



Department Policy No. 115  
Effective date: January 6, 2023

POLICY  
Version: 1.0  
Revised: n/a

## Department Filing System Policy

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### Agency Contact

Policy and Communications Chief

### Purpose

This policy establishes a standard numbering system for Idaho Department of Lands policies and related documents.

### Scope

Applies to all agency policies, including Land Board policies, department policies, program policies and associated procedures, guides, and forms.

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## I. Policy

The Idaho Department of Lands uses a file numbering system with the following major categories:

100–199	Mission and Organization
200–299	General Administration and Management
300–349	Human Resources
350–399	Safety
400–449	Fiscal and Financial
450–499	Procurement
500–599	Information Technology
600–649	Equipment and Supplies
650–699	Buildings and Grounds
700–799	Slash Hazard Management
800–899	Forest Fire Protection
900–999	Timber Management
1000–1049	Forestry Assistance and Regulatory
1050–1099	Shared Stewardship
1100–1199	Good Neighbor Authority
1200–1299	Land Use Planning
1300–1399	Technical Services
1400–1499	Real Estate
1500–1599	Range and Cropland Management
1600–1699	Land Leasing

- 1700–1799 Navigable Waterways
- 1800–1849 Minerals Leasing
- 1850–1899 Minerals Regulatory
- 1900–1999 Wildlife and Fishery Resources
  
- 2000–2099 *Reserved for special files*
- 2100–2199 Oil and Gas Regulatory
- 2200–2299 Recreation Management and Mitigation

## II. Definitions

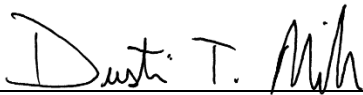
None

## III. References

None

## IV. Implementation

This policy is effective immediately and will remain in effect for five years unless amended, replaced, or rescinded prior to expiration.



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DUSTIN T. MILLER  
Director

January 6, 2023

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Date

## V. Revision History

01-06-2023 New department policy.