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MANUAL TRANSMITTAL SHEET

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Subject:

9600 – Cadastral Survey Program Manual (PUBLIC)

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1. Explanation of Materials Transmitted: This Manual provides Bureau of Land Management (BLM) officials and employees instructions, policies, procedures, systems and general guidance for accomplishing cadastral services on federal interest lands and select non-federal interest lands.
2. Reports Required: None.
3. Material Superseded:
4. Filing Instructions: File as directed below

REMOVE

NONE

INSERT

9600 Cadastral Survey Program  
Manual (PUBLIC)  
(18 pages total)

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- .01 Purpose. This Manual Section provides Bureau of Land Management (BLM) officials and employees instructions, policies, procedures, systems and general guidance for accomplishing cadastral services on Federal interest lands and select non-Federal interest lands.
- .02 Objectives. The objectives are to:
- A. Identify the role each organizational unit plays in providing cadastral services expertise for management of government programs.
  - B. Identify procedures for applying for various cadastral services by the BLM, other Federal agencies, Indian tribes, individual Indians and the public.
  - C. Describe the procedures for inherently governmental activities of cadastral services.
  - D. Describe the procedures for cadastral services activities available for contracting and performance specifications.
  - E. Describe the administrative procedures for a Mineral Survey order.
  - F. Outline the requirements of the detailed specifications for official (cadastral) surveys.
  - G. Identify the handling and disposition of cadastral services records.
  - H. Provide general information on examination, approval and distribution of official surveys.
  - I. Provide procedures for filing of official surveys.
  - J. Identify the processing procedures for protests and appeals.
  - K. Provide procedures for purchase, renting and leasing of survey equipment.
  - L. Outline procedures for establishment of professional relations with national and international groups, coordination roles and duties with the Federal Geographic Data Committee (FGDC), and the coordination role with the Interagency Cadastral Coordination Council (ICCC).

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- M. Establish land information data collection systems procedures for geographic coordinates, geodesy, and global positioning systems.

.03 Authority. The authority for providing cadastral services support to the establishment and maintenance of the land boundaries of all Federal Interest Lands and BLM's programs are inherent in the Director's authority derived from the following:

A. Significant Statutes.

1. The Land Ordinance of May 20, 1785 (Continental Congress) established the current public land survey system for townships 6 mile square, containing 36 sections of 1 mile square.
2. The Act of May 18, 1796, as amended (43 U.S.C. §§ 52 and 751) provides the rules for surveying and the Secretary of the Interior or such officer as they may designate (Director) is to engage skillful surveyors, and frame regulations not inconsistent with law for surveying the public lands, including Indian lands and private land claims.
3. The Act of February 11, 1805 (43 U.S.C. § 752) provides additional rules for surveying the public lands.
4. The Act of April 25, 1812, as amended (43 U.S.C. §§ 2 and 17) authorizes the Secretary of the Interior or such officer as they may designate (Director) to perform all executive duties appertaining to the surveying and sale of the public lands of the United States.
5. The Act of April 24, 1820, as amended (43 U.S.C. § 753) provides additional rules for surveying the public lands.
6. The Act of March 3, 1849, as amended (43 U.S.C. § 1457) designates the duties of the Secretary of the Interior and supervision of public business relating to numerous subjects and agencies; BLM, BOR, FWS, USGS, Indians, NPS, public lands, including mines, etc.
7. The Act of September 28, 1850, as amended (43 U.S.C. § 1201) provides the Secretary of the Interior or such officer as they may designate, the authorization to enforce and carry into execution every part of this Title.

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8. The Act of May 30, 1862, as amended (43 U.S.C. §§ 759 - 763) provides authority to survey and resurvey patented lands.
9. The Act of April 8, 1864 (25 U.S.C. 176) provides that all Indian lands shall be surveyed under the direction and control of the BLM and as nearly as may be in conformity to the rules and regulations under which other public lands are surveyed.
10. The Act of May 10, 1872, as amended (30 U.S.C. §§ 29 and 39) provides that an applicant for a patent of mineral land shall survey and submit to the BLM, for review, and if accepted, officially file a plat and field notes of the claim(s), made by or under the direction of the BLM; and the BLM will appoint competent surveyors (U.S. Mineral Surveyors) to survey mining claims; shall establish the maximum charges for surveys; and receive sworn statements of all charges and fees paid for surveys by applicants.
11. The Act of March 3, 1899 (43 U.S.C. § 751a) extends the public land surveys to Alaska.
12. The Act of February 1, 1905 (16 U.S.C. § 472) provides that BLM will conduct surveys on all National Forest System Lands.
13. The Act of March 3, 1909, as amended (43 U.S.C. § 772) authorizes the Secretary of the Interior or their designated official (Director) to conduct resurveys or retracements of Federal interest lands.
14. The Act of September 21, 1918, as amended (43 U.S.C. § 773) authorizes the Secretary of the Interior or their designated official (Director) to conduct resurveys or retracements of private lands under certain conditions.
15. Reorganization Plan No. 3 of July 16, 1946 (5 U.S.C. Appendix) delegates the Federal survey authorities to the BLM.
16. Reorganization Plan No. 3 of 1950 (43 U.S.C. § 1451 note) transfers all functions of other officers, employees, and agencies of the Department of the Interior to the Secretary of the Interior.
17. The Alaska Statehood Act (48 U.S.C. Chapter 2 note), as amended, requires the survey of lands for conveyance to the State.

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18. Executive Order 11030 (June 19, 1962; 44 U.S.C. § 1505 provisions; 1 CFR 19.1) requires all descriptions of tracts of land shall conform to the most recent edition of the *Specifications for Descriptions of Tracts of Land for Use in Executive Orders and Proclamations*, prepared by Cadastral Survey.
19. The Alaska Native Claims Settlement Act of December 18, 1971, as amended (43 U.S.C. § 1601 et seq.) requires the survey of Alaska Native lands for conveyances to Alaska Native corporations and individuals.
20. The Federal Land Policy and Management Act of October 21, 1976, as amended (43 U.S.C. § 1701 et seq.) authorizes the delineation of boundaries of the Federal lands and the public lands administered by BLM.
21. The Alaska National Interest Lands Conservation Act of December 2, 1980, as amended (16 U.S.C. § 3101 et seq.) requires maps and legal descriptions for certain areas.
22. The Act of September 13, 1982 (31 U.S.C. § 1535) provides authority for transfer of funds to BLM for cadastral services.
23. The Act of October 5, 1992 (43 U.S.C. 1731 note) provided that appropriations to BLM herein made, in fiscal year 1993 and thereafter, may be expended for surveys of Federal lands and on a reimbursable basis for surveys of Federal lands.
24. The Act of December 10, 2004 (118 Stat. 3575) authorized the Secretary to enter into binding written agreements with State of Alaska or Native Corporation relating to surveying.
25. 16 U.S.C. § 474 and 488; 18 U.S.C. §§ 1858 and 1859; 25 U.S.C. §§ 162a, 180, 190, 194, 293, 314, 319, 321, 398a, 640d-18 and misc. surveys of individual Indian reservations; 30 U.S.C. §§ 185, 223, 241, 262, 272 and 282; 40 U.S.C. § 3111; 43 U.S.C. §§ 14, 411, 416, 434, 561, 563, 665, 757, 758, 766, 770, 774, 851 to 873, 887, 909 to 911, 942-9, 946 to 949, 952 to 955, 958, 963, 967, 983, 987, 1161, 1164, 1201, 1221 to 1223, 1301, and 1458.

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- B. Code of Federal Regulations: 25 CFR 150.9 and 43 CFR 2650, 9180 and 9185.
- C. Executive Orders: E.O. 12906 (April 11, 1994) amended by Executive Order SC 1457 note) directs that to avoid wasteful duplication of effort and promote effective and economical management of resources by Federal, State, local and tribal governments, orders: (1) each agency shall document all new geospatial data it collects or produces, either directly or indirectly, using the FGDC standard and (2) agencies assigned responsibilities for data categories by OMB Circular No. A-16 shall develop, through the FGDC, standards for those data categories, so as to ensure that the data produced by all agencies are compatible.
- D. Office of Management and Budget Circular: No. A-16 Revised (August 19, 2002) BLM is lead Federal agency with responsibilities for Federal Geographic Data Committee National Spatial Data Infrastructure (NSDI) spatial data themes: A) Cadastral, B) Federal Land Ownership Status, and C) Public Land Conveyance (patent) Records.
- E. Department Manual: Parts 012, 109, 135, 235, 303 and 757

.04 Responsibilities. The responsibility described below are commensurate with those identified in approved functional statements. (See Manual Section 1211.)

- A. The Director has been delegated by the Secretary of the Interior the duties of cadastral surveying, Federal land ownership status, and public land conveyance (patent) records, and is responsible for the overall cadastral surveying support needed for the BLM's total resource management effort. This responsibility is exercised by the Chief Cadastral Surveyor, Division of Lands, Realty & Cadastral Survey.
  - 1. The Assistant Director Minerals, Realty & Resource Protection Directorate is responsible for BLM budget direction, and leadership for the cadastral surveying support necessary for the BLM's programs, and for the Geographic Coordinate Data Base (GCDB).
    - a. The Chief Cadastral Surveyor (Headquarters Office), is responsible for:



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1. Developing goals, policy, program guidance, technical procedures and accountability for cadastral survey, cadastral geographic information systems, geodesy and other cadastral services functions.
2. Providing government wide leadership and guidance in formulating, establishing and coordinating program-wide budget strategies, annual work plans (AWP) and preliminary annual work plans (PAWP).
3. Developing goals, policy, program guidance, technical procedures and accountability for the establishment and maintenance of the Public Land survey System's Geographic Coordinate Data Base (PLSS/GCDB) in support of the BLM's Land Information System.
4. Ensures coordination of all Geographic Coordinate data with other Federal and independent agencies and with State, local and tribal governments.
5. Providing program evaluations and technical performance reviews of cadastral surveying performance.
6. Providing official BLM and government wide counsel on cadastral survey legal and technical issue(s) resolution.
7. Coordinating activities with other Headquarters Divisions and Offices.
8. Providing Cadastral Survey staff support to Headquarters Office Divisions and Offices.
9. Writing and updating the sections of the BLM Administrative Manual and Handbooks that affect cadastral survey activities.

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10. Develops, writes, updates, maintains, and provides the final interpretation of the Manual of Instructions for the Survey of the Public Lands of the United States.
11. Coordinating with other Offices and the National Training Center to determine BLM-wide training needs for cadastral surveying activities.
12. Writing and updating the BLM 9600 Administrative Manual and Handbooks.
13. Providing policy for the maintenance of official cadastral survey records to ensure statutory compliance, pertinence, and public accessibility.
14. Providing the coordination and direction for all cadastral service requests within the charter of the Interagency Cadastral Coordination Council.
15. Ensures that objectives, goals, policies, programs, and technical guidance for cadastral survey, GCDB, and geodesy are properly identified and coordinated with other agencies and Bureau activities.
16. Coordinates the Secretary's Cadastral Survey Fiduciary Trust Responsibility.
17. Provides leadership and direction for the technical support and assistance required for the program.
18. Assure that a qualified cadastral survey subject matter expert is employed as the Cadastral Survey Training Coordinator at the National Training Center.

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19. Coordination of development of surveying systems Bureau-wide, providing surveying systems expertise, and coordinating training with the National Training Center which bridges from applied research through implementation.
20. Providing technical expertise and support to the NTC Cadastral Training Coordinator.
21. Providing Bureau-wide guidance in the use of the Cadastral Survey Records System and the Scanning and Automated Survey Field Note and Plat Index.
22. Initiating or coordinating consolidated equipment procurements as required.
23. Coordinate performance evaluations of new surveying instrumentation, techniques, and systems developed by private industry and other government organizations. Preparing/coordinating evaluation reports for dissemination throughout the Bureau surveying community and providing user support for these systems.
24. Developing standards and specifications for new applications or concepts.
25. Coordinate the cadastral survey monumentation quality control/assurance program. Responsible for consolidated procurement actions related to monumentation.
26. Making recommendations to the State Offices concerning staffing, equipment, priorities, and developmental activities as required.
27. Continue the development and implementation of geodetic methods and procedures. Coordinating Global Positioning Systems Training to State Offices and other Federal boundary surveyors on a requested needs basis.

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28. Providing Bureau-wide technical and analytical support services scanned survey record systems. Developing specifications, standards, procedures, and techniques as required to implement the scanning and related programs of the BLM, which includes:
  - a. Abstracting data from the broad spectrum of scientific, legal, land status and technical records, reports, and reference sources of the Bureau.
  - b. Creating and updating index data base information.
  - c. Scanning a broad range of documents, formatting, hosting and serving for distribution.
  - d. Installing systems and in the Bureau offices and providing system and information technology training to operational personnel.
29. Participating in the study, analysis, and development of web based systems and in the evaluation of operational applications. Evaluating and making recommendations concerning the organizational structure, assignments, workflow, technical requirements, and career development relating to information technology programs, systems, and personnel.
30. Represent the Bureau at meetings of professional, scientific, or other groups in the information technology field. Establishes and maintains cooperative relations with other governmental agencies, industry, and public user groups. Preparing and presenting web based serving of data orientation programs concerning Bureau applications involving the public use of Bureau cadastral data, documents and records.

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31. Participating in the planning for the conversion of the cadastral survey plats and field notes to digital storage media in coordination with the Bureau's overall planning for modernization.
  32. Modifying and enhancing existing digital map data base reproducibles and other graphic/electronic products as requested. Coordinates the reproduction by computer generated images of plats, land status and related drawings, and pictures into publishable-quality products.
  33. Offering assistance, as well as production capabilities, in copying, scanning and reproducing historical maps, plats, status base sheets, and other documents for future reference, preservation, and storage.
- B. National Training Center (NTC), is responsible for formal cadastral training in concert with the Division of Lands, Realty and Cadastral Survey (Headquarters Office).
2. Each State Director is responsible for providing the cadastral services needed for the State's programs, reviewing protests and appeals involving Cadastral Surveys and issuing formal decisions for the BLM.
    - a. Each State Office Chief Cadastral Surveyor, is responsible for providing the State with cadastral services and has the responsibility for:
      1. Developing, directing, and coordinating the statewide cadastral surveying, mineral surveys, and GCDB program, with advice from local Interagency Cadastral Coordination Council.
      2. Exercising signing authority and responsibility for production of official plats, assignment instructions, protraction diagrams, orders for mineral surveys, applications for omitted lands, special instructions, and Federal Register notices.

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3. Providing leadership, guidance, and support to the State/Field Offices in using cadastral services.
4. Providing assistance to State/Field Offices when requested.
5. Reviewing of all proposed request for surveys for the respective State Office.
6. Providing, when appropriate in the respective State Offices assistance to Field Offices as requested in land description reviews, chain of surveys and certificate of inspection and possession certifications.
7. Participating in the review of the various support actions and recommendations identified in the BLM planning system.
8. Identifying necessary cadastral services assistance needs.
9. Developing state specific program needs and funding priorities through the HERS, AWP and PAWP process.
10. Issuing supplemental administrative guidelines and technical procedures for cadastral and mineral surveys activities for use within the State as needed.
11. Coordinating statewide training for cadastral survey activities.
12. Supervising and managing the State GCDB data collection efforts, implementing data and data collection standards, and providing specific input into the budget process.
13. Approval, acceptance, suspension and cancellation of cadastral survey plats and field notes.
14. Provide line authority supervision and support to assigned BLM Indian Land Surveyors (BILS).

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.05 References. BLM Manual 1203, 1211, and 1221; Code of Federal Regulations Section 43, Part 9180; Manual of Survey Instructions of the Public Lands of the United States (current edition); and Glossaries of BLM Surveying and Mapping Terms.

.06 Policy. It is the BLM's policy to:

- A. Produce, provide, approve and file cadastral survey products and services through application of standard practices, procedures, and guidelines established for creating, marking, posting, defining, retracing, or reestablishing the corners, boundaries and subdivisions of all Federal Interest Lands of the United States.
- B. Provide administration and approval of mineral surveys and appointment of Mineral Surveyors.
- C. Protect the bona fide rights of all claimants, entrymen and landowners.
- D. Follow the Manual of Instructions for the Survey of the Public Lands of the United States (current edition) , and its amendments and supplements published by the BLM.

.07 File and Records Maintenance. The CFedS roster will be maintained according to the procedures established by the CFedS Certification Panel and the BLM/GRS Combined Records.

.08 Standards of Conduct.

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**Description of Cadastral Survey (formerly Geo-Sciences) Subject Codes (SC)**

9600 - Cadastral Survey: The functions and responsibilities of the total cadastral survey program.

9601 – Determination of Survey Requirement: Procedures that the public, tribes, individual Indians and Federal agencies can use to request the performance of various types of cadastral services. Guidance is provided on reporting technical and managerial evaluation with recommendations to requesters.

9604 - Procurement of Commercial Resources: Administrative procedures for procurement of commercial activity resources in support of the cadastral services, including contracting of cadastral service activities available for contracting.

9605 – Mineral Surveys: Administrative procedures of application for and processing of a mineral survey request and survey.

9609 – National Cadastral Survey Priorities: Guidance for the compiling, assigning of cost estimates and time frames, identification of funding sources and cooperative partners, setting of priorities, and performance measures reporting of inventories of requests for cadastral services

9610 - Application for Survey: General information concerning requests for cadastral surveys.

9611 – Application for Survey Without Cost to Applicant: Procedures for requests for cadastral services with appropriated cadastral survey program funds.

9612 – Application for Survey With Costs Prorated: Procedures for request for cadastral services with some appropriated cadastral survey program funds.

9613 – Application for Survey With Cost to Applicant: Procedures for request for cadastral services with funds other than appropriated cadastral survey program funds.

9614 - Special Surveys: Procedures for services other than official surveys or functions not described elsewhere.



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9615 - Protraction Diagrams: Administrative procedures pertaining to protraction diagrams.

9620 - Survey Specifications: Information and requirements on the detailed specifications for Cadastral Surveys.

9621 – Special Instructions: Administrative guidance for the preparation, filing, compiling and storage of special instructions.

9622 – Assignment Instructions: Administrative guidance for the preparation, filing, compiling and storage of assignment instructions.

9623 – Abstracting: Guidance on compilation and handling of cadastral service information.

9624 – Field Investigations: Guidance on building, handling and filing of the record of field investigations.

9625 – Geodesy: Guidance and procedures on compiling, storage, serving, coordinating, and integrating geodetic data.

9630 - Cadastral Survey Records: General information on administration and handling of official cadastral survey records.

9637 - Records Availability: Information on administrative procedure for handling, disposition, retrieval and distributing copies of official records.

9638 - National Archives: Information on dissemination of cadastral survey records to National Archives and Records Administration (NARA).

9640 - Cadastral Survey Examination and Approval: General information on examination, approval and distribution of official surveys.

9650 - Cadastral Survey Returns Filings: Procedural information on official filing of survey plats and field notes, originals, duplicates, triplicates, and others.

9660 - Protests, Appeals, and Litigation: Administrative information on protests, appeals, and litigation and procedure for processing cadastral survey protests and appeals.

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9661 – Protests: Technical information on building the record and coordination with BLM decision makers and the Office of the Solicitor.

9662 – Appeals: Technical information of building the record and coordination with the Office of Hearings and Appeals and the Office of the Solicitor.

9663 – Litigation: Technical information of building the record and coordination with the U.S. Attorney’s Office and the Office of the Solicitor.

9670 - Survey Management and Maintenance: Information on past, present and future survey business management and survey equipment maintenance.

9671 – Monuments: Information on past, present and future monuments.

9672 – Survey Evidence Maintenance: Information of preservation and presenting survey evidence.

9673 – Survey Equipment Systems: Information on historical survey equipment systems used in the public land survey system.

9680 - National and International Professional Survey Relations: Information on establishment of national and international survey relations with professional survey societies and associations to further knowledge and technology, including co-operative efforts

9681 Professional Societies: Administrative policy regarding relationships with, presentations to and membership in professional surveying societies.

9682 - Seminars and Workshops: Information and procedures for internal and external training and review seminars/workshops.

9683 - Professional Papers Publications: Procedures and guidelines for preparation and pre-publication review of technical and non-technical papers and articles.

9684 – Professional Survey Authorities: Information on working with licensing and certification boards.

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9685 - Foreign Relations: Guidelines on consulting foreign countries and organizations on cadastral survey and systems.

9686 - Professional Surveyor Development: Procedures for academic and training course development.

9687 – Certified Federal Surveyor Program: Administrative functions and responsibilities of the CFedS Program.

9690 – Land Information Systems: Information on and organization of cadastral support services and Geographic Coordinate Data Base (GCDB) data for multipurpose Cadastre and Cadastral Geographic Information System (CGIS) development.

9691 - Public Land Survey System/Geographic Coordinate Data Base (GCDB): Procedures for generation, storage, integration and distribution of GCDB data.