

## 1274 - SERIALIZED CASE FILE SYSTEM

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H-1274-1 Automated Mining Claim Recordation System ←

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→ .01 Purpose. This Manual Section provides instructions for receiving, docketing, and managing serialized cases and describes the various procedures for processing all types of filings, including mining claim documents filed pursuant to section 314 of the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1701). ←

.02 Objectives. The objectives are to:

A. Standardize Bureau procedures and forms.

B. Provide a framework within which local discretion may be judiciously exercised.

.03 Authority. Sources:

A. 43 U.S.C. 163.

→ B. 43 U.S.C. 1701. ←

C. 43 CFR 1813.1-1.

→ D. 43 CFR 1821.2-1. ←

E. 43 CFR 3833. ←

.04 Responsibility.

→ A. Deputy Director, Management Services. The Deputy Director, Management Services, through the Assistant Director, Administration, is responsible for management of the overall BLM Serialized Case File System.

B. Chief, Branch of Records Management. The Chief, Branch of Records Management, under the general guidance of the Chief, Division of Information Systems, is responsible for developing, implementing, coordinating, and monitoring Bureau-wide policies and standards for the Serialized Case File System.

C. Service Center Director. The Service Center Director, through the Chief, Division of Records Systems, is responsible for assisting the Chief, Branch of Records Management, with program development; evaluation and advisory services; and providing technical assistance to all Bureau officials.

D. State Directors and District Managers. The State Directors and District Managers are responsible for applying and administering the Serialized Case File System on a continuing basis, including preservation of the integrity of records in their custody.

E. Records Managers. (See BLM Manual Section 1271.04C.)

F. Docket Supervisors. The Docket Supervisors are responsible for maintaining the Serialized Case File System as prescribed herein. ←

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.05 Definitions.

→ A. Serial Number. The serial number is a reference to a file consisting of a set prefix, a number, and a suffix.

B. Prefix. The prefix is an alphanumeric designation showing office location and, if applicable, a mining claim case type or land office case.

C. Suffix. The suffix is an alphanumeric designation added to the end of a serial number to show separate and unique cases from the original case.

D. Active Case. An active case is a case resulting from an application or Bureau motion that is awaiting action by:

1. BLM.
2. Another governmental agency.
3. The applicant.

E. Inactive Case. An inactive case is a case on which no action is currently pending, but which may be reopened later.

F. Dead Case. A dead case is a case on which all action is complete; case is disposed of according to the Bureau's Records Schedule. (See BLM Manual Section 1271, Appendix 1.)

G. Serial Register. A serial register is a case-control record, consisting of serial pages bound in volumes, on microfiche, or in a computer data file.

H. Docket. A docket is a collection of lands and minerals serialized case records. ←

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.1 Date-Time Receipting.

.11 Receiving Office for Filings. Each Receiving Office must have a single receiving point for all applications, payments, correspondence, telegrams, and other documents (hereafter called filings).

A. Receiving Office Standards. Receiving Offices must be:

- 1. Accessible to the public.
- 2. Neat, attractive, and adequately identified by a sign.
- 3. Arranged so that public access to the Receiving Office records and receipts is prevented.
- 4. Equipped with the following:
  - a. A receipting device, which shows:
    - (1) "Received."
    - (2) Receiving Office name and address.
    - (3) Date and time of receipt.
  - b. A signaling device for use by members of the public to seek help when the receiving clerk is temporarily absent.
  - c. Removable nameplate showing name of employee on duty.

→ .12 Date and Time Stamping. The exact date and time received are stamped on the original of the filing which becomes the case file copy. If applicant supplies an extra copy, it may be date and time-stamped and returned to applicant.

.13 Filing in Person. Members of the public may file in person during the posted hours of each office.

A. Extended Filing Periods. By posting public notice, an office staff may extend filing hours during peak filing periods. Applications are not accepted in person before or after the posted hours, unless a public notice has been posted.

B. Filing Receptacle. If the office provides a delivery receptacle, accessible outside posted hours, the filings received are treated as a scheduled mail delivery. Filings deposited after the posted hours are date and time-stamped as of the posted beginning hour on the next business day.

→ .14 Filings by Mail or Delivery Services. Filings received through the U.S. Postal Service or commercial delivery services are treated equally with window filings. Times of normal mail receipt are posted on the public bulletin board.

A. Scheduled Mail Receipt. The first scheduled receipt of mail during the business day is date and time stamped as of the posted beginning hour for the day. Scheduled receipt of mail after the posted hours are date and time-stamped as of the posted beginning hour on the next business day.

B. Unscheduled Deliveries. Any unscheduled deliveries by the U.S. Postal Service or a commercial delivery source are stamped with the actual date and time of receipt. The entire delivery is stamped with the same date and time.

.15 Returning Defective Filings. Inspect filings carefully before accepting them. Do not accept and do not serialize filings, if they do not meet the conditions of acceptance specified in the appropriate regulations.

.16 Applicant Protest. If an applicant protests the return of his/her filing, serialize the protest for file control purposes, and forward to the appropriate action official.

.17 Incoming Material Affecting an Established Case. Send this material to docket for filing in the appropriate case file within one working day after receipt. Mining claim material is sent as soon as possible to the mining claim unit, to microfilm operations, and then returned to the owner. (See .59B for procedures.) ←

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.2 Serializing and Case Type Coding.

→ .21 Records To Be Serialized.

A. Documents. All documents which are posted to the official land status records.

B. Filings. All filings which are processed on a case basis, including contest files and mining claim recording documents.

C. Other Files. Serialize other records, if serialization will improve recordkeeping. Affected offices are notified and provided cross-references.

.22 Serial Number Log. Since serial numbers run in sequence starting with number "1," gaps and duplication can cause serious problems. To prevent such errors, a record of numbers issued is maintained on the Serial Number Log, Form 1274-1 (Illustration 1). Do not issue a new serial number, if a filing can be processed by reopening a previous case to which it pertains or if the current filing is only a resumption of an earlier matter. Mining claim serial numbers are maintained on a separate Serial Number Log, except in Alaska.

.23 Serial Number. (For definition, see .05A.) A serial number may contain up to 15 alphanumeric digits. When entering the serial number into a computer data file, all 15 digits, as appropriate, must be entered. (See BLM's ADP Data Element Dictionary.) When preparing case folders or stamping/writing the serial number on an application, the serial number is abbreviated. Examples are: A 12345, C50 45672, AMC 32456, W 45263-AA.

A. Office Prefix. The prefix identifies the Receiving Office and, except in Alaska, designates cases as mining claims, if applicable.

1. Alaska Prefixes. The following prefixes are for all serial numbers in Alaska:

a. Anchorage -- AA.

b. Fairbanks -- F.

2. Other State Prefixes. The following prefixes are used for all nonmining claim serial numbers in other offices:

a. Arizona -- A.

b. California -- CA.

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- c. Colorado -- C.
  - d. Idaho -- I.
  - e. Montana -- M.
  - f. Nevada -- N.
  - g. New Mexico -- NM.
  - h. Oregon -- OR.
  - i. Utah -- U.
  - j. Wyoming -- W.
  - k. Eastern States -- ES.

3. District Office Prefixes. In addition to the alpha prefixes of their State Office, the District Office uses the last two digits of their three digit code, e.g., Colorado's Canon City District code is 050. Therefore, the prefix would be C50.

B. Mining Claim Prefix. Except in Alaska, the prefix for mining claim cases is the same as in .23A2 followed by MC. For example, the prefix for a mining claim serial number for Arizona is AMC.

C. Numbers. All cases are numbered consecutively starting with number "1." A separate set of consecutive numbers starting with "1" is used for mining claims, except in Alaska.

D. Suffixes. If necessary, a suffix is added to the basic number to divide an existing case. When practical, a new serial number is used, rather than a suffix.

1. A suffix is limited to two capital alphabetical letters added sequentially as follows: A,B...Z; AA,AB...AZ; BA, BB...BZ; etc., through ZZ.

2. Additional information may be used in conjunction with the serial number, but is not to be considered as an official part of the number. Place such information in parenthesis immediately after the number, i.e., CA 16185-AA (Feather River). ←

.24 Voiding Serial Numbers. To void a serial number issued in error, enter a "canceled" notation on the document, and all other related records, including the serial number log. Do not use a voided number to identify another document.

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→ .25 Case Types and Codes. The types of cases and their numeric codes are used for statistical reporting and office control. Case codes are derived from Title 43 CFR. For example, an oil and gas simultaneous lease is found under subpart 3112; therefore, its case code is 3112.

A. Mining Claim Case Type. These codes identify kinds of claims and claims located in a National Park or on other Federal land. Case type codes are as follows:

1. 384101 - Lode Claim.
2. 384201 - Placer Claim.
3. 384301 - Tunnel Site.
4. 384401 - Mill Site.
5. 384103 - Lode Claim in National Park.
6. 384203 - Placer Claim in National Park.
7. 384303 - Tunnel Site in National Park.
8. 384304 - Mill Site in National Park.

B. Code Notation. Note case type code on the index tab of the case file folder. (See Illustration 2.)

.26 Casework Reports.

A. Lands and Minerals Casework Reports. Receiving Offices submit reports indicated below.

1. Lands Casework Report, Form 1274-16. (See Illustration 3.) Submit two (2) copies to Director (310) by April 30, and October 31, each year and one (1) year-end summary only to Director (D-240) by October 31.
2. Lands Casework Age Report, Form 1274-16a. (See Illustration 4.) Submit two (2) copies to Director (310) by April 30, and October 31, each year.
3. Cumulative Quarterly Energy Minerals Casework Report, Form 1274-17. (See Illustration 5.) Submit two (2) copies to Director (620) and one (1) year-end summary only to Director (D-240) 30 days after end of quarter.

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→ 4. Cumulative Quarterly Non-Energy Mineral Resources Casework Report, Form 1274-17a. (See Illustration 6.) Submit two (2) copies to Director (640) and one (1) year-end summary only to Director (D-240) 30 days after end of quarter.

B. Daily Caseload Data Sheet. Form 1274-14, Mineral Permits, Leases, and Licenses Daily Worksheet; Form 1274-16b, State Office Daily Caseload Data Sheet; and Form 1274-17b, State Office Daily Minerals Caseload Data Sheet, are used to record daily casework load. (See Illustrations 7, 8, and 9.) ←

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.3 Serial Register. The Serial Register provides a numerical index to cases. Individual pages show significant actions on the case. Form 1274-3, Serial Register Continuation Sheet, is used when more than one page is needed for noting actions on a single case and for noting lengthy land descriptions. Serial registers are maintained in the public room and made available for both public and employee use.

.31 Preparation and Binding.

A. Preparation of Serial Page. A serial page is prepared and filed in the register as soon as possible after the filing receives a serial number. A time lag of no more than one working day is the maximum allowed, except for filings subject to special procedures.

1. Prepare a separate page for each number.
2. Send copies of serial pages to other Government offices to request reports or other information.

B. Binding. Binders of durable heavy duty construction are indexed SERIAL REGISTER NOS. \_\_\_\_\_ through \_\_\_\_\_. Binders must not exceed 3 inches in thickness. Allow expansion room for additional pages interfiled later.

.32 Serial Register Indexing. The registers may be indexed by tabs, dividers, or tables to improve handling.

→ .33 Serial Page Notations. Note only actions which affect status of a case. (See Illustration 10.) ←

A. Actions Requiring Notation. Examples of actions and their notations are:

1. Permits issued for 10 years ending \_\_\_\_\_ (Date) \_\_\_\_\_.
2. Entry canceled \_\_\_\_\_ (Date) \_\_\_\_\_.
3. Assignment approved \_\_\_\_\_ (Date) \_\_\_\_\_.
4. Lease extension granted until \_\_\_\_\_ (Date) \_\_\_\_\_.
5. Contest initiated \_\_\_\_\_ (Date) \_\_\_\_\_.
6. Patent issued \_\_\_\_\_ (Date) \_\_\_\_\_.
7. Litigation initiated \_\_\_\_\_ (Date) \_\_\_\_\_ (e.g., McLoud v. United States, Civil Case No. 18811, United States District Court, District of Nevada.) Add description of lands involved and the notation: "All proposed actions involving these lands must be cleared by the Field Solicitor."

→ B. Actions not Noted. Examples of actions not noted on serial pages are:

1. Rental paid.
2. Application conflicts with \_\_\_\_\_.
3. Request for report submitted to \_\_\_\_\_.
4. Assignment filed.
5. Application for extension filed.
6. Application to purchase filed.
7. Final proof filed.

C. Exceptions. Since an appeal may maintain status for several years, note on the serial page:

1. Each appeal including those to an Administrative Law Judge.
  2. Transmittal of appeal to the Board of Land Appeals, Washington, D.C.
  3. Decision of the Board of Land Appeals.
- ←

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.4 Index Cards. Index cards provide cross-references between serial number and name, such as name of applicant, or serial number and township and range, or name and township, or township and range. (See Illustration 11.) Prepare index cards immediately after filing is serialized.

.41 Alphabetical Name Index File. Prepare a card for each person, organization, etc., who joined in the filing. For example, if John Doe and Jim Brown file a joint application, prepare a separate card for each.

A. Organizations. Government agencies and other organization names often present indexing problems. In these cases, use the key name system as used in the telephone directory, such as "Bureau of ....."(See Illustration 11.)

1. Special Situations. Be alert to situations in which an agency is merely a filing agent for another agency. For example, the Corps of Engineers performs real estate services for other military agencies. In such cases:

a. Prepare a card showing name of agency or organization for which application is made.

b. Prepare a second card showing filing agency or organization, if advantageous.

2. Organization Name Change. Prepare card showing new name with a cross-reference to former name.

B. Cases Involving Mining Claims. Do not prepare index cards on cases involving mining claims. The automated system provides cross-reference between serial number, names, and location.

C. Disposition of old Cards. Cards are retained in the local office for 30 years. Card files are closed every 15 years and transferred to Federal Records Center (FRC) 15 years later. Cards set up as of January 1, 1975, are closed at the end of calendar year 1989 and transferred to FRC in 2005. Transfer 1960 through 1974 cards to FRC in 1990.

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→ .5 Serialized Cases. Each Receiving Office maintains and controls all serialized cases. It docket, charges, counts, files, disposes of, and otherwise services cases. The disposition of cases is accomplished under the direction of the Office Records Manager. ←

.51 Requirements.

A. Chargeout and Case Control. Strict control is maintained on all cases on loan from docket.

B. Audit. Active cases are audited every 6 months. Inactive cases with termination dates are audited annually. Inactive cases with no termination dates are audited every 5 years.

C. Future Action Suspense (FAS) File. Each Receiving Office maintains a FAS file to call up active cases for action on specific dates. The file consists of FAS Cards, Form 1274-7 (See Illustration 12.) for:

1. All inactive cases and cases which have no termination date; i.e., perpetual rights-of-way, withdrawals, etc.

2. Calling up a "junior" case when final action is completed on the "senior" case with which is conflicts.

→ D. Mining Claim. The master film representing the case is not to be removed from the file storage area. Reviewers of information on film must use a duplicate. File film is maintained in serial number order, regardless of case type and status. Film is retained in local office until no longer needed for administrative purposes. (See BLM Manual Section 1271, Appendix 1.) ←

.52 File Equipment.

→ A. Case Filing Equipment. All offices must have open-shelf filing equipment for case records and filing equipment for microfiche storage. ←

B. Case Filing Folders. The following kinds of case file folders are authorized:

→ 1. Folders. Extra heavy, 11 pt. (or heavier) folder, with special side tab (1/2" x 4" positioned on back flap of folder, 1" from bottom, tab double reinforced), with built-in 1 1/2" prong fastener in the No. 1 position without compressor and with built-in 1 1/2" prong fastener in the No. 4 position (left bottom). Folder may be plain or printed as shown in Illustration 2. ←

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2. Heavy Duty Reinforced Manila or Red Rope Folders. This type folder is to have a 3" capacity and is to be used when cases exceed 1" thickness.

→ 3. Six-way folders may be used. However, they cannot be transferred to the Federal Records Center upon retirement of the case. If used, the contents must be transferred to a legal size folder or the folder described in 52.B.2 above. ←

C. Chargeout Folders. This folder is used when the official file is out of docket and temporary storage is needed for case papers retained in docket.

.53 Indexing Case File Folders. See Illustration 2 for correct placement of serial number and case type information on the folder.

A. Cross-References on Folders. If more than one folder is needed to contain a case file, enter a cross-reference immediately below the serial number, as follows:

1. Part 1 of 3 parts.
2. Part 2 of 3 parts.
3. Part 3 of 3 parts.

B. Filing Documents in Folders. A single copy of all case documents is filed as follows:

1. In chronological sequence with most recent date on top.
2. Accounts documents on the left, fastened at bottom in number 4 position, with top side up. Folders with built-in fasteners are used, if accounts documents are numerous. Stapling may be used when only a few accounts documents occur.
- 3. Nonaccounts documents on the right, fastened at top in number 1 position. If documents are larger than legal size, fold and fasten so they can be opened for examination without unfastening or removing from folder. ←

4. Fasten down all material in inactive and closed cases.

C. Mining Claim Folders. Documents for recordation are not filed in case folders, but are filed in appropriate size envelopes for routing and returning material to record title holder. Envelope(s) are identified with owner's name, address, and serial numbers. ←

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→ 1. Place documents (Notice of Location) in envelope in serial number order, with map, accounting advice, and correspondence on top of Notice(s) of Location. ←

.54 Chargeout and Case Control. Cases are arranged and controlled according to the Case Action Card Filing System (See .55.) subject to the following rules:

A. Dead Cases. Each case is stamped on the right side of folder tab in letters at least 1/2" high, either "DEAD" or "PATENT" (number).

→ B. Case Identification. Cases are identified (See .05 for definitions) to show active or inactive status, except: ←

1. The status of mining claim cases filed for recordation. This information is furnished by the automated system. ←

C. Basic Chargeout Control.

1. Serial pages are noted when dead cases are transferred permanently out of the office, showing to whom cases were transferred and receiving office's references. Upon notification from a Federal Records Center (FRC) that a case has been destroyed, the serial page is noted, "Destroyed by FRC (date)."

2. Charge cards are prepared for all cases temporarily on loan from docket.

→ 3. Mining Claims. (See .51D.) ←

D. Request to Examine Case. Examination of Case/Card Record Request, Form 1274-11, is used by members of the public to request a case for examination. As a general rule, there should be few limitations on full and free public examination of all materials in cases. (See Illustration 13.) The following procedures apply:

1. An employee must be present when a case is examined.

2. Request form is kept in a folder or attached to the charge card while case is being examined.

3. Request form is filed in the case folder upon return of case.

4. Request forms are inspected at the end of each day to assure that all cases have been returned. ←

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→ 5. Do not file or film the Examination of Case/Card Record Request, Form 1274-11, for examining updatable microfilm. Form 1274-11 serves only as a written request from the public to inspect the microfilm. Destroy form(s) at the end of each day. Duplicate copies of microfilm or paper prints are sold according to BLM Manual Section 1372.

E. Case Callup. To call up a case for action in the future, use FAS Card, Form 1274-7, a duplicate form on no carbon required (NCR) paper. (See Illustration 12.)

1. Attach carbon copy to inside of folder on the left.

2. File original copy chronologically for future callup. If action occurs on the case before the callup date, the carbon copy filed inside folder shows the date the outside card was filed so that it can be retrieved and destroyed along with the carbon copy. ←

→ .55 Case Action Card Filing System. This system uses Case Action Cards, Form 1274-4, Form 1274-5, and 1274-6. (See Illustration 14.) Each card is printed in three colors: red, green, and orange. The cards are identical, except as follows:

A. Card Identification.

1. Form 1274-4 printed with "1" on outer edge, indicates active case awaiting action by local office.

2. Form 1274-5 printed with "2" on outer edge, indicates active case awaiting action by other than local office.

3. Form 1274-6 printed with "3" on outer edge, indicates inactive or dead case being worked, but not considered a case action. This is a noncount card for purposes of the casework report.

B. Card Use. Cards are used in three principal ways: ←

1. For an active case they show:

a. It is active.

b. Kind of action pending.

c. Length of time it has awaited the action.

2. For an inactive or dead case, they show that the case awaits action, but will not be counted on the casework report as an active case. Use only the number 3 card for this.

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3. For different intermixed case types, stamp extra code numbers on the action cards. Example:

a. Situation 1. A record title assignment (case type 3106) is pending in a public domain oil and gas lease case (case type 3111-A). How to file: leave case with the other 3111-A cases where it has always been filed. Put in a card on which 3106 has been imprinted under the regular number. At case counting time, count this as one unclosed 3106 case. If a number 1 card has been used, this means the assignment awaits controlling office action. A number 2 card means it awaits other action.

b. Situation 2. Two record title assignments (3106) are pending in a 3111-A case. How to file: leave case with other 3111-A cases. Put in two specially marked 3106 cards. These will count as two unclosed assignment cases.

→ C. Charging a Case. The following describes the process of charging a rights-of-way case. Assume the office is changing card colors every 4 months. Red stands for January, February, March, and April; green for May, June, July, and August; and orange for September, October, November, and December. ←

Responsible Office/Official	Step	Action
Docket Clerk	1.	Prepares number 1 red card (awaiting controlling office) as chargeout card, and places in file in place of case as chargeout.
	2.	Sends case to examiner.
Examiner	3.	Writes to Forest Service (FS) and requests report.
	4.	Places number 2 red card (awaiting other action) inside case folder. Returns case folder to docket for filing.
	5.	Removes number 1 red card from file and returns to stock.
	6.	Files case in place of removed number 1 red card. Arranges number 2 red card to protrude from case folder to show other action awaited.

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Responsible Office/Official	Step	Action
Examiner	7.	Requests checkout of case from docket after receiving report from FS.
Docket Clerk	8.	Pulls case from shelf and removes number 2 red card from folder. Returns card to stock.
	9.	Files number 1 green card (use green card since action takes place in August) for chargeout control.
	10.	Sends case to Examiner.
Examiner	11.	Writes decision, calling on applicant to consent to special stipulations.
	12.	Places orange number 2 card in case folder (now in orange month). Number 2 is used to denote awaiting action other than SO. Completes and attaches FAS card to call up case on a particular future date. FAS card can be maintained in Docket or in the action office.
	13.	Returns case to docket.
Docket Clerk	14.	Removes number 1 green chargeout card from file and returns card to stock. Files case in place of number 1 green chargeout card. Files FAS card in date order in FAS card index file.
Examiner	15.	After receiving signed stipulations from applicant, requests checkout of case from docket.
Docket Clerk	16.	Pulls case from file. Removes number 2 orange card from folder and returns it to stock. Files number 1 orange card in file for chargeout control. Removes FAS card from folder and FAS file. Destroys both FAS cards.

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	Step	Action
Docket Clerk	17.	Sends case to Examiner.
Examiner	18.	Obtains right-of-way approval.
	19.	Prepares FAS card to call up case for proof of construction. (When FAS card is prepared for folder, the case is considered inactive.)
	20.	Sends case to docket.
Docket Clerk	21.	Removes number 1 orange chargeout card from file. Saves card until end of day and uses it to count number of cases closed that day. Removes FAS card from FAS card file and destroys. Files case.

→ .56 Senior Case Conflict Control. The Senior Case Conflict Card, Form 1274-8 (Illustration 15), is an optional form. Its purpose is to cause a "junior" conflicting case to be retrieved for action after action becomes final on the "senior" case with which it conflicts. The employee who detects a conflict, prepares card (Form 1274-8) and files it loosely in "senior" case. (This card is used for any kind of conflict situation, including those where two or more cases are processed simultaneously, rather than one after the other.) Upon completion of action on a "senior" case, note on the conflict card an explanation of what action occurred. When the card is returned, accompanied by the "senior" case, this notation provides the means to update the status report in the "junior" case(s) without returning it to the status record unit. ←

→ .57 Junior Case Conflict Control. The docket unit is responsible for retrieving the "junior" case and completing the following actions: removing the conflict card, if the case is ready for filing inactive or dead; retrieving the "junior" case(s); and sending conflict card attached to the "junior" case(s) to the appropriate action desk. ←

.58 File Audits. The semiannual audit of active cases offers an opportunity to review chargeouts, detect overlooked cases, and follow up on overdue reports requested from another agency.

→ .59 Mining Claim Cases. Documents filed for mining claim recordation are unique, since the filings are microfilmed and then returned to the owner. ←

## 1274 - SERIALIZED CASE FILE SYSTEM

A. Processing Mining Claim Documents Filed For Recordation.

Responsible Office/Official	Step	Action
Receiving Clerk/Cashier	1.	Examines recording for completeness.
	2.	Receives, date stamps, and serializes, recording when documents are received timely in the proper office, and with the correct service fee. Annual assessment work or notice of intent to hold are considered to be "timely filed," if postmarked by midnight December 30 and received by close of business January 19. The 20-day period does not apply to notices or certificates of location. (See .1, .2, and BLM Manual Section 3833.)
	2a.	Date stamps, but does not serialize documents which are received late. Returns entire package to owner with Form 1370-21. (See BLM Manual Section 1374.3 and Illustration 16.)
	2b.	Date stamps, but does not serialize documents which are received in wrong office. Returns entire package to owner with Form 1370-21. (See BLM Manual Section 1374.3.) Identifies on Form 1370-21 the proper recording office.
	2c.	Date stamps, but does not serialize documents which are received without a service fee. Returns entire package to owner with form letter. (See Illustration 17.)
	2d.	Date stamps, but does not serialize documents which are received with an insufficient service fee. Contacts owner to determine which claims to omit from the filing or returns entire package to owner with Form 1370-21. (See BLM Manual Section 1374.3.) BLM is without authority to determine which claim(s) to omit from the attempted filing.

## 1274 - SERIALIZED CASE FILE SYSTEM

Responsible Office/Official	Step	Action
	2e.	If documents are received with excess payment, refunds excess according to BLM Manual Section 1374.1. Processes the filing as described in Step 2.
Receiving Clerk/Cashier	3.	Prepares accounting advice and distributes copies. (See BLM Manual Section 1372.3.)
	4.	Sends receipts with collections to employee responsible for preparing deposits. (See BLM Manual Section 1372.)
	5.	Prepares return envelope. (See .53C.) Documents are not placed in case folder.
	6.	Routes return envelope(s) containing all documents from one owner, to mining claim conveyance clerk.
Mining Claim Conveyance Clerk	7.	Examines documents for compliance with 43 CFR 3833.1-2(c).
	8.	Requests additional information from owner, if recording is incomplete. (See Illustration 18.) If owner does not respond within 30 days, sends document to appropriate office for decision. (See BLM Manual Section 3833.12D.)
	9.	Makes notations to computer data base.
	10.	Returns documents in envelope to microfilm camera operator.
Microfilm Camera Operator	11.	Prepares documents and film for microfilming. (See BLM Manual Section 1276.)
	11a.	Improves legibility or requests legible documents from owner, if documents cannot be microfilmed.
	12.	Determines if maps can be filmed on record processor. If map is too large, microfilms on aperture card camera.

1274 - SERIALIZED CASE FILE SYSTEM

Responsible Office/Official	Step	Action
Microfilm Camera Operator	13.	Microfilms source documents. (See BLM Manual Section 1276.) Source documents include, but are not limited to, Notice of Location, Proof of Annual Assessment, Intention to Hold, Transfer to Interest, General Correspondence, and Accounting Advice.
	14.	Routes processed microfilm with source documents to quality control inspector.
Quality Control Inspector	15.	Verifies that all pertinent documents are imaged and each frame is legible.
	15a.	If error or problem discovered, returns to microfilm camera operator for correction.
Quality Control Inspector	16.	Separates verified microfilm from source documents and files microfilm by serial number in controlled storage.
	17.	Routes source documents to employee responsible for returning documents to owner.
Mining Claim Conveyance Clerk	18.	Stamps on the lead Notice of Location that pertinent information was entered into an automated information system and documents were microfilmed for reference purposes. (See Illustration 19.)
	19.	Checks name and address on envelope against name and address of owner.
	20.	Returns recording documents to owner.

B. Processing Incoming Material Affecting an Established Mining Claim Case.

Receiving Clerk/Cashier	1.	Receives and date stamps document. (See .1, .2, and BLM Manual Section 3833.)
-------------------------	----	---

## 1274 - SERIALIZED CASE FILE SYSTEM

Responsible Office/Official	Step	Action
	2.	Prepares return envelope.
	3.	Routes documents in envelope to mining claim conveyance clerk.
Mining Claim Conveyance Clerk	4.	Examines documents for compliance with 43 CFR 3833.2 and 3833.3.
	4a.	Requests additional information from owner, if documents are incomplete. If owner does not respond within 30 days, sends documents to appropriate office for decision. (See BLM Manual Section 3833.12D.)
	5.	Makes notations to computer data base.
	6.	Returns documents in envelope to microfilm camera operator.
Microfilm Camera Operator	7.	Prepares documents for microfilming. (See BLM Manual Section 1276.)
	7a.	Improves legibility or requests legible documents from owner, if documents cannot be microfilmed.
	8.	Pulls master film or series of affected film from controlled storage.
	9.	Microfilms documents.
Quality Control Inspector	10.	Verifies that all pertinent documents are imaged and each update frame is legible.
	10a.	If error or problem discovered, returns to microfilm camera operator for correction.
	11.	Separates verified microfilm from source documents and refiles microfilm by serial number in controlled storage.

1274 - SERIALIZED CASE FILE SYSTEM

Responsible Office/Official	Step	Action
Quality Control Inspector	12.	Routes source documents to employee responsible for returning documents to owner.
Mining Claim Conveyance Clerk	13.	Stamps on lead Notice of Location that pertinent information was entered into an automated information system and documents were microfilmed for reference purposes. (See Illustration 19.)
	14.	Checks name and address on envelope against name and address of owner.
	15.	Returns documents to owner.

C. Processing Requests for Information Relating to a Mining Claim Case. When mining claim examiner or public information specialist receives a request, it is routed to microfilm camera operator who:

1. Pulls requested master film from storage.
2. Prepares duplicate film from master. (See BLM Manual Section 1276.)
3. Returns master film to controlled storage.
4. Provides requestor with duplicate film.

1274 - SERIALIZED CASE FILE SYSTEM

Serial Number Log

UNITED STATES  
 DEPARTMENT OF THE INTERIOR  
 BUREAU OF LAND MANAGEMENT

SERIAL NUMBER LOG

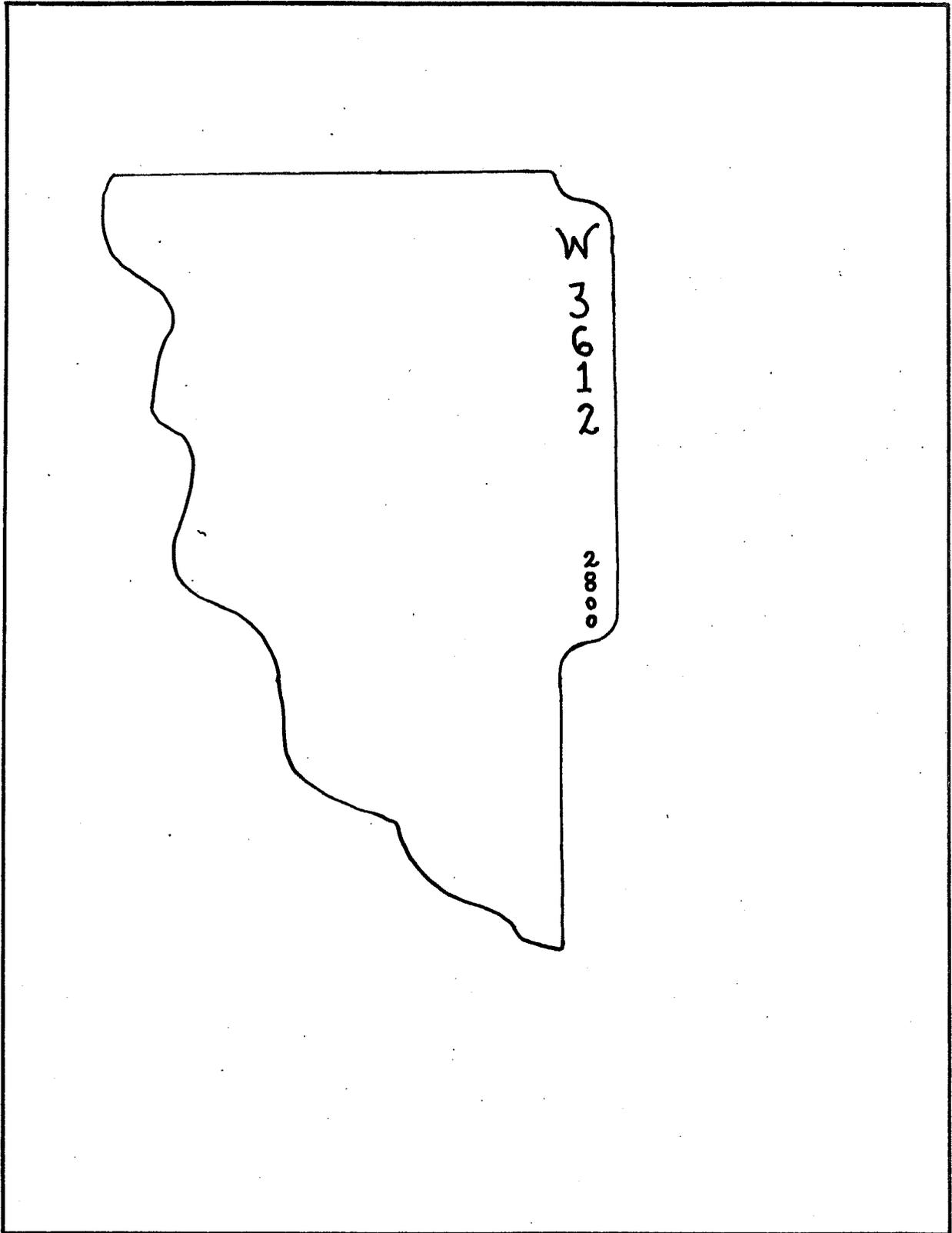
SERIAL NUMBER	CASE TYPE	
9/15/66	----	
1694	2620	
---5	2800	
---6	2800	
9/16/66	----	
1697	2730	

SERIAL NUMBER LOG  
 (Mining Claims)

SERIAL NUMBER	CASE TYPE	
7/23/78	----	
1637-1642	3833	Kaiser Steel Corp.
1643	"	John Smith
1644-1892	"	Exxon Mineral
7/24/78	----	
1893	3833	Don Herman

1274 - SERIALIZED CASE FILE SYSTEM

Location of References on File Folder



1274 - SERIALIZED CASE FILE SYSTEM

Lands Casework Report

SUBJECT-FUNCTION CLASSIFICATION		TYPE (a)	PERIOD				ACTION STATUS OF PENDING CASES (End of Period)	
			PENDING AT BEGINNING (b)	NEW CASES OPENED (c)	CLOSED (d)	PENDING AT END (e)	BLM (f)	OTHER (g)
Form 1274-16 (August 1983)		UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT		Activity 950		Period Ending September 30, 1982		
LANDS CASEWORK REPORT		State Office		Arizona				
<i>Instructions - State Office submits two (2) copies to Director (310) by April 30, and October 31, each year and one (1) year-end summary to Director (D-240) by October 31. Include all opened and closed serial cases.</i>								
<b>DISPOSITIONS</b>								
2000	Other Lands Cases	28	44	41	31	8	23	
2210	State Exchange	23	7	7	23	6	17	
2220	Private Exchange				--	--	--	
2520	Desert Lands				--	--	--	
2530	Indian Allotments	1	4	2	3	3	--	
2540	Color-of-Title		1		1	1	--	
2620	State Indemnity Selections	14			14	--	14	
2700	Sales	1			1	--	1	
2720	Conveyance of Mineral Estates	3	17	1	19	9	10	
2740	R&PP Patent	114	20	29	105	21	84	
2912	R&PP Lease				--	--	--	
2783	State Irrigation District				--	--	--	
2800	Rights-of-Way Oil and Gas	20	4	1	23	10	13	
2800	Rights-of-Way Other Energy	62	12	2	72	50	22	
2800	Rights-of-Way Non-Energy	202	270	239	233	92	141	
2910-2920	Leases, Permits, and Easements	24	6	8	22	--	22	
9232	Trespass				--	--	--	
TOTAL		492	385	330	547	200	347	
<b>OTHER TRANSACTIONS</b>								
2310	Withdrawals	6	31		37	27	10	
2355	Withdrawal Reviews	40	190	5	225	48	177	
2370	Restoration and Revocations	27	3	1	29	15	14	
TOTAL		73	224	6	291	90	201	
<b>ALASKA - ONLY *</b>								
2530	Native Allotments							
2562-63	T&M, Homesites and Headquarter Sites							
2564-2760	Townsites							
2567	Alaska Homestead							

(Continued on reverse) \* Fill in the following in addition to the above.

1274 - SERIALIZED CASE FILE SYSTEM

Lands Casework Report

SUBJECT-FUNCTION CLASSIFICATION	TYPE (a)	PERIOD				ACTION STATUS OF PENDING CASES (End of Period)	
		PENDING AT BEGINNING (b)	NEW CASES OPENED (c)	CLOSED (d)	PENDING AT END (e)	BLM (f)	OTHER (g)
ALASKA - ONLY* (CON.)							
2620	State Grants (quantity)						
2651-53	Selections						
TOTAL							
GRAND TOTAL		565	609	336	838	290	548
Comments:							
* Fill in the following in addition to the front.							
<small>U.S. Government Printing Office: 1977 O - 211-133-9</small>							

1274 - SERIALIZED CASE FILE SYSTEM

Lands Casework Age Report

Form 1274-16a  
(August 1983)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

LANDS CASEWORK AGE REPORT

Activity

950

Period Ending

September 30, 1982

State Office

Arizona

Instructions - State Office submits one (1) copy to Director (310) by April 30, and  
October 31, each year.

SUBJECT, SECTION, CLASSIFICATION	TYPE (a)	STATUS OF PENDING BLM CASES AT END OF PERIOD					TOTAL SHOULD EQUAL COLUMN (f) (Form 1274-16) (f)
		LESS THAN SIX MONTHS (b)	SIX MONTHS TO ONE YEAR (c)	ONE YEAR TO TWO YEARS (d)	OVER TWO YEARS (e)		
<b>DISPOSITIONS</b>							
2000	Other Land Cases			1	7		8
2210	State Exchange		1	1	4		6
2220	Private Exchange						--
2520	Desert Lands						--
2530	Indian Allotments	2	1				3
2540	Color-of-Title	1					1
2620	State Indemnity Selections						
2700	Sales						
2720	Conveyance of Mineral Estates	7	1	1			9
2740	R&PP Patent	1	1	4	15		21
2912	R&PP Lease						
2783	State Irrigation District						
2800	Rights-of-Way Oil and Gas	1	4	4	1		10
2800	Rights-of-Way Other Energy	10	25	10	5		50
2800	Rights-of-Way Non-Energy	32	15	20	25		92
2910-2920	Leases, Permits, and Easements						
9232	Trespass						
<b>TOTAL</b>		<b>54</b>	<b>48</b>	<b>41</b>	<b>57</b>		<b>200</b>
<b>OTHER TRANSACTIONS</b>							
2310	Withdrawals	10	3	2	12		27
2355	Withdrawal Review	25	20	3			48
2370	Restoration and Revocations	4	6	1	4		15
<b>TOTAL</b>		<b>39</b>	<b>29</b>	<b>6</b>	<b>16</b>		<b>90</b>
<b>ALASKA - ONLY *</b>							
2530	Native Allotments						
2562-63	T&M, Homesites and Headquarter Sites						
2564-2760	Townsites						
2567	Alaska Homestead						

(Continued on reverse)

\* Fill in the following in addition to the above.

1274 - SERIALIZED CASE FILE SYSTEM

Cumulative Quarterly Energy Minerals Casework Report

Form 1274-17  
(July 1983)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

State Office  
Arizona  
Period Ending December 31, 1981

CUMULATIVE QUARTERLY  
ENERGY MINERALS CASEWORK REPORT

Quarter/Fiscal Year  
First 1982

SUBJECT-FUNCTION CLASSIFICATION	TYPE *	PERIOD				ACTION STATUS OF PENDING CASES (End of Period)	
		PENDING AT BEGINNING **	NEW CASES OPENED	CLOSED	PENDING AT END **	BLM	OTHER
		(b)	(c)	(d)	(e)	(f)	(g)
OIL AND GAS LEASING							
3106	Assg. and Trans.	9	234	223	23	23	
3111 A	Noncompetitive (PD)	157	485	305	348	223	125
3111 B	Noncompetitive (ACQ)	1	1	1	1	--	1
3112 A	Simultaneous (PD)	11	16	23	4	3	1
3112 B	Simultaneous (ACQ)				--	--	--
3120 A	Competitive (PD)				--	--	--
3120 B	Competitive (ACQ)				--	--	--
TOTAL OIL AND GAS LEASING		188	737	549	376	249	127
OTHER MINERAL LEASING							
3400	Coal						
TOTAL OTHER MINERAL LEASING							
GEO THERMAL LEASING		22	9	2	29	12	17
3210	Noncompetitive	22	9	2	29	12	17
3211	Simultaneous				--	--	--
3220	Competitive				--	--	--
3241	Assg. and Trans.	2			2	2	--
TOTAL GEO THERMAL LEASING		24	9	2	31	14	17
OIL AND GAS		LEASES		ACREAGE	BIDS/FILINGS	COMPETITIVE LEASE BONUSES ACCEPTED	
3111 A	Noncompetitive (PD)	179		365,414.027	486		
3111 B	Noncompetitive (Acq. Lands)	1		560.000	1		
3112 A	Simultaneous Filings (PD)	20		28,136.34	17		
3112 B	Simultaneous Filings (Acq. Lands)				--		
3120 A	Competitive (PD)				--		
3120 B	Competitive (Acq. Lands)				--		
TOTAL		200		394,110.367	504		
COAL							
3420	Competitive						
3430 A	Noncompetitive (PD)						
3430 B	Noncompetitive (Acq. Lands)						
TOTAL							
GEO THERMAL							
3210	Noncompetitive				8		
3211	Simultaneous				--		
3220	Competitive				--		
TOTAL					8		

\* ALL CASES NOT LISTED IN TYPE COLUMN (c) ENTER IN ITEMS IDENTIFIED AS OTHER; COLUMN (b) DOES NOT AGREE WITH COLUMN (g) OF PREVIOUS REPORT, EXPLAIN.

NOTE: WHEN A REPORTING OFFICE HAS JURISDICTION OVER MORE THAN ONE STATE, REPORT SEPARATELY FOR EACH STATE.

INSTRUCTIONS - State Office submits two (2) copies to Director (620) and one (1) year-end summary only to Director (D-240) 30 days after end of quarter. Include all opened and closed serial cases.

GPO 340-139

1274 - SERIALIZED CASE FILE SYSTEM

Cumulative Quarterly  
Non-Energy Mineral Resources Casework Report

Form 1274-17a  
(August 1983)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

State Office

Arizona

Period Ending

December 31, 1981

Quarter/Fiscal Year

First/1982

CUMULATIVE QUARTERLY  
NON-ENERGY MINERAL RESOURCES CASEWORK REPORT

SUBJECT-FUNCTION CLASSIFICATION	TYPE*	PERIOD				ACTION STATUS OF PENDING CASES (End of Period)	
		PENDING AT BEGINNING ***	NEW CASES OPENED	CLOSED	PENDING AT END	BLM	OTHER
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
<b>MINERAL LEASING</b> (Leases, Permits, and Assignments)							
3500 B	Potassium	2			2	1	1
3500 C	Sodium	1	1	2	--	--	--
3500 D	Phosphate	1			1	--	1
3500 F	Sulphur				--	--	--
3500 G	Hardrock (Reorg. Plan #3)				--	--	--
3560	Other	5	1	2	4	4	--
<b>MINERAL MATERIAL SALES</b>							
3604	Community Pits Established						
3604 A	Community Pit Sales						
3611	Mineral Material Sales	19	8	10	17	10	7
3612	Mineral Material Sales						
3621	Free Use of Mineral Materials						
<b>MINERAL ENTRIES AND INVESTIGATIONS</b>							
3720-40	P.L. 359, 585**						
3802	Plans						
3809	Notices						
3809 A	Plans						
3860 A	Mineral Entries BLM and Others	6	1	2	5	2	3
3860 B	Mineral Entries USFS	5	1	1	5	2	3
3910	Mineral Classification**				--	--	--
3920 A	Land Disposal Conflicts**	5			5	2	3
3920 B	Multiple-use Conflicts (nondisposal)	7	1	1	7	7	--
3943	Reimbursable Invest.**	58	20	5	73	--	73
3960	Other Mineral Cases (n.e.s.)**	15	2	14	3	--	3

\* ALL CASES NOT LISTED IN TYPE COLUMN (a) ENTER IN THE ITEMS IDENTIFIED AS OTHER.  
\*\* EACH CLAIM COUNTS AS ONE CASE.  
\*\*\* IF COLUMN (b) DOES NOT AGREE WITH COLUMN (e) OF PREVIOUS REPORT, EXPLAIN.

(Continued on reverse)

1274 - SERIALIZED CASE FILE SYSTEM

Mineral Permits, Leases, and Licenses Daily Worksheet

WORK JOB CODE		Date 9/13		Date 9/14		Date 9/15		Date 9/16		Date 9/17		Date 9/18		TOTAL	
		NUMBER	ACRES	NUMBER	ACRES										
U. AND G. LEASING		Date 9/13		Date 9/14		Date 9/15		Date 9/16		Date 9/17		Date 9/18		TOTAL	
S.F.C.	TYPE OF LEASING	NUMBER	ACRES	NUMBER	ACRES										
3111A	Noncompetitive (FD)	3	200	2	400	1	200	--	--	4	800	10	1600		
3111H	Noncompetitive (ACO)														
3112A	Simultaneous (FD)	4	340									4	340		
3112B	Simultaneous (ACO)														
3120A	Competitive (PD)														
3120B	Competitive (ACO)														
3300	Confidential														
	TOTAL	7	540	2	400	1	200			4	800	14	1940		
GEO THERMAL LEASING		Date 9/13		Date 9/14		Date 9/15		Date 9/16		Date 9/17		Date 9/18		TOTAL	
S.F.C.	TYPE	NUMBER	ACRES	NUMBER	ACRES										
Y210	Noncompetitive														
3211	Simultaneous Fillings														
3220	Competitive														
	TOTAL														
WORK JOB CODE	TYPE	DATE	NO. A.	NO. A.	NO. A.	NO. A.	NO. A.								
A200	Geothermal	9/14	1	225	9/15	1	220	9/16	2	440	9/17	1	220	9/18	4
A300	Coal														
A500B	Potassium														
A500C	Sulfur														
A500D	Phosphate														
A500E	Oil Shale														
A500F	Sulphur														
A500G	Hardrock (R.P.43)														
A500	Other														
	TOTAL														

Form 1274-14 (January 1975)

1274 - SERIALIZED CASE FILE SYSTEM

State Office Daily Caseload Data Sheet

Form 1274-16b (March 1983)		UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT		STATE OFFICE DAILY CASELOAD DATA SHEET											
				Office Arizona				Period September 1982				Activity 12/11 and 12/12			
				S.F.C.	TYPE	9/11/82 NEW	9/11/82 CLOSED	9/16/82 NEW	9/16/82 CLOSED	9/15/82 NEW	9/15/82 CLOSED	9/16/82 NEW	9/16/82 CLOSED	9/17/82 NEW	9/17/82 CLOSED
2000	Other Land Cases	1	1	2	1	---	---	---	---	---	---	---	5	3	
2210	State Exchange	3	3	1	1	---	---	---	---	---	---	---	5	5	
2220	Private Exchange	---	---	---	---	---	---	---	---	---	---	---	---	---	
2320	Desert Lands	1	1	---	---	---	---	---	---	---	---	---	3	4	
2500	Indian Allotments	---	---	---	---	---	---	---	---	---	---	---	---	---	
2540	Color-of-Title	---	---	---	---	---	---	---	---	---	---	---	---	---	
2620	State Indemnity Selections	2	1	1	2	---	---	---	---	---	---	---	3	3	
2700	State	1	3	3	1	---	---	---	---	---	---	---	4	4	
2720	Conveyance of Mineral Estates	1	4	4	1	---	---	---	---	---	---	---	6	6	
2740	R&PP Patent	---	---	---	---	---	---	---	---	---	---	---	---	---	
2783	R&PP Lease	---	---	---	---	---	---	---	---	---	---	---	---	---	
2800	State Irrigation District	2	6	2	2	---	---	---	---	---	---	---	6	9	
2800	Rights-of-Way Oil and Gas	---	---	---	---	---	---	---	---	---	---	---	---	---	
2800	Rights-of-Way Other Energy	1	2	---	---	---	---	---	---	---	---	---	3	4	
2800	Rights-of-Way Non-Energy	3	5	5	1	---	---	---	---	---	---	---	8	7	
2910-2920	Leases, Permits, & Easements	---	---	---	---	---	---	---	---	---	---	---	---	---	
9232	Treasures	---	---	---	---	---	---	---	---	---	---	---	---	---	
TOTAL		15	26	18	12	2	3	2	3	2	1	3	43	45	
OTHER TRANSACTIONS															
2310	Withdrawals	2	2	1	1	1	2	---	---	---	---	---	4	5	
2355	Withdrawal Reviews	1	2	1	1	---	---	---	---	---	---	---	4	4	
2370	Restoration and Reversions	1	1	---	---	---	---	---	---	---	---	---	1	1	
TOTAL		4	5	2	2	1	2	2	1	2	1	---	9	10	
ALASKA - ONLY*															
2530	Native Allotments														
2502-63	TSM, Homestead and Headquarter Sites														
2564-2760	Townsites														
2507	Alaska Homestead														
2620	State Grants (Quantity)														
2651-53	Selections														
TOTAL		19	31	20	14	3	5	4	2	5	2	3	52	55	
GRAND TOTAL															

\* Fill in the following in addition to the above.

1274 - SERIALIZED CASE FILE SYSTEM

State Office Daily Minerals Caseload Data Sheet

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT		STATE OFFICE DAILY MINERALS CASELOAD DATA SHEET												TOTAL			
		Office Arizona		Period September 1982													
		Date 9/13		Date 9/14		Date 9/15		Date 9/16		Date 9/17		Date 9/18					
WORK JOB CODE	S.F.C.	TYPE	NEW	CLOSED	NEW	CLOSED	NEW	CLOSED	NEW	CLOSED	NEW	CLOSED	NEW	CLOSED	NEW	CLOSED	
DISPOSITIONS																	
OIL AND GAS LEASING																	
3100		Other Permits and Leases															
3106		ASSE. and Trans.	1	1													
3111 A		Noncompetitive (PD)	5	8	2	2	1	1	2	1	1	1	2	1	1	1	4
3111 B		Noncompetitive (ACO)															10
3112 A		Simultaneous (PD)	2	4	4	1											6
3112 B		Simultaneous (ACO)															5
3120 A		Competitive (PD)															
3120 B		Competitive (ACO)															
3300 A		Outer Continental Shelf															
OTHER MINERAL LEASING (Leases, Permits, & Assg.)																	
3400		Coal															
3500 B		Potassium															
3500 C		Sodium	1	3	3	2			1								4
3500 D		Phosphate															
3500 F		Sulphur															
3500 G		Hardrock (Reorg. Plan #3)															
3560		Other	2	1	1	2							3	1			6
MINERAL MATERIAL SALES																	
MINERAL MATERIAL INVESTIGATIONS																	
3604		Community Pits Established															
3604 A		Community Pit Sales															
3611		Mineral Mineral Sales															
3612		Mineral Mineral Sales															
3621		Free Use of Mineral Materials															
MINERAL ENTRIES AND INVESTIGATIONS																	
3720-40		P.L. 359, 585 *															
3802		Plans															
3809		Notices															
3809 A		Plans															
3860 A		Mineral Entries BLM and Others	2	1	1	2			1				1				4
3860 B		Mineral Entries USFS	1														1
3910		Mineral Classification *															
3920 A		Land Disposal Conflicts *	1	3													1

Form 1274-17b (March 1)

\*Final claim counts at any case - (Continued on reverse)

1274 - SERIALIZED CASE FILE SYSTEM

Serial Register Page

INSTRUCTIONS

Make all notations by machine, mechanical stamp, or duplicating processes. Minor changes may be posted in neat hand-printing in black ink.

Use only the abbreviations included in the Standard List of Abbreviations, BLM Manual Section 1275. If additional abbreviations are needed, submit recommendations to Director (870).

EXPLANATION OF ENTRIES

- ① Name change resulting from approval of record title assessment.
- ② Lease issued for less land than was applied for.
- ③ Date the action occurred, such as the date the permit was signed.
- ④ Effective date and date of posting the records, when such are needed.
- ⑤ Initials of person who prepared or posted the entry.

NOTE: The reverse side of this form is a continuation of the "Date of Action and the Action Taken" columns.

Form 1274-2  
(December 1976)

SERIAL REGISTER PAGE

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

Legal Reference Act of 2/25/20 (41 Stat, 437; 30 U.S.C. 181)	File Code 3111-A	Serial Number AZ 031791
Name and Mailing Address <del>John E. Doe, 761 N. Main St., Middletown, USA</del> ① James M. Doe, 8906 S. Central St., Westtown, USA		
Description of Land T. 13 N., R. 8 W., GSR Mer. Sec. 13: SW1/4, <del>S1/2SE1/4</del> ② Sec. 23: All  800 880 acres. ②		
③	DATE OF ACTION	ACTION TAKEN
	9/5/65	Lse offer filed. jk
	10/2/65	Lse issued effective 11-1-65. al ④
	2/8/66	Entire record title asgn appvd effective 2-1-66. pn
	11/1/66	Lse term for failure to pay annual rental. rt Case closed & records posted 11-7-66. rt ⑤
	4/29/65	Apln received for 5 year lse extension. ad
	5/21/65	6th year rental received. ad
	5/27/65	Apln appvd; lse extended 5 years effective 8/1/65. ad
	7/1/70	Apln received for 2-year extension, actual drilling operations. fh
	7/7/70	Apln appvd; lse extended 2 yrs. effective 8/1/70. de

Rel. 1-1339  
9/13/33

1274 - SERIALIZED CASE FILE SYSTEM

Sample Index Cards

For an individual:

Jones, John J.	R/W apln.	9/3/81	M 15897
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(paper weight stock)

5" 3"

For an organization:

Buford Civic Assn.	R&PP apln.	8/27/80	I 27431
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For a government agency or instrumentality:

Reclamation, Bureau of Interior, Dept. of	NM 1287
or	
Anchorage, City of Public Works, Dept. of	
or	
Wyoming, State of Game & Fish Comm.	

Future Action Suspense Card

Form 1274-7 (January 1965) (formerly 4-1274)	Serial Number NM 023456
UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT FUTURE ACTION SUSPENSE CARD	Case Type 2800
	Call-up Date 4/15/82
Remarks	
<hr/> <hr/> <hr/> <hr/>	
Send Case To Brenda Starr (530)	
★ GPO 780-071	

1274 - SERIALIZED CASE FILE SYSTEM

Examination of Case/Card Record Request

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT			
<b>EXAMINATION OF CASE/CARD RECORD REQUEST</b>			
Serial Number or Name	M-1274	Type of Case	Oil & Gas
I request to examine the case/card record bearing the above Serial Number or name. I agree not to remove or alter the contents of the file in any manner whatsoever and not to remove the file from the room designated for public examination of such records.			
Signature	<i>H. S. Thompson</i>	Date	12/10/81
Print name	Hunter S. Thompson		
Address (include zip code)	1272 S. 7th Ave. Billings, MT 11022		
Date	12/11/81	Time checked out	2:30 <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.
		Time checked in	3:45 <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.
* U.S. Government Printing Office:1974-781-739-374 Reg.8			Form 1274-11 (June 1974)



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Form Letter - No Service Fee



IN REPLY REFER TO:

## United States Department of the Interior

BUREAU OF LAND MANAGEMENT

(local office)

Certified Mail

Date of Location: February 5, 1981

Date Filed with BLM: March 3, 1981

Name of Claim(s): Oak #1

Ms. Jane Smith  
1367 Sally Road  
Big City, Montana 22222

Dear Ms. Smith:

Your notice/certificate of mining claim location identified above is returned since it was not filed with the prescribed service fee as required by the regulations in 43 CFR 3833.1-2(d).

The regulations provide that each claim or site filed shall be accompanied by a one time \$5.00 service fee which is not returnable. A notice of certificate of location shall not be accepted if it is not accompanied by the service fee and shall be returned to the owner. The returned instruments, accompanied by the correct service fee may be refiled within the time period prescribed by 43 CFR 3833.1-2(b).

The right of appeal to the Board of Land Appeals, Office of the Secretary of the Interior, within 30 days of receipt of this letter, is allowed in accordance with 43 CFR 4.411. To avoid summary dismissal of an appeal, strict adherence to the regulations is necessary.

Sincerely yours,

Chief, Branch of Records  
and Data Management

Enclosures

1274 - SERIALIZED CASE FILE SYSTEM

Return Stamp

INTERIOR, BLM, OREGON STATE OFFICE

Data relative to this recording has been entered into an automated information system. Images of all documents have been microfilmed for reference purposes. Suggest you safeguard these returned documents as proof of recordation with BLM.