

## Land Record Guidelines

1. **Introduction.** These discretionary guidelines have been developed to assist with keeping records of Bureau of Reclamation project lands. The guidelines take into consideration the diversity of methods, purposes, and systems for keeping records of project lands. Use of the guidelines will help ensure land records are administered consistently throughout Reclamation.
2. **Purpose of Land Record Guidelines.** Reclamation is required to manage its project land as well as report its land holdings in accordance with the Reclamation Manual (RM) Directive and Standards (D&S), *Land Records* (LND 09-01), and *Payments in Lieu of Taxes (PILT)* (LND 09-02). Reclamation is also required by Executive Order 13327, *Federal Real Property Asset Management*, to report all owned or leased property to the Federal Real Property Profile (FRPP). These guidelines also document, for historic reference, some of the practices used for records maintained in Reclamation's plat books.
3. **Definitions.** For the purposes of these guidelines, the definitions found in LND 09-01 and LND 09-02 apply. In addition, the following definitions are provided:
  - A. **Historic Guidance.** Historic guidance refers to information that was provided in a previous version of LND 09-01. It is only provided in this document as a reference for interpreting documents or records created in the past.
  - B. **Property Identification (ID) Number.** A 10-digit number assigned by the responsible office to a parcel for use in entering acquisition or disposal data into Foundation Information for Real Property Management (FIRM).
  - C. **Public Land.** Public land, as defined in the Federal Land Policy Management Act of 1976, includes only Federal land administered by the Bureau of Land Management (BLM) (with the exception of land located on the Outer Continental Shelf and land held for the benefit of Indians, Aleuts, and Eskimos). Once public land is withdrawn for Reclamation project purposes, it is referred to as Reclamation withdrawn land.
  - D. **Source Document.** Source document refers to documents such as land purchase contract and/or deed, contract and grant of easement, declaration of taking and/or judgment, Canal Act of 1890 right-of-way notice and/or contract compensating for a Canal Act of 1890 taking, or a property voucher (Reclamation form 7-763).
  - E. **Verification.** Verification is the act of ascertaining information is complete and accurate.

4. **Land Record-Keeping Steps.** Whether acquiring or disposing land, the following steps should be followed to ensure proper recording of the action:
  - A. **Notify Property Management Office.** Notify the property management office if buildings and/or structures are involved, when appropriate.
  - B. **Post the Information.** Post the new acquisition or disposal information in the plat book or region's alternate record system. If one contract has multiple townships and/or ranges within the land description, the acres should be entered on the appropriate plat book page.
  - C. **Enter in FIRM.** Enter details of the new acquisition or disposal into FIRM.
    - (1) Enter separate records in FIRM if the new acquisition overlaps county boundaries so that PILT entitlement acres can be accurately reported. Further PILT coding information is provided LND 09-02.
    - (2) If a new acquisition was entered in a plat book as multiple entries, it is advisable to enter a separate record in FIRM for each plat book page.
  - D. **Report to Finance.** Provide notification to the regional finance office with a copy of either the transferring document or property voucher and the date of the new FIRM acquisition or disposal record.
5. **Land Record Components.** Reclamation's land records consist of two interrelated components – text data and graphic data.
  - A. **Text Data.** Elements of text data must be entered into FIRM per LND 09-01 although other unofficial electronic systems may be maintained locally. FIRM data field coding specifications and other pertinent directions are found in the *FIRM 8 User Manual* on the FIRM intranet website at <http://intra.do.usbr.gov/firm/usermanual.html>.
    - (1) The key field within each FIRM project used by the realty staff as the common identifier is the property ID number. Each region assigns a property ID number to each parcel of newly acquired Reclamation land and to parcels of partially disposed Reclamation land.<sup>1</sup>
    - (2) Property ID numbers may contain letters and numbers and can be up to 10 characters. The FIRM database does not allow a duplicate number within a project.

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<sup>1</sup> Historically, a 10-digit property ID number was assigned to individual tracts of land based on the project plat book page (first 4 digits), the index number on the plat page (second 4 digits), and a suffix (last 2 digits). However, in some projects, the first 4 digits of the assigned property ID number are based on the township and range rather than a plat book page number.

- B. Graphic Data – Plat Book.** A paper plat book which may also include the historic index has traditionally been the format for maintaining the graphic component of land records. If maintaining graphic data in the form of a plat book, the guidance that has historically been used should be followed. Currently, it is up to each region to determine whether their plat books are maintained on paper, electronically, or both. The following information within the shaded text area from the 2002 version of LND 09-01 describes the forms and historic guidance used for a paper plat book:

- (1) Graphic data should be recorded on Reclamation’s Master Record Forms: form 7-1510, Acquired and Withdrawn Lands (Appendix A) and form 7-1511, Land Use and Management (Appendix B). These forms consist of township diagrams which are suitable for recording Reclamation withdrawn and acquired land or interests in land and land uses authorized on Reclamation land.
- (2) Forms 7-1510A (Appendix C), 7-1510C (Appendix D), and 7-1511A (Appendix E) are used where the standard township diagram is not adequate. Forms 7-1510B (Appendix F) and 7-1510D (Appendix G) are continuation textual (text) data sheets for recorded data on acquired land or land which has been sold.
- (3) The graphic records should identify Reclamation’s interest in the land. The following is a partial listing of possible interests in land under Reclamation’s jurisdiction:
  - (a) Fee - All rights, including minerals.
  - (b) Fee - Surface rights only.
  - (c) Fee - Limited surface rights.
  - (d) Fee - Life estate or leaseback.
  - (e) Easement - Perpetual.
  - (f) Easement - Temporary.
  - (g) Minerals - Various types.
  - (h) Other interests – Leases, licenses, or permits.
  - (i) Withdrawal - Surface jurisdiction with all minerals.
  - (j) Withdrawal - Surface jurisdiction only.

- (k) Withdrawal - All minerals.
  - (l) Withdrawal - Other types of withdrawals.
- (4) Reclamation land under the jurisdiction of others should be displayed and the managing entity should be identified (such as the Bureau of Land Management, Forest Service, various State agencies, etc.). Adjoining land under the administration of others may also be identified when such information is available.
- (5) 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.
- (6) Identifying land below various reservoir pool elevations, at various flood levels, and/or subject to wetlands criteria could be helpful. Outline or shade the reservoir pool elevations (high, low, conservation, etc.) on the land ownership map to delineate those areas.
- (7) A township diagram should be prepared in a manner that allows Reclamation land to be easily identified within the type of system being used. In order to decipher the color scheme used in documents such as plat books, the historic guidance for preparation of a township diagram is described 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.
  - (f) Insert, within the outlines for the withdrawn lands, the withdrawal or restoration number.
- (8) The historic guidance for preparation of township diagram overlay sheet is 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	R – Recreation
G – Grazing	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.

----- Information from the 2002 version of LND 09-01 provided for reference only. -----

6. **Standards for Geographic Information Systems (GIS).** 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. Reclamation currently has no bureau-wide standards for GIS protocols. Each office should contact their regional GIS manager for direction. The following information within the shaded text area is the historic guidance for design of an alternative graphic information system that was in the 2002 version of LND 09-01 and is provided for reference only:

**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.

*----- Information from the 2002 version of LND 09-01 provided for reference only. -----*

- 7. **FIRM Data Entry.** The FIRM system is maintained on an isolated network located in Denver by the Land Resources Division of Policy and Administration (Policy). Regions have the option of sending someone to Denver to enter data or submitting a data entry request through the regional FIRM coordinator to the FIRM administrator.
  - A. **Data Entry Request Format.** Data entry requests may be submitted in various formats:

- (1) A FIRM data entry request form<sup>2</sup> from the FIRM intranet website at <http://intra.do.usbr.gov/firm/entry.html>.
  - (2) A hand-marked change on a FIRM report.
  - (3) An e-mail message detailing the project number, the property ID, and the data element that should be changed, the value currently in the field, and the value to substitute.
- B. Disposition of Data Entry Request Form.** Data entry forms are not retained by the Land Resources Division of Policy. The FIRM administrator initials and dates the data entry request form and returns it to the regional FIRM coordinator. Each region should maintain the forms as long as needed, considering what backup documentation will be necessary if asked to explain the changes in the land inventory. Data entry request forms should be maintained at least until FIRM reports have been checked to verify that the data was entered as intended, and annual recertification with finance has taken place.
- C. Data Entry Verification.** Data verification is not done by the Land Resources Division of Policy. The FIRM administrator sends a FIRM report to the regional FIRM coordinator which can be used for verification after any requested data change is completed. For audit purposes, it may be useful to keep a log or backup copies of what was sent to the Land Resources Division of Policy and the date of FIRM data entry.<sup>3</sup> An example of a log is included as Appendix H.
- D. Year-End Cutoff.** Reclamation sets a data entry cut-off date for the fiscal year approximately 30 calendar days prior to September 30 in order to meet the FRPP requirement of submitting disposal records to the FRPP prior to September 30. Land acquisition and disposal actions that are finalized after the FIRM year-end cutoff, cannot be included in the FIRM reports for the current fiscal year. If you anticipate that a land acquisition or disposal action will be finalized after the FIRM year-end cutoff, you should notify your regional finance officer and regional realty officer (RRO) well in advance of execution of the documents so that decisions can be made regarding how and when these actions will be reported.
- 8. Practices for Required Reports.** Reclamation uses the land data from FIRM to fulfill the requirements of annual reports for the land portion of the FRPP, the PILT report, and the RSI report.

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<sup>2</sup> When there are multiple properties being transferred (disposed) in full to the same entity with the same details, as in the case of a title transfer, it is not necessary to fill out a separate form for each full disposal. Request a report, highlight the properties that you want to have disposed entirely, and then fill out a single disposal form for the group of properties. Partial disposals will need individual data entry request forms.

<sup>3</sup> FIRM does not have an audit trail which means it has no way of reporting what property records were added, changed, or disposed during a specified time period. It can only report the acquisition or disposal date which may or may not fall within a specified time period.

- A. **FRPP Report.** The FRPP report is prepared following the Federal Real Property Council's (FRPC) guidance in their data dictionary at <http://www.gsa.gov/portal/category/21274>. Some of Reclamation's FRPP land reporting practices are as follows:
- (1) The FRPP report query evaluates the FIRM land records for FRPP report status by looking at "land category" and "report on FRPP<sup>4</sup>" fields. Only the FIRM land categories of "acquired" (codes "A" and "AJ") and "withdrawn<sup>5</sup>" (code "W") with a "report on FRPP" code of "Y" for "yes" are reportable to the FRPP. Land categorized as "easement" is never reported because Reclamation does not own the underlying land.
  - (2) As required by the Department of the Interior, existing land data in the FRPP is not overwritten, but is instead modified each year to account for any changes since the prior year. The FIRM administrator runs the FRPP report and FIRM disposal reports prior to the end of the fiscal year then analyzes the reports for changes.
    - (a) The land records that were added to FIRM since the last FRPP reporting period are reported as new acquisitions.
    - (b) The land records that are missing from FIRM since the last FRPP reporting period are reported as either deletions or complete disposals.
    - (c) Land records that have had an FRPP data element change from prior year to current year are modified.
    - (d) Partially disposed land is entered in two parts – a new record for the disposed portion of land and a modifying record to reduce acreage in the record already existing in the FRPP.
  - (3) The FIRM administrator uploads files to modify Reclamation land records on the FRPP website.
  - (4) A transmittal memorandum that includes a written analysis of land, building, and structure data is prepared by the Maintenance Services Division for signature by the Director, Policy.

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<sup>4</sup> This field was previously referred to as the "Report on 1166" field and is still stored in the FIRM database table under that name.

<sup>5</sup> Acres that have been determined to be withdrawal overlap acres (land category code "W2") will not be double counted for FRPP even though the "Report on FRPP" field is coded "Y" because the query used for the FRPP report will exclude "W2" acres.

- B. **PILT Report.** The PILT report is a summary report by state and county of the number of acres of entitlement land that Reclamation holds. The RRO or their designee evaluate land for PILT eligibility and record the “PILT reported by”<sup>6</sup> code in FIRM according to direction found in LND 09-02. Some of Reclamation’s PILT reporting practices are as follows:
- (1) **PILT Report Criteria.** The PILT report query evaluates the FIRM land records for PILT entitlement status by looking at “land category” and “PILT reported by” fields. Only the acres in FIRM land categories of “acquired” (codes “A” and “AJ”) and “withdrawn” (code “W”) with a “PILT reported by” code of “R” are counted for PILT entitlement status. Land categorized as “easement” is never evaluated because Reclamation does not own the underlying land.
  - (2) **Report Verification Process.**
    - (a) Policy provides a preliminary PILT report to the regions prior to the end of each fiscal year. The preliminary PILT report reflects: (i) the total PILT entitlement acres by region, state, and county, and (ii) a comparison showing PILT entitlement acres being reported for each county in the current reporting year and the prior year.
    - (b) Regional offices review the preliminary PILT report and provide a brief explanation where there is a significant decrease or increase. Each regional office should notify Policy of any changes to PILT entitlement codes that should be made in FIRM or arrange to come to Denver to make the changes themselves.
  - (3) **Agency PILT Report.** Policy runs Reclamation’s final PILT at the end of the fiscal year after region-requested corrections are made. Agency PILT reports are typically due to the Department in November. When forwarding the Reclamation PILT report to the Department, Policy includes a description, where appropriate, of significant variations (primarily decreases) of PILT entitlement acres between the prior year and the reporting year. Each RRO receives a copy of the annual PILT report.
- C. **RSI Report.** The RSI report is listing of the number of projects that include any amount of withdrawn land. Quarterly updates from FIRM are provided to the Denver finance office to be used as a part of the financial statement. The *FIRM Inventory by Region, Project* report is used as the basis for the RSI report.

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<sup>6</sup> This field was previously referred to as the “legislative jurisdiction” field and is still stored in the FIRM database table under that name.

## List of Appendixes Referenced in Guidelines

- Appendix A** *Master Record form 7-1510 – Acquired and Withdrawn Lands* - used for plat book.
- Appendix B** *Master Record form 7-1511- Land Use and Management* – used for plat book.
- Appendix C** *Master Record form 7-1510A* – used for plat book where the standard township diagram is not adequate.
- Appendix D** *Master Record form 7-1510C*– used for plat book where the standard township diagram is not adequate.
- Appendix E** *Master Record form 7-1511A* – used for plat book where the standard township diagram is not adequate.
- Appendix F** *Master Record form 7-1510B* – used for plat book for continuation data sheets for recorded data on acquired land or land which has been sold – includes an example of how to fill out form.
- Appendix G** *Master Record form 7-1510D* – continuation data sheets for recorded data on acquired land or land which has been sold used for plat book.
- Appendix H** *FIRM Data Log* – Example of a tracking form for FIRM data entry.

## Additional Appendixes

- Appendix I** *Exchange – Relocation of Facilities Worksheet* - How to Determine Cost and What to Enter Into FIRM
- Appendix J** - *Informal memorandum to Finance* – Example of a memorandum used to report a land disposal.
- Appendix K** *Recertification Memorandum and Lands and Finance Recertification Summary Statement* – Example of memorandum and form to use for annual recertification.
- Appendix L** *Monthly Additions and Deletions Report* – Example of log used for tracking land activity.













7-1510B (2-81)  
Bureau of Reclamation

**ACQUIRED OR SOLD LAND**

INDEX NO.	F, E, S*	CONTRACT NO.	VENDOR OR VENDEE	DATE OF CONVEYANCE	COST	ACREAGE	PURPOSE FOR LAND & PFT CODE (IDENTIFIED PROPERTY NO.)	PILT CODE
1	F	3-07-10-L0073	SMITH, William	3/7/43	\$ 125	15.43	Roberts P.P. 03173	R
2	F	3-07-10-L1466	TRIAD Const Co	1/3/73	\$1,500	0.30	A-Line Canal 05105	R
3	E	1-07-10-L2033	Pacific Power	4/3/90	\$ 150	0.01	Turnout 05162	N
4	F	2-07-10-L2154	LEMONS, Darrell	9/9/02	\$5,575	0.41	Canyon Fish Screen 15185	R
		<b>VERIFIED</b>	<b>IN FY 2002</b>		<b>RECON</b>	<b>CILED IN</b>	<b>FY 2003</b>	
5	E	4-07-10-L2222	KENNEDY, Hilary	3/4/04	\$ 750	0.22	A-Line Canal 05105	N
		<b>RECERTIFIED</b>	<b>IN FY 2004</b>					
6	S	3-05-10-9876	Pemberton Cattle, Inc.	6-07-05	\$ 865	.45	Pleasant View Laterals 06438	N
7	E	3-05-98-0987	HODSON, Emma et al	9-29-05	\$2,345	1.5	Pleasant View Laterals 06438	N
		<b>RECERTIFIED</b>	<b>IN FY 2005</b>					
<b>EXAMPLE</b>								

\*F=Fee, E=Easement, S-Sold





**EXCHANGE - RELOCATION OF FACILITIES****How to Determine Cost and What to Enter Into FIRM**

- (1) \_\_\_\_\_ Acquisition cost of original purchase
- (2) \_\_\_\_\_ Number of acres of original purchase
- (3) \_\_\_\_\_ (item 1) divided by (item 2) = cost/acre
- (4) \_\_\_\_\_ Number of acres being exchanged
- (5) \_\_\_\_\_ (item 3) x (item 4) = cost of land interest being exchanged
- (6) \_\_\_\_\_ Amount paid by the U.S. to "equalize" the exchange.
- Note:
- Enter 0 if considered an equal exchange
  - Enter 0 if the other party to the exchange made an equalization payment\* but be aware of need to report to Finance
- (7) \_\_\_\_\_ (item 5) + (item 6) = cost of land interest U.S. is "acquiring"

**FIRM ENTRY REMINDERS:**

- The cost and acres of the original acquisition in FIRM should be reduced by items (item 4) and (item 5).
- Item (item 4) is the acres and Item (item 7) is the initial acquisition cost to use in FIRM for the new entry.
- Explain transaction in "NOTES" field on the FIRM Acquisition Screen.
- Dispose the new entry in FIRM.

\*If the United States receives monies along with the land being exchanged; this would be a "gain" and should be reported to Finance. (It is important to note that monetary payment of the difference in land values may be construed as a negotiated land sale, and Reclamation does not have authority to negotiate a land sale if the value of the property for sale exceeds \$15,000.) The Lands group is responsible for providing written notification to the finance office for these transactions and providing land value information.



**Instructions for Use:**

\*If acquired by **withdrawal** or **donation**: (1) write withdrawn or donated in Cost to Acquire block; (2) fill in plat book information block, and indicate whether buildings or structures were included and keep for Land Management Disposal file only; does not need to go to Finance.

Lands: Submit this information to Finance for all disposals where money was paid for a land right. Attach a copy of the quitclaim deed or transfer document to this form.

Finance: Credit the appropriate land account for the above disposal (hard cost). Credit/debit the difference (gain or loss) between the book cost and sale price of the land (less expenses of making the sale) to SGL 7210 Gain/Loss Disposition of Assets Account, as applicable.

PN-3905  
LND-6.00

## MEMORANDUM

To: Program Manager, Financial Management  
Attn: \_\_\_\_\_

From: \_\_\_\_\_  
Program Manager, Land Resources

Subject: Fiscal Year \_\_\_\_ Recertification Summary

In accordance with Item 7.b) of the Reclamation Finance Business Analysis Division's Land Verification and Reconciliation Process Handbook, we have re-certified the data in the Foundation Information for Real Property Management (FIRM) system for the following projects for fiscal year \_\_\_\_.

*List Project Here*

*When all the projects have been reconciled, modify the memo to eliminate the list.*

Summaries of the total acres and costs for these projects are enclosed for your use in recertifying the FIRM information to the Federal Financial System (FFS). Once your office has completed this process, please sign the attached statement and return a copy to me.

If you have any questions regarding the attached report, please contact \_\_\_\_\_ at ###-###-####.

Attachments

cc:

**FISCAL YEAR \_\_\_\_\_ RECERTIFICATION SUMMARY****(List Projects Here)**

We, the undersigned, hereby state that the attached information for the projects listed above is true and correct and accurately reflects the total (“acquired”) project acres and costs. This information was obtained by a complete and coordinated review of lands and finance records in accordance with the “Action Plan” as set forth in the Memorandum dated August 18, 2000 signed by the Directors of Operations, Policy, and Management Services. Discrepancies in FFS as of September 30 will be processed in October.

**Regional Land Resource Manager****Regional Finance Officer**\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Signature)

**– FISCAL YEAR \_\_\_\_ RECERTIFICATION SUMMARY –**  
**LANDS AND FINANCE: RECONCILIATION STATEMENT**  
**\_\_\_\_\_ REGION**  
**(ACQUIRED LAND AND LAND RIGHTS ONLY)**

**A. PROJECT:**

**B. STATE:**

**C. TOTAL ACRES AND TOTAL ACQUISITION COST (FIRM):**

	<b>Fee Acres</b>	<b>Easement Acres</b>	<b>Fee Cost</b>	<b>Easement Cost</b>	<b>Total Cost</b>
<b>Recertified in 2008</b>					
<b>Recertified in 2009</b>					

D. Comments:

*(Use this space to describe what changes were made since FIRM was reconciled with FFS or since the last recertification.)*

- # New acquisitions and disposals
- # Acreage changes
- # Cost changes
- # Corrections

**UC Region  
FY 2009 New Lands Acquired/Disposed  
Monthly Report**

**Month/Year: April 2009**

**PROJECT NAME & #: Weber Basin Project- 0526**

Property ID, Name, Action	Acquired		Disposed		Cost	Landowner	Project	FIRM Entered & Verified	FIRM / FFS Reconciled
	Fee	Ease	Fee	Ease					
0019070500 - Smith Add 1955 Easement, Disposal-Complete Contract 9-LM-40-08810		1.70		1.70	\$0.00	Minnie Smith Complete Disposal	0526 Weber Basin	04/28/2009 tp 04/28/2009 cb All Changes	04-29-09
0019070600 - Rudolph Add 1984 Easement		0.03			\$0.00	Penelope Rudolph Acquired Easement	06435 Fac. Code West Farmington Laterals		
0019070700 - Rudolph Add 1985 Easement		1.06			\$0.00	Penelope Rudolph Acquired Easement	Farmington A-6-2-6R Drain		
0020025700 Sanford Park Add 1/2009 Easement Contract 9-LM-40-03450		0.02				Sanford Park Acquired Easement			
0020025800 Danbury Add 1/2009 Easement Contract 9-LM-40-03460		0.25			\$0.00	Danbury Investments Acquired Easement			
0020010500 - Reynolds 0020010501 Partial Disposal 2/2009 Exchange Contract 8-LM-40-03120				0.07	\$0.00	Reynolds orig. Acq. \$1.00/ 0.92 Ease ac Partial disposal \$0.00 / 0.07 Total remaining 0.85			
<b>Total:</b>		<b>3.06</b>		<b>1.77</b>	<b>\$0.00</b>				

**Note to Finance:** During a review of easements for this facility, it was found that these old easements were inadvertently missing from the land inventory and are being added in April 2009 to correct the inventory and prepare for disposals. This oversight correction results in a total increase of 1.29 easement acreage, but there is no change in costs because the easements were acquired by donation.

**SUMMARY:**

**Acquired / Disposed Land**

**Weber Basin Project 0526:**

Easement acreage increased by 1.29, changing project total from 24,150.67 to 24,151.96.

Costs remain unchanged, \$4,871,452.34

**Withdrawn Land (not finance reportable)**

Yampa-White Project 0452 was never developed. Withdrawal was revoked in its entirety in 2005. In April 2009, the 800 acres of withdrawn land was disposed in FIRM to correct land inventory records and remove the project from the Active Projects list.

**Total Acres and Cost for UC Region:**

Total Costs remain unchanged, \$126,962,541.29.

Total Acquired Acreage increased by 1.29, and Withdrawn Acreage decreased by 800 ac., changing the regional total from 1,580,390.10 to 1,579,591.39.