act System No. LLM-28:Adopt a Wild Horse
Record #	Record Name	Access Control
	Uniform Accountability System	Privacy Act System No. LLM-30
	Water Data Management System	
	Waterpower System	
	Wildlife/Fisheries Information Systems; these include: Aquatic Resource Information Management System (ARIMS) Integrated Habitat Inventory Classification System (IHICS) Riparian Aquatic Inventory Data Summary (RAIDS) Threatened and Endangered Data System (TEDS), and Wildlife Observation Records Data System (WORDS)	

BUDGET RECORDS

Record #	Record Name	Access Control
	Budget Estimates/Justifications (drafts)	
	Federal Financial Systems	Privacy Act System No. PA-OS-90

	Funds Accounting Control System	Privacy Act System No. PA-LLM-22; also DOI FFS
	Preliminary Annual Work Plans	
Record #	Record Name	Access Control
	Progress and Other Budget Reports	
	Scratch Gravel Mailing List	PA-LLM-16

INFORMATION RESOURCE MANAGEMENT (IRM) RECORDS

Record #	Record Name	Access Control
	Automated Data Processing (ADP) System Configuration Plans (Continuity of Operations Plan, Risk Analysis, etc.) and Security Records	
	ADP User Statistics, Charge Codes, and Password Files	
	Help Desk Database (Information Resources Management)	Privacy Act System No. OS-58: Assignments
	Computer Security Records	Privacy Act System No. PA-OS-58
	Radio Frequency Assignments	
	Radio Logs	

INVESTIGATIVE RECORDS

Record #	Record Name	Access Control
	Audit and Investigative Case Files	
	Civil Trespass Case Files (Pending and Closed	Privacy Act System No. PA-LLM-19
	Criminal Case Investigation	Privacy Act System No. PA-LLM-18:Criminal Case Investigation
	Employee Conduct Investigations	Privacy Act System No. PA-LLM-20
	Law Enforcement Files	
	Patrol Logs	
	Telephone Hotline Records	
	Whistleblower Case Records	

NATURAL RESOURCE PROGRAM RECORDS (also see “Automated Systems”)

Record #	Record Name	Access Control
	Aravaipa Wilderness Area (Special Use Permits)	Privacy notice must be developed
	Archeological & Paleontology Site Files and Information	
	Aviation Use Files	
	Potential Bidders Database	Privacy Act System No. LLM-22: Financial Mgmt; OS-90: Federal Financial System
	Bond & Surety Case Files	
	Cave Records and Cave Site Locations	
	Cadastral Survey Pocket Field Tablets	
	Constituent Database System	Privacy Act System No. PA-LLM-34
	Cultural Resource Permits	Privacy Act System
	Drinking Water Quality Test Files	
	Environmental Assessment Log	Privacy Act System No. LLM-32:Lands&Minerals Authorization Tracking System; OS-58:Admin
	Environmental Reports, Management Plans still in progress prior to release comments	

Record #	Record Name	Access Control
	Fire Records (e.g. of sensitive information: criminal investigations, project inspector logs, etc.)	
	Firefighter Availability	Privacy Act System No. OS-76; Employee Experience; OS-58: Admin.
	Fire and Aviation Summary Report	
	Fire Billing Log	
	Fire Experience and Qualifications File	Privacy Act System No. OS-58; OS-79; OS-76
	Fire Red Card System (Firefighters w/name, SS#, training, qualifications)	Privacy Act System No. OS-58: Admin; OS-79: General Personnel
	First Responders/EMT Training Records (Fire)	Privacy Act System No. OS-79: General Personnel; OS-76: Employee Experience
	District Training Records (Fire) Fire Pack Test Records Chain Saw Certification	Privacy Act System No. OS-76: Employee Experience
	Geophysical Exploration Permits	Privacy Act Notice needed
	Golden Age Passport & Golden Eagle Passport (BLM sells & maintains as a courtesy to National Park Service)	Privacy Act System

Record #	Record Name	Access Control
	Grazing Permits	Privacy Act System No. PA-LLM-2
	Hazardous Material (sensitive , privileged and confidential documents)	
	Hazardous Material Inventory	
	Land Appraisal Case Files	
	Lands Workload	Privacy Act System No. LLM-32:Land&Minerals Authorization Tracking System;OS-58:Admin
	Law Enforcement Activity Feeder Reports	
	Law Enforcement Manuals, and Guidance	
	Litigation Files	
	Mailing Lists (personal information on individuals is protected under FOIA Exemption 6)	
	Manuscript and Annotated Map (base maps)	
	Mineral Reports (Refer to BLM Manual 3060, Appendix 2)	
	Mineral Surveyor Appointment Files	Privacy Act System No. PA-LLM-6

Record #	Record Name	Access Control
	Native American Grave, Cultural, and Sacred Sites Information	
	Sensitive Photos and Audiovisual Records	
	Non-serialized Lands Permits, Leases and Other Realty Case Files	
	Operating Plan for Commercial Outfitters & Competitive Permittees (Recreation)	Privacy Act System
	Aerial Photography (Withheld - sensitive information such as minerals and proprietary information and sensitive location information on threatened and endangered species, riparian habitat, cultural, paleontological, cave, and archaeological sites, etc.)	
	Private Relief Claimants Legislative Files	
	Qualification Files (e.g. corporate information on companies)	
	Real Estate Appraiser Roster	Privacy Act System Notice No. LLM-27
	Special Recreation Permits	Privacy Act Notice needed
	Registers, Tracking, Control, and Finding Aids to Internal Records	
	Report of Survey	
	Resource Management Plan (RMP) Commenter List	Privacy Act System No. LLM-34:Constituent Data Base
	Security Incident Files	
	Sign Location Records	

Record #	Record Name	Access Control
	Special Recreation Permit	Privacy Act System
	Special Status Species	
	Threatened and Endangered Plants and Animals Locations	
	Timber Sale Information System	Privacy Act System
	Special Forest Products Sale Database and Permit System	Privacy Act System No.LLM-16:Mineral and Vegetal Material
	Township and Range Files	
	Unapproved Cadastral Survey Records (e.g., draft plats and field notes)	
	Unpublished Proposed Legislation and Regulation Files Water Rights	
	Permit Files	
	Long-Term Visitor Areas (LTVA) (Special Use Permits)	Privacy Act System
	Water Rights	Privacy Act System
	Wild Horse Appeal Files	
	Wild Landfire Management System (weather, fire current reports, incident management & incident qualification system)	Privacy Act System
	Wild Horse Studies	
	Working Papers	

PAYROLL RECORDS

Record #	Record Name	Access Control
	Individual Allotment Files	
	Individual Earning and Service Cards	
	Insurance Deductions Files	
	Leave Application and Records	
	Levy and Garnishment Files	
	Payroll Files: Time and Attendance Reports Retirement Files Leave Records	Privacy Act System No. PA-Interior/OS-85
	Savings Bonds Records	
	Tax Files	
	Wage Survey File	

PERSONNEL RECORDS

Record #	Record Name	Access Control
	Administrative Training Manuals	
	Adverse Actions and Actions Based on Unacceptable Performance	Privacy Act System No. PA-OPM/GOVT-3
	Appeals for: Position Classification, Job Grading, and Retained Grade or Pay	3-174
	Applicant Race, Sex, National Origin, and Disability Status Records	Privacy Act System No. PA-OPM/GOVT-7
	Confidential Statements of Employment and Financial Interests	OGE/GOVT-1
	Discrimination Complaints	Privacy Act System No. Interior/OS-18
	Donated Leave Program Case Files	
	Employee Conduct Investigation	Privacy Act system No. PA-LLM-20
	Employee Emergency Cards	Privacy Act System PA-OS-58 No.
	Employee: Experience, Skills, Performance, Training and Career Development Records	Privacy Act System No. PA-OPM/GOVT-2; OS-76
	Employee Medical File System	Privacy Act System No. PA-OMP/GOVT-10
	Employment Application	

Record #	Record Name	Access Control
	Employment under Commercial Activities	Privacy Act System No. PA-GSA/GOVT-2
	Equal Employment Opportunity (EEO) Records (includes Complaints & Appeals)	Privacy Act System No. PA-EEOC/GOVT-1 and OS-18
	Executive and Manager Development Program	Privacy Act System No. PA-OS-82
	Executive Branch Public Financial Disclosure Reports and Other Ethics Program Records	Office of Government Ethics (OGE)/GOVT-2
	Examining and Certification Records	Privacy Act System No. PA-OPM/GOVT-5
	Federal Employees Compensation Act File (FECA) (includes Chargeback Case File)	Department of Labor (DOL)/GOVT-1; Privacy Act System No. PA-Interior/OS-72
	Financial Disclosure Reports Grievance, Disciplinary, Adverse Action, Complaints and Appeals Files	Privacy Act System Notice: Grievance Records; No. PA-Interior/OS-74
	Financial Interest Statements and Ethics Counselor Decisions	Privacy Act System No. PA-OS-03
	Firefighter Roster with Qualifications/ Availability	Privacy Act System No. PA-OS-58; OS-79; OS-76

Record #	Record Name	Access Control
	First Responders/EMT??? Training Records	Privacy Act System No. PA-OS-79; OS-76
	General Personnel Records	Privacy Act System No. PA-Interior/OS-79; OPM/GOV-1
	<i>Grievance Records</i>	Privacy Act System No. PA-OS-74
	Health Benefits and Compensation Claims	
	Health Records	
	Incentive and Honor Awards	Privacy Act System No. PA-LLM-26:Incentive and Honor Awards
	Inspection and Enforcement (I&E) Database (tracks I&E personnel)	Privacy Act System No. PA-OS-79
	Job Corps Student Records	DOL/GOVT-2
	Labor Management Relations Records	
	Mailing List for Retirees	Privacy Act System No. PA-OS-58 or OS-79
	Medical Files System Records (located in medical personnel, dispensary, health, safety, or other designated offices within the Bureau)	Privacy Act System No. PA-OPM/GOVT-10
	Merit Promotion Files (includes appeals and case records)	Merit System Protection Board Privacy Act System No. PA-MSPB/GOVT-1

Record #	Record Name	Access Control
	National Defense Executive Reserve System	FEMA/GOVT-1
	Negotiated Grievance Procedure Files	Privacy Act System No. PA-Interior/OS-78
	Occupational Injury and Illness Files	
	Official Personnel Files (OPF)	Privacy Act System No. PA-OPM/GOVT-1
	Performance Ratings	
	Personal Injury Files	
	Personnel Actions	
	Personnel Counseling Records	
	Personnel Database	Privacy Act System No. OS-79
	Placement Records	Privacy Act System No. PA-OPM/GOVT-5
	Position Classification Appeals, Job Grading Appeals, and Pay Appeals Files	Privacy Act System No. PA-OPM/GOVT-9
	Private Relief Claimants	Privacy Act System No. OS-13 (delete per WO-500)
	Records of Adverse Actions Based on Unacceptable Performance	Privacy Act System No. PA-OPM/GOV-3

Record #	Record Name	Access Control
	Recruitment Analysis System	OPM-05:Recruiting, Examining...
	Recruiting, Examining, Placement Records	Privacy Act System No. PA-OPM/GOVT-5
	Personnel Research and Test Validation Records	Privacy Act System No. PA-OPM/GOVT-6
	Retirement Printout	Privacy Act System No. PA-OS-85
	Security Clearance Files	
	Service Record Cards	
	Standards of Conduct, Ethics Files	
	Supervisory, Duplicate Personnel Files	
	Unfair Labor Practice Charges/Complaints	Privacy Act System No. PA-OS-77
	Vacancy Files (includes SF-171s, applications, list of applicants that applied, (a rating plan, rating panel rating sheets, and summaries)	
	Volunteer Records (includes Volunteer Tracking System)	Privacy Act System

PROCUREMENT AND PROPERTY RECORDS

Record #	Record Name	Access Control
	Automated Requisition Tracking System	LLM-22:Financial Mgmt; Also DOI FFS
	Bids and Proposals (Contract Files)	Privacy Act System No. PA-LLM-23
	Contract Appeals Files	
	Contractor's Payroll Files	
	Contract Proposals (The Federal Property and Administrative Service Act is a FOIA Exemption 3 statute which allows withholding of technical, management, or cost proposals submitted by contractors in response to competitive solicitations)	
	Credit Card Holder Listings	
	Credit Card Transaction Ledger	
	Credit Card Payment File	
	Excess, Surplus Personal and Real Property Reports	
	Grant Files (Unsuccessful Grant Applicants and Administrative Files)	
	Property and Supplies Accountability (includes property data that has been signed out to employees)	Privacy Act System No. PA-LLM-9: Property and Supplies; & OS-90:FFS
	Property Accountability Control System	Privacy Act System No. PA-Interior/OS-51
	Property Inventory Files	

Record #	Record Name	Access Control
	Real Property Management Case Files	
	Requisitions and Purchase Orders (including bankcard statements & Blanket Purchase Agreements (BPAs))	
	Routine Procurement Files	
	Small and Disadvantaged Business Utilization Files	
	Stores Records "MORE DESCRIPTION"	
	Tax Exemption Files	

TRAVEL AND TRANSPORTATION RECORDS

Record #	Record Name	Access Control
	Aircraft Accident/Incident Report	
	Aircraft Crew/Mechanic Information File	Privacy Act System No. PA-Interior/OS-7
	Aircraft Flight Schedule	
	Aircraft Passenger Manifest Records - Fire Control	Privacy Act System No. PA-LLM-8
	Aircraft Use Report	
	Freight Records	
	Motor Vehicle Operator Records	Privacy Act System No. PA-LLM-10

Record #	Record Name	Access Control
	Vehicle Use Authorization	Privacy Act System No. PA-LLM-10
	Motor Vehicle Records	
	Travel ????	Privacy Act System No. PA-OS-88
	Travel Authorization and Reimbursement Files	Privacy Act System No. PA-LLM-21
	Travel Charge Card Program	Privacy Act System No. PA-GSA/GOVT-3
	Travel Manager Plus	Privacy Act System No. PA-LLM-21; also OS-90