

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-075-03-5</i>	DATE RECEIVED <i>9-15-2003</i>
1. FROM (Agency or establishment) Department of Interior		Notification to Agency 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Bureau of Indian Affairs			
3. MINOR SUBDIVISION Office of Trust Responsibilities			
4. NAME OF PERSON WITH WHOM TO CONFER Terry Virden	5. TELEPHONE 202-208-5831	DATE <i>3-30-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Clark</i>
6. AGENCY CERTIFICATION 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/4/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ethel J. Abeita</i>		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 GRS OR SUPERSEDED JOB CITATION	10.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 Land Records Information System)		
	<i>Terrance L. Virden</i> SIGNATURE OF DEPUTY COMMISSIONER Director, BUREAU OF INDIAN AFFAIRS	<i>8-25-03</i> DATE	
	<i>cc Agency, NR, NWSME</i>		

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115
N1-075-03-5
Revised February 4, 2004

Land Records Information System (LRIS)

System Description: The Land Records Information System (LRIS), which functions as a centralized database, was designed in the early 1970s as the primary system that maintains the legal description of land held in trust for Tribes and Individual Indian owners. The data spans from 1973 to the present. LRIS is the system used to support the Federal responsibility to record, provide custody, and maintain records and information that affect titles to Indian lands, provide information to examine titles, and provide title status reports. LRIS maintains and reports information on land status, such as encumbrances, and legal ownership in accordance with Probate documents. LRIS also provides Bureau of Indian Affairs (BIA) Title Plants and Agency Realty Officers with instant access to current status information. LRIS is used bureau-wide with the exception of the Alaska Regional Office, the Eastern Oklahoma Regional Office, and the Eastern Regional Office.

LRIS resides on an IBM platform in Denver, Colorado and supported by the BIA OIRM Office in Reston, Virginia. LRIS was developed using software AG products as the front end for data entry and SAS products for storing current and historical records in a system 2000 database.

a. Inputs:

There are two categories of input source documents to LRIS: Title and Non-Title Documents. Title documents are documents that affect title to or encumbers Tribal and Individual Allotted lands, and that are required to be recorded by regulation and bureau policy.

Title Documents: Trust patent, Restricted Fee Patent, Deed to Non-Trust status, Executive Orders, Treaty, Acts of Congress, Probate, Probate Modification, Secretarial Order, Order Transferring Inherited Interest, Deed to Restricted Status, Deed to Trust Status, Easement, Supplemental Plat, Mortgage, Fee Patent, Homestead Patent, Certificate of Competency, Order Removing Restrictions, Allotment Schedule, Declarations of Taking, Mortgage Satisfaction, Lease, Memorandum of Sale of Allotted Land (Deferred Payment Contract), Federal Revesting Order, Title Status Certification, Death Notice, and Non-Compos Mentis Declaration.

Non-Title Documents: Deeds: Act of 6/18/34 (IRA), Act of 6/26/36 (OWA), Act of 6/30/32 (Reinvestment of Trust Funds), Act of 4/11/70 (FHA Loans to Tribes), Act of 4/12/74 (Indian Financing Act – Revolving Loans), Trust Deed Special Form. Probate: Testate, In testate, Rehearing, and Denying Rehearing.

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Probate Modifications that adds lands, deletes land, redetermines Heirs, corrects Interest, corrects Land Description, corrects Name, corrects Person, and Probate Defect Sheets. Right of Way: Railroad; Telephone-Telegraph; Pipelines, Water and Canals; Roads, Highways, and Condemnations; Pipelines – Oil and Gas; Electric and Power; and Flowage. Leases: Assignment – Tribal Lands; Business; Homesite; Subsurface; Timber; and Cancellation. Acts of Congress: Irrigation Unit.

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

b. Master Data File:

The Master Data File contains legal description by tract, then section, township, range, and meridian. Document types with documents are encoded into LRIS by using a reservation code, document number (which is the number assigned to a document during recordation) document type and document modification. Ownership data is identified by either Tribal or Allotted land. Grantor/Grantee identifies whether the grantor and grantee are either Indian or Non-Indian and the relationship between the Grantor/Grantee. The primary key unit of analysis is the tract 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: BIA -- 3); Indian Land Records -- Interior, BIA -- 4; Indian Land Leases -- Interior, BIA--5; Indian Trust Land Mortgages – Interior, BIA – 12.

c. Outputs:

Case file specific queries, sorts, reports, tables and related records that are created for case files, studies, inquiries, inspections, and related program files. Reports generated from LRIS include: Title Status Reports; Individual and Tribal Interest Tract File (188's); Land Index File (125's); Tract activity reports; Special Interest reports; Owner Document reports, Land History and Tract History reports, and related records.

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

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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 b above.

Additional Information for: Land Records Information System (LRIS)

BIA Series/System Number:

Users: Department of Interior
Bureau of Indian Affairs
Office of Trust Responsibilities
All Regional Offices except Alaska Regional Office

638 Tribes

Program: Office of Trust Responsibilities

Function: Realty Management

Related Series/Systems: 16 BIAM – 4603 Land Assignments
4604 Patents, Fees and Certificates of Competency
4605 Land Gift Conveyance
4606 Land Plat Books
4607 Land Tract Books
4608 Aborted Land Transactions
4610 Land Title/Deed Files
4612 Cadastral Surveys
4613 Land Maps and Plans
4614 Acquired Sub-Marginal Land Books
4615 Land Acquisition Map Books
4616 Land Right of Way Files
4618 Indian Land Lease Case Files
4622 Town Lot Use Permits
4630 Heirship Files
4631 Individual Indian Probate Case Files
4633 Twenty-Day Case Files
4634a Master Land Description Files

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4635a Land Chain of Title Plant Files
4636 Individual Chain of Title Files
4637 Range Land File
4638 Indian Land Information System
4643 Indian Land Records
4641 LRIS Geographic Location Directory
4642 LRIS Reservation Directory
4643 Indian Land Records
4644 Indian Trust Land Mortgages
4645 Restriction Removal File

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

Points of contact: Central Office Trust Responsibilities; Lee Maytubby and Donna Peigler – Southwest Regional Office; Bruce Maytubby and Debbie Koebrick – Southern Plains Regional Office; Clark Madison and Darryl LeCounte – Rocky Mountain Regional Office; Bill Tichywy – Western Regional Office; Steve Graham – Navajo Regional Office; Gloria Koehne – Pacific Regional Office; Ron Appelbaum and Opal Zunie – Northwest Regional Office; Renee Jones – Midwest Regional Office; Glenda Miller – Juneau Regional Office; Randell Trickey – Eastern Oklahoma Regional Office; Adeline Brunsell and Jim Geffre – Great Plains Regional Office; Realty Officer – Eastern Regional Office.