REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)
	JOB NUMBER 𝒩1-075-03-3
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	**DATE RECEIVED** 9-15-2003

1. FROM (Agency or establishment) **Department of Interior**	<u>Notification to Agency</u>
2. MAJOR SUBDIVISION **Bureau of Indian Affairs**	In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
3. MINOR SUBDIVISION **Office of Trust Responsiblities**	

4. NAME OF PERSON WITH WHOM TO CONFER **Terry Virden**	5. TELEPHONE **202-208-5831**	DATE 3-30-04	ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFCATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☑ is not required   ☐ is attached; or   ☐ has been requested.

DATE 9/3/03	SIGNATURE OF AGENCY REPRESENTATIVE **Ethel J. Abeita**	TITLE **Director, Office of Trust Records**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED RETENTION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached **(This schedule covers the Royalty Distribution Reporting System)** _Terrance L Virden_ 8-25-03 SIGNATURE OF ~~DEPUTY COMMISSIONER~~ DATE _Director,_ BUREAU OF INDIAN AFFAIRS cc Agency, NR, NWMS.		

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115
N1-075-03-3
Revised February 4, 2004

Royalty Distribution and Reporting System (RDRS)

System Description: The Royalty Distribution and Reporting System (RDRS) was designed in the mid 1970s as the main system that reports and distributes monies from oil and gas revenues collected by the Minerals Management System (MMS). Mineral Management Service (MMS) office is responsible for collecting and processing royalties for mineral production for both individual Indians and Tribal leases. The system also tracks tribal and individual landowners, and oil and gas leases including billing, lease rental distribution, and compiling data for annual reports related to oil and gas producing lease activities. The data spans from 1985 to the present. The system consists of several modules including Distribution and Reporting, Leasing (subsurface) and RDRS Owner (subsurface). The Trust Reform Act of 1994 further supported the management of trust assets, and to create and maintain a verifiable system of records that documents the management of trust assets.

The Royalty Distribution and Reporting System (RDRS) resides on a Unisys NX Server and operates Unisys mainframe base applications. The software application that is used is in-house programs using Cobol 74, in addition to Unisys system support and utility software that is proprietary to Unisys. Tape cartridges are used for backup and offsite storage.

Item 1. System Name: Royalty Distribution and Reporting System (RDRS) – Payment Module

System Description: The function of the Royalty Distribution and Reporting System (RDRS), an ISAM (indexed sequential access method) file format, is to calculate and distribute payments, and report information with respect to mineral processing for tracts of Indian land that have producing subsurface leases. These activities include interfacing with data provided by the Minerals Management System (MMS), processing statements and checks, creating check registers and verification reports, producing mailing labels, and creating distribution reports for the Office of Trust Funds Management (OTFM) and the Bureau of Indian Affairs (BIA). Seven BIA regions including Southern Plains Regional Office, Southwest Regional Office, Western Regional Office, Navajo Regional Office, Eastern Oklahoma Regional Office, and Great Plains Regional Office use this database.

ELECTRONIC RECORDS SCHEDULE

a. Inputs:

The inputs of the Royalty Distribution and Reporting System (RDRS) Payment module consist of faxes from BIA Regional offices for purposes of verification and requests for distributions of royalty income.

Disposition: Apply disposition instructions approved for paper and microfilm records.

b. Master Data File:

The Master Data File contains individual ID number and corresponding address, third party name and address, processed date, debit or credit amount, JV number, payment amount, agency code, check number, interest and principal amounts, and management code. The primary key unit of analysis is the individual ID number.

Disposition: PERMANENT. Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270.

Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies—Interior, BIA—3); Indian Land Records –Interior, BIA—4; Indian Land Leases—Interior, BIA—5.

c. Outputs:

Case file specific queries, sorts, reports, tables and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

Disposition: Apply disposition instructions approved for paper and microfilm program records.

d. Documentation:

System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database.

Disposition: PERMANENT. Transfer to the National Archives with Master Data File as identified in item 1.b. above.

ELECTRONIC RECORDS SCHEDULE

Additional Information for: Royalty Distribution and Reporting System (RDRS) Payment Module

BIA Series/System Number:

Users: Department of Interior
                                            Bureau of Indian Affairs
                                            Office of Trust Responsibilities
                                                    Southwest Regional Office
                                                    Southern Plains Regional Office
                                                    Rocky Mountain Regional Office
                                                    Western Regional Office
                                                    Navajo Regional Office
                                                    Eastern Oklahoma Regional Office
                                                    Great Plains Regional Office
                                    638 Tribes

Program: Office of Trust Responsibilities

Function: Minerals Management

Related Series/Systems: 16 BIAM – 4617 Land Lease Accounting Files
                                            4618 Indian Land Lease Case Files
                                            4619 Oil Well Records
                                            4620 Nationwide Oil and Gas Lease Bond Files

Location: BIA – Reston, VA is the location of the mainframe/system managers

Points of contact: Central Office Trust Responsibilities; Lee Maytubby – Southwest Regional Office; Bruce Maytubby – Southern Plains Regional Office; Clark Madison – Rocky Mountain Regional Office; Bill Titchywy – Western Regional Office; Steve Graham– Navajo Regional Office; Sheila Yandell – Eastern Oklahoma Regional Office; Realty Officer – Great Plains Regional Office.

ELECTRONIC RECORDS SCHEDULE

**Item 2. System Name: Royalty Distribution and Reporting System (RDRS) –
Lease\Owner Module**

System Description: The function of the Royalty Distribution and Reporting System
(RDRS) Lease\Owner module, an ISAM (indexed sequential access method) file format,
is to capture producing subsurface leasing activities. These activities include
advertising oil and gas leases, processing application for oil and gas research and
drilling; tracking expired leases, renewing leases, initiating new leases; approving,
modifying, amending, and canceling leases; removal of tracts from leasing activities
(land withdrawal), and tracking tract acreage and payment information (money
collection from lessees and distribution of money to landowners). Six BIA regions
including Southwest Regional Office, Western Regional Office, Navajo Regional Office,
Eastern Oklahoma Regional Office, and Great Plains Regional Office use this module.
The seventh BIA region, Southern Plains Regional Office, uses Royalty Distribution and
Reporting System (RDRS) for royalty payment processing but does not use it for the
Lease/Owner module.

   a. Inputs:

   The inputs (source documents) of the Royalty Distribution and Reporting System
   (RDRS) Lease\Owner module include land tract information; leases (renewal,
   approval, modifying, amending, cancellation/ expiration, compliance and complaints,
   royalty and rental rates, and landowner stipulations); mineral permits; drilling permit;
   land management plans and appraisals; bonds; land owner consent; lease
   advertisements; payment documentation; names and addresses of current lessees;
   and interest factor (interest calculation used to determine monies owed to land
   owners). Collection and payment documents and data, such as bills for collection,
   money orders from lessees, and journal vouchers, are acquired from such sources
   as the lessees through BIA offices and financial distribution report from Minerals
   Management System (MMS). Supporting documentation includes: Indian mineral
   development agreements (e.g., tribal resolution information, mineral exploration
   agreements that are approved by the Bureau of Indian Affairs, and related
   information required by the Indian Mineral Development Act of 1982);
   Communitization/Unitization agreements (agreements to consolidate multiple tracts
   into a unit); Environmental Impact Statements in accordance with the National
   Environmental Protection Act; Archaeological Studies in accordance with National
   Historic Preservation Act; farm management plans relating to crops and livestock for
   which the leased land will be utilized. For oil and gas exploration and drilling, some
   of the input information includes corporate articles of incorporation, articles to do
   business in the state, corporate qualifications, and bonds approved by a surety.
   Other inputs of the Royalty Distribution and Reporting System (RDRS) Lease\Owner
   module are tract and owner of land information from such sources as reports from
   the Land Record Information System (LRIS) Title Status Report (TSR).

      **Disposition: Apply disposition instructions approved for paper and
      microfilm records.**

b. Master Data File:

The Master Data File contains information on leases that have been identified by lease number, reservation code, allotment number, acres, communitization/unitization, rate, section, township, and range. The primary key unit of analysis is the lease number.

Disposition: PERMANENT. Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270.

Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies—Interior, BIA—3); Indian Land Records –Interior, BIA—4; Indian Land Leases—Interior, BIA—5.

c. Outputs:

Case file specific queries, sorts, reports, tables and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

Disposition: Apply disposition instructions approved for paper and microfilm program records.

d. Documentation:

System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database.

Disposition: PERMANENT. Transfer to the National Archives with Master Data File as identified in item 2.b. above.

ELECTRONIC RECORDS SCHEDULE

Additional Information for: Royalty Distribution and Reporting System (RDRS) – Lease\Owner Module

Users: Department of Interior
                                          Bureau of Indian Affairs
                                          Office of Trust Responsibilities
                                                Southwest Regional Office
                                                Southern Plains Regional Office
                                                Rocky Mountain Regional Office
                                                Western Regional Office
                                                Navajo Regional Office
                                                Eastern Oklahoma Regional Office
                                                Great Plains Regional Office
                                    638 Tribes

Program: Office of Trust Responsibilities

Function: Minerals Management

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