

# Reclamation Manual

## Directives and Standards

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**Subject:** Real Property Management Records

**Purpose:** Provides directives and standards for establishment and maintenance of records of the real property under Reclamation's jurisdiction.

**Authority:** The Federal Property and Administrative Services Act of 1949; 41 CFR 101-3 Annual Real Property Inventories and Federal Management Regulations; and Interior Property Management Regulations (IPMR #93).

**Contact:** Chief Realty Officer; Lands, Recreation, and Cultural Resources Office; D-5300

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1. **Responsibilities.** Reclamation must maintain records of the real property under its jurisdiction. These records include real property and real property interests that are acquired or withdrawn, easements, mineral rights, water rights, buildings, and structures. Reclamation must maintain a Reclamation-wide records management system to provide a source for uniform up-to-date information on the status and use of real property, and to meet Reclamation and other agency reporting requirements.
2. **Delegations.**
  - A. Each region will be responsible for maintaining records for the real property under its jurisdiction.
  - B. Each Region will designate an individual(s) referred to as Foundation Information for Real Property Management (FIRM) Administrator for each of the FIRM systems components; Lands, Buildings, and Structures. These individual(s) will serve as the official point of contact for all real property record information. The Commissioner's Office will designate an individual to serve as the FIRM System Administrator.
  - C. The responsibility for maintaining real property records may be delegated to area and field offices; however, each regional office shall take appropriate measures to ensure a depository of records of the region's real property is adequately maintained.
  - D. Originals of real property records may be maintained by the originating office, with copies forwarded to the regional office, as appropriate. Each Region may delegate this responsibility to Area Offices where they deem appropriate. Hardcopy or manual systems may be maintained, provided Reclamation standards for records maintenance are followed.

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3. **Mandatory Records Management - Real Property Data Entry - FIRM.**
  - A. **Initial Data Entry and Adjustments to FIRM.** All of the initial data entry to FIRM and subsequent adjustments or corrections must be recorded at least on a quarterly basis (i.e., within 3 months of the transaction or modification). Supporting documents (contracts, deeds, transfer documents, etc) for all entries must be retained in the files as part of the permanent records.
  - B. **Annual Reconciliation.** The acquisition or disposal information entered into FIRM must be reconciled with the Federal Financial System (FFS) at a minimum on an annual basis. This annual reconciliation should be documented and preserved for future audit purposes on each project where changes to FIRM or FFS data were made to reflect the acquisition, disposal, or transfer of real property. Each project file should have a copy of the current Lands and Finance: Reconciliation Statement (appendix A) which accurately records the acquired lands acreage and *total hard costs*.
  - C. **Coordination.** The lands, property, and finance staff must maintain close coordination of their respective activities to ensure changes in one system are entered into the other system. As the individual projects are reconciled between FIRM and FFS, extreme care should be taken to ensure thorough coordination between the realty, finance, and property organizations. The finance organization must be notified of all modifications to the records.
4. **Records System.** Reclamation's records system consist of two interrelated components: textual data and graphic data information.
  - A. **Textual Data.**
    - (1) The textual data component consists of specific information pertaining to each tract of land, building, or structure under Reclamation's jurisdiction, such as acquisition method, estate acquired, cost, and other pertinent information required to meet Reclamation's real property management and reporting responsibilities. To ensure consistency and to facilitate the preparation of requisite reports, the textual data must be recorded in a specific format, using the textual data standards outlined in paragraph 5A below.
    - (2) Textual resource data is recorded in FIRM, Reclamation's computerized real property records system. Data input specifications for FIRM are discussed in detail in the FIRM User Manual.

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### B. Graphic Information.

- (1) This component of the real property record system consists of maps, tract maps, plat books, and/or other systems, which provide a graphic representation of Reclamation's real property in relation to recognized geographic points, such as section, township, range, and meridian, or other land survey data. To ensure consistency, the graphic information standards outlined in paragraph 5B below must be followed.
- (2) Graphic data will be recorded on Reclamation's Master Record Forms: form 7-1510, *Acquired and Withdrawn Lands* (appendix B) and form 7-1511, *Land Use and Management* (appendix C). These forms consist of township diagrams which are suitable for recording Reclamation withdrawn and acquired real property interests and land uses authorized on Reclamation lands and real property interests.
- (3) Forms 7-1510A (appendix D), 7-1510C (appendix E), and 7-1511A (appendix F) are used where the standard township diagram is not adequate. Forms 7-1510B (appendix G) and 7-1510D (appendix H) are continuation textual data sheets for recorded data on acquired land or land which has been sold.
- (4) To ensure uniform records are maintained, graphic data is to be recorded on the Master Record Forms, using the standards in paragraph 5 of these directives and standards, unless an alternative graphic record system has been implemented as provided in paragraph 7 below.

### 5. Textual and Graphic Data Standards.

A. **Textual Data Standards.** The textual data must relate to the graphic information component of the real property records. This is accomplished through the establishment of a key field, which contains a common identifier for the textual data and graphic information. In the real property records, the key field is the "project and property identification number" which defines a unique project-page-index-suffix number assigned to individual tracts of land, buildings, or structures. To obtain the data needed to complete the following requisite reports, the textual records must also include the minimum data fields listed below:

- (1) **GSA 1209, Report of Installations, and GSA 1166, Real Property Inventory.**
  - (a) **Land.** Project number; category of land; acquisition method; date acquired; acres; cost; estimated cost indicator; urban/rural; GSA

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usage code; GSA reportable (coded "R"); year declared excess; State, county, city, congressional district; estimated current value; highest and best use; GSA utilization survey date; Reclamation utilization survey date; and historical survey indicator.

- (b) **Buildings.** Building number (project, index, suffix), date acquired, usage code, acquisition cost, estimated cost indicator, year declared excess, gross square feet, and historical indicator code.
  - (c) **Structures.** Structure number (project, index, suffix), date acquired, usage code, acquisition cost, estimated cost indicator, excess code indicator, and historical survey indicator code.
  - (d) **Leased Property.** Lease number (project, index, suffix), State, county, city, effective date, expiration date, renewal option in years, and annual rental rate.
- (2) **Payment in Lieu of Taxes (PILT) Report.** In addition to the fields noted above for the GSA reports, a PILT code (coded "R" for each tract of entitlement land to be reported by Reclamation) is required.
  - (3) **Use Authorization Records.** Use authorization (formerly "outgrant") records shall be maintained for rights-of-use issued by Reclamation and Reclamation's managing partners. Use authorizations shall include data on the issuing office, type of document issued, real property interest or right granted, date issued, duration of right-of-use agreement, consideration (money or value) received for the rights granted, contract number, and identification of the person or entity receiving the right-of-use.

**B. Graphic Data Standards.** The following standards apply to the graphic information component of Reclamation's real property records system with regard to lands or interests in lands (including water/mineral rights) acquired or withdrawn for Reclamation purposes.

- (1) The graphic information component of the real property records system must include a key field that relates the textual data component to the graphic information component. In the records system, the key field for graphic data and textual data is the "project and property identification number," which defines a unique project-page-index-suffix number for individual tracts of land. Field coding specifications and other pertinent directions are found in the FIRM User Manual.

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- (2) The graphic information must be to scale and capable of being geographically related to other graphic systems. For example, plat maps can be related to the public land survey grid (sections, townships, and ranges).
- (3) The graphic records must identify Reclamation's real property interests. The following is a partial listing of possible real property interests under Reclamation's jurisdiction:
  - Fee - All rights, including minerals.
  - Fee - Surface rights only.
  - Fee - Limited surface rights.
  - Fee - Life estate or leaseback.
  - Easement - Perpetual.
  - Easement - Temporary.
  - Minerals - Various types.
  - Other estates - Leaseholds.
  - Other estates - Permits and/or licenses.
  - Other estates - Various types.
  - Withdrawal - Surface jurisdiction with all minerals.
  - Withdrawal - Surface jurisdiction only.
  - Withdrawal - All minerals.
  - Withdrawal - Other types of withdrawals.
- (4) Reclamation real property interests under the jurisdiction of others must be displayed and the managing entity should be identified (such as the Bureau of Land Management, Forest Service, various State agencies, etc.). It is generally advisable, but not absolutely required, that adjoining land under the administration of others also be identified.
- (5) The township diagram is to be prepared as follows:
  - (a) Outline in blue, all withdrawn land. (Reclamation has abandoned the use of first form and second form withdrawals; therefore, green is no longer used to differentiate second form withdrawals. However, existing records need not be changed.)
  - (b) Outline in red, all restored land.
  - (c) Outline in yellow, all land acquired in fee.
  - (d) Outline in brown, all easement acquisitions.
  - (e) Outline in purple, all land which has been sold.

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- (f) Insert, within the outlines for the withdrawn lands, the withdrawal or restoration number.
- (6) The township diagram overlay sheet is to be prepared as follows:
  - (a) Place the transparent township sheet over the township diagram. Be careful to match the section lines.
  - (b) Outline in red all lands leased out by Reclamation. Within each outline, insert the symbol which describes the type of lease (see below).

Leasing symbols: A - Agricultural  
G - Grazing  
R - Recreation  
M - Miscellaneous
  - (c) Outline in blue, all land now being used for Reclamation purposes. Examples: Land inundated by reservoir, land occupied by power plant, dam, transmission line, canal, etc.
  - (d) Outline in purple, lands administered by the Bureau of Land Management (BLM).
  - (e) Outline in green, lands administered by the Forest Service, Department of Agriculture.
  - (f) Outline in orange, lands administered by the Fish and Wildlife Service.
  - (g) Outline in yellow, lands administered by the Bureau of Indian Affairs.
  - (h) Outline in brown, lands administered by the National Park Service.
  - (i) Outline in gray, lands administered by agencies other than those shown above.
  - (j) Outline in maroon, all easements granted to others by Reclamation. Also show the location of crossing agreements that grant others the right to cross Reclamation's acquired easements.
- (7) In order to have uniformity of colors for Reclamation's real property records maintained by each region, and to avoid certain shades of colors which approximate and may be confused with other designated colors, it is requested

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that Blue Band Venus Unique Thin Lead Colored Pencils, or pencils of another brand which match the following, be used:

Blue - Blue 1206  
Brown - Brown 1212  
Gray - Gray 1232  
Green - Green 1208  
Maroon - Maroon 1219  
Orange - Orange 1214  
Purple - Purple 1210  
Red - Dark Red 1227  
Yellow - Chrome Yellow 1229

### C. Additional Information.

- (1) Graphic information may include a variety of additional information such as planimetric map data (location of roads, streets, buildings, structures, and other real property improvements), topographic or elevation data, vegetation, archeological sites, environmental and/or contaminant locations, etc.
- (2) It is generally advisable, but not absolutely required, that land below various reservoir pool elevations, at various flood levels, and/or subject to wetlands criteria also be identified. In other words, it could be helpful to outline or shade the reservoir pool elevations (high, low, conservation, etc.) on the land ownership map to delineate those areas.

6. **Alternative Real Property Records Systems.** Since data requirements for records systems often change, and technological advances afford an excellent opportunity to improve recordkeeping processes, alternative records systems can be utilized, provided:

- A. The minimum data and reporting requirements for the existing systems (FIRM and the Master Record forms) are retained.
- B. Reclamation's textual data and graphic system standards in paragraph 7 below are applied.
- C. The standards for legal and regulatory reporting requirements are met.
- D. The feasibility of application has been demonstrated.
- E. Each regional office shall ensure continuity of records data and/or retention of existing real property records system until the alternative system has been successfully implemented. Under no circumstances should historical tract maps

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and/or Master Record forms be destroyed; however, these records may be archived for historical reference purposes after alternative graphic systems have been successfully implemented.

To ensure the integrity of Reclamation's real property record system is maintained and the above requirements are met, the implementation of alternative real property records systems should be coordinated with the FIRM System Administrator.

7. **Graphic Information Standards for Alternative Systems.** The following are suggested standards for alternative graphic information records systems. It should be recognized that these standards are subject to change since definitive standards cannot be set in advance of technological and alternative system development.
  - A. Graphic systems shall be in conformance with Federal Geographic Data Committee (FGDC) and Interior Geographic Data Committee (IGDC) standards.
  - B. Use of coordinate geometry (COGO) for parcel mapping should be encouraged. (COGO transects entered from legal survey descriptions are generally considered the most accurate, and when the COGO instructions are saved and maintained, corrections and updates can easily be made.)
  - C. The alternative systems must create all polygons at actual size, geo-referenced to the appropriate State Plane Coordinate system. This requirement enables the system to overlay data layers in a geo-spatial system and in relation to other graphic data sources, such as U.S. Geological Survey 7-1/2 minute quadrangle maps, BLM maps, and other graphic data sources.
  - D. Scanned documents and photography, including digital orthophotography (scanned aerial photographs) should be cataloged in conformance with FGDC metadata standards.
  - E. To maintain uniformity of resource records, the alternative graphic information system must utilize (or should be capable of using) the color scheme defined for the current graphic information system [see paragraph 5B(7) above].