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U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT



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TECHNICAL NOTE

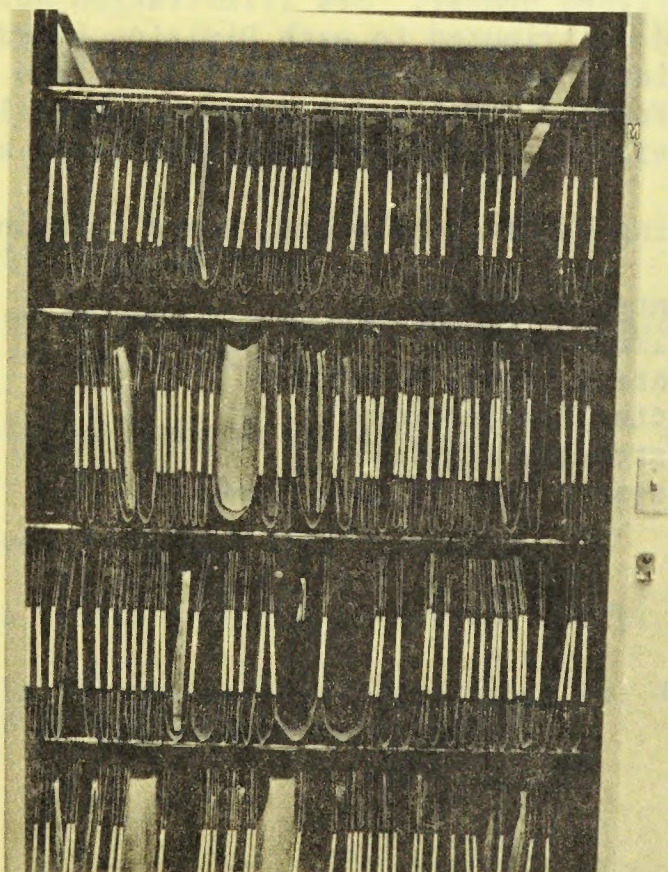
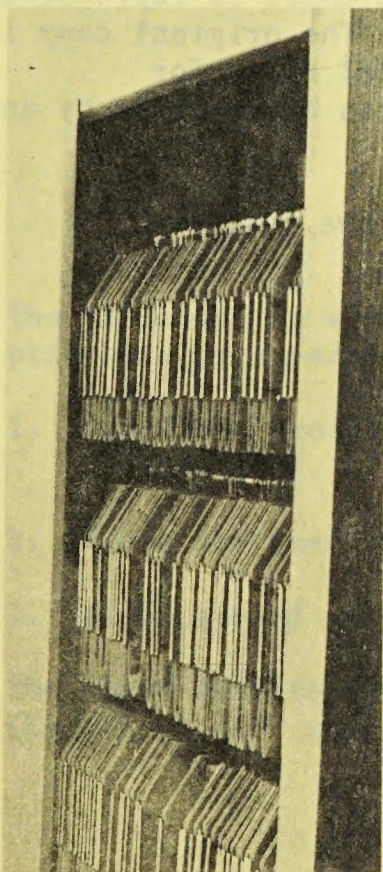
U.S. DEPARTMENT OF THE INTERIOR - BUREAU OF LAND MANAGEMENT

ADP PRINTOUT CONTROL

The receipt, distribution, storage, retrieval and disposal of ADP computer printouts is a very difficult and cumbersome procedure in most BLM offices. The problems most often encountered are: (1) forwarding to the proper staff office(s) only when needed, immediately or at some later date after receipt; (2) storage, temporary or indefinite, in the using office; (3) replacement when superseded by a more current printout, and storage in an inactive storage point or destruction if no longer needed; (4) if stored at a central point, inadequate physical facilities for orderly arrangement and identification; and (5) timely disposal.

A Nevada State Office employee, Fern Trimbell, has developed an efficient system which effectively overcomes all five of these problems. The system has been reviewed and cited by WO/PSC Records Management personnel, WO/DSC Financial Management personnel, and top Bureau Officials as a system worthy of serious consideration for use by all Bureau offices. Two years of testing in the Nevada SO has proven it to be an important management improvement.

The following photos, narrative, and illustrations describe the system:



1. Present practice: BLM offices are filing printouts loosely in drawers and on shelves with no central filing location or control.
2. Proposed change: the following suggestion is recommended as a control for the large number of printouts received by BLM offices each month. This method has been tested in a State Office for one year and proved to be an excellent control.
 - A. Establish a filing unit for printouts in Central Files (M-7). Hanging files are suggested for expansion purposes. (See photos).
 - B. Central Files controls all printouts upon receipt. Printouts are date stamped, assigned a number and filed immediately in 15 1/4" x 11 1/2" folders in the ADP unit. See Illustration No. 1. Labels are used on the center of each jacket, listing the name of the printout and the assigned number. Special distribution instructions are typed on 3 x 5 cards and taped to fronts of files when necessary. Printouts, such as the L&M Case Records Transactions, that must be retained by custodians other than the Records Manager, are permanently charged from the ADP unit.

Printouts are filed in five categories:

1. BLM Financial Management system.
 2. BLM Manpower Management system.
 3. BLM Management Program.
 4. BLM Miscellaneous.
 5. L&M Case Records Transactions.
- C. Central Files completes the ADP printout chart, listing the date it is received at the top of chart and date of issue next to the assigned number. See Illustration No. 2. The chart is reproduced and distributed to each Division immediately. The original copy is maintained for a short period of time in Central Files for reference. Printouts are now controlled and can be reviewed by any division. Standard charge-out cards are used.

The following benefits have been noted in using the above system:

1. Central location.
2. Uniform filing.
3. Control of all printouts.
4. Better utilization.
5. Systematic disposal.
6. Research time is minimized.

ADP REPORTS
CF (M-7)

MONTHLY COST SUMMARY REPORT

(STATE)

FY '73

#2

ILLUSTRATION NO. 1

The following is a description of supplies needed for maintaining printouts in expansion files as shown above:

1. Red fiber pressboard folder with cloth gusset (Length 15½" x Height 11½").
2. Prong fastener (8½" between prongs, 3 3/4" capacity).
3. Blank gummed paper labels, white with red border (5" x 2").

The above folders are filed in the Oblique hanging folders No. X3-S (Length 17 7/8" x Height 12½"). See attachment No. 1.

Faint header text at the top of the page, possibly containing a title or reference number.

First main paragraph of text, containing several lines of faint, illegible characters.

Second main paragraph of text, continuing the faint, illegible content.

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The following dated ADP Printouts were received on _____ and are in Central Files:

<u>DATE</u>	<u>NO.</u>	<u>NAME OF REPORT</u>
		<u>BLM FINANCIAL MANAGEMENT SYSTEM</u>
_____	1.	Monthly Cost Summary Report (Office)
_____	2.	Monthly Cost Summary Report (State)
_____	3.	Operating Budget by State Report
_____	4.	Program and Cost Report by Activity (Office)
_____	5.	Program and Cost Report by Activity (State)
_____	6.	Special Activities Report (Office)
_____	7.	Special Activities Report (State)
_____	8.	Special Interest Projects
_____	9.	Trust and Reimbursable Detail Cost
_____	10.	Unidentified Project Cost Report
		<u>BLM MANPOWER MANAGEMENT SYSTEM</u>
_____	25.	Appointment Limitations Report
_____	26.	Average Grade and Salary Report
_____	27.	Leave Hours Analysis by CSDS and Name
_____	28.	List of Actions Pending Against the T/O by Type Action, State, Office and Position Number
_____	29.	Manpower/Position Correlations (District Offices)
_____	30.	Manpower/Position Correlations (State Office)
_____	31.	Manpower Report
_____	32.	Occupational Groups Represented
_____	33.	Report of Accessions by Women & Minority Groups
_____	34.	Report of Promotions, Other, Employees by Women and Minority Groups
_____	35.	Reports of Training, Other, Employees by Women and Minority Groups
_____	36.	State and Office Actions, Listings
_____	37.	State Totals - Position Ceiling Data
_____	38.	Table of Organization
_____	39.	T/O Recap - State Totals
		<u>BLM PROGRAM MANAGEMENT</u>
_____	50.	Activity Summary By Office (Man Months) (Statewide)
_____	51.	Activity Summary Report (Office)
_____	52.	Activity Summary Report (State)
_____	53.	Job Detail Summary Report (Office)
_____	54.	Job Detail Summary Report (State)
_____	55.	Program Detail Report (Job Breakdown)(Office)
_____	56.	Program Detail Report (Job Breakdown)(State)
_____	57.	Program Summary Report (Job Breakdown)(Office)
_____	58.	Work Code Category Summary (State)
_____	59.	Work Code Summary by Office (Man Months) (Statewide)
_____	60.	Work Code Summary by Program (Man Months) (Office)
_____	61.	Work Code Summary by Program (Man Months) (State)
		<u>BLM MISCELLANEOUS</u>
_____	75.	BIFC Individual Fire Report
_____	76.	BLM Capitalized Equipment by Class
_____	77.	BLM Owned Motor Vehicle & Heavy Equipment Utilization and Cost Report
_____	78.	Detail Forest & Range Suppression Report
_____	79.	Forest & Range Fire Summary
_____	80.	GSA Vehicle Utilization & Cost Report
_____	81.	Individual Forest & Range Fire Suppression Report
_____	82.	Job Documentation Check List
_____	83.	Monthly Property Reports
_____	84.	Report of Free Use Permits
_____	85.	Report of Irregular Sales
_____	86.	Report of Negotiated Sales
_____	87.	Results of Inquiry from JDR Master File
_____	88.	Timber Sales
_____	89.	Watershed Conservation & Development (Nevada)
_____	90.	Watershed Conservation & Development (Other States)

LAM CASE RECORDS TRANSACTIONS

_____	101.	Accounts Receivable Report by Office
_____	102.	Analysis of Suspense & Unearned Accounts
_____	103.	Cumulative Listing in Serial Number Sequence of Transactions (Lands)
_____	104.	Cumulative Listing in Serial Number Sequence of Transactions (Minerals)
_____	105.	List of Leases Unpaid, Expiring or Terminating for the Month (Lands & Minerals)
_____	106.	Listing in Serial Number Sequence of Complete File (Lands)
_____	107.	Listing in Serial Number Sequence of Complete File (Minerals)
_____	108.	Listing in Serial Number Sequence of Transactions (Lands)
_____	109.	Listing in Serial Number Sequence of Transactions (Minerals)
_____	110.	Listing of Serial Registry Numbers as Accounts Receivable for the Month (Lands)
_____	111.	Listing of Serial Registry Numbers as Accounts Receivable for the Month (Minerals)
_____	112.	Listing of Serial Registry Numbers of Lands Accounts to be Billed for the Month
_____	113.	Listing of Serial Registry Numbers of Mineral Accounts Due to Expire