REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)
JOB NUMBER N1-75-04-04
Date Received 9/30/2003

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
U. S. Department of the Interior
2. MAJOR SUB-DIVISION
Bureau of Indian Affairs
3. MINOR SUB-DIVISION
Office of Trust Responsibilities

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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Terry Verdin	(202) 208-5831	11-21-03	John W. Carlin

6. **AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters petaining to the disposition of its records and that the records proposed for disposal on the attached 60 page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisios of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/16/03	Ethel J. Abeita	Director, Office of Trust Records

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please See Attached. **This schedule covers the 4600 Series, Real Estate Services and Land, Title and Records Office.**		

Terrance L. Verdin 9/18/03
SIGNATURE OF DIRECTOR DATE
BUREAU OF INDIAN AFFAIRS

cc: Agency NR NWMS NWCT

115-109 PREVIOUS EDITION NOT USABLE STANDARD FORM 115 (REV. 3-91)
PRESCRIBED BY NARA 36 CFR 1228

Copy to Agency

REVISED 16 BIAM (2003)

4600 Series
REAL ESTATE SERVICES
and
Land, Title and Records Office

(Updates to the 16 BIAM dated July 12, 1989)

(New Item)
4601a Original Allotment – Individual

Contents: Include, but not limited to, the following records: trust patents, deeds, allotment schedules/books, Acts of Congress, Secretarial Orders, Tribal land agreements, allotment or estate record cards, land registers/record books, records of contested land allotment cases, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by allotment

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which land is placed into trust. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

(New Item)
4601b Original - Tribal (Government Acquired Land)

Contents: Include, but not limited to, the following records: treaties, executive orders, Acts of Congress, Secretarial Orders, court decisions, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by tribe

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which land is placed into trust. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

(New Item)
4601c Alaskan Native Allotment (ANA)

Contents: Include, but not limited to, the following records:

Pre-allotment: application, adjudication and historical records, affidavits, conformance survey letter (to plat of survey), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Conveyance: BLM certificate, BLM reinstatement decision letter, deed, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Protest: protest, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by allottee name

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which land is placed into trust. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

(New Item)
4601d Native Townsites Parcels – Alaskan

Contents: Include, but not limited to, the following records: application, NEPA clearance, appraisal, archaeological, title deed, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by allottee name

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which land is placed into trust. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

4602 Land Allotments

Refer to 4601

RESERVED

4603 Land Assignments

Refer to 4601

RESERVED

4604 Patents, Fees and Certificates of Competency

Refer to 4601 and 4609 – Land Transactions

RESERVED

4605 Land Gift Conveyance

Refer to 4609 – Land Transactions

RESERVED

4606 Land Tract Books

Refer to 4607 – Land Tract Books

RESERVED

4607 Land Plat Books

Refer to 4609 – Land Transactions

RESERVED

4608 Aborted Land Transactions

Refer to 4609 – Land Transactions

RESERVED

4609 Land Transactions

Contents: Include, but not limited to, the following records:

Conveyance: deed, fee patent, order transferring inherited interest, conveying land (allotted and unallotted), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Pre-conveyance: certificate of competency, gift conveyance document, proclamation, tribal resolution agreeing to exchange or sale by tribe to individual, appraisal report, correspondence justifying transaction, title opinion by legal counsel, petition for sale, agency reports, certificate of indebtedness, homestead patents, restricted real property insurance policies, related land indexes, title abstracts or opinions of private sector, original bid, abstract of bid, advertisement, heirs written consent to sell, deed establishing transfer of ownership, surveys, environmental impact statements and assessments, other NEPA documents, archaeological reports, land plat and tract books showing land transactions and legal description of land (subdivision, section, township, range, and acreage), reclamation withdrawals, reservoirs, agency and school reserves, aborted land transactions (petitions to sell, transfer, or alienate rights of property, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by tract number

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which transaction is aborted or completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4610 Land Title/Deed Files

Refer to 4609 – Land Transactions

RESERVED

4611 Land Survey Field Notes

Contents: Include, but not limited to, the following records: notebooks containing initial observation of an engineer, surveyor or other specialist establishing the metes and bounds measurement to document specific resources, printouts of electronic mail, and documents created through word processing and spreadsheet software applications.

Filing Arrangement: Numerical by land tract

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when survey is superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4612 Cadastral Surveys

Contents: Include, but not limited to, the following records: scope of work, budget, studies, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, surveys conducted by Bureau of Land Management or other contractors to establish exterior boundaries, administrative surveys conducted within the boundaries of the reservations, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by land tract

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when survey is superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4613 Land Maps and Plans

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, plans, annotated maps showing townships, reservations, boundaries, location of land purchases under the Indian Reorganization Act, photos, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Geographical by reservation

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4614 Acquired Sub-Marginal Land Books

Contents: Include, but not limited to, the following data entry records: tract number, name of grantor, legal description of land, date of deed approved by the U.S. Attorney General's Office, purchase price, printouts of electronic mail, and documents created through word processing and spreadsheet software applications.

Filing Arrangement: Numerical by land tract

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which last entry was made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4615 Land Acquisition Map Book

Contents: Include, but not limited to, the following records: application, consent form, tribal resolution, maps, approved grant form, certificate of completion for right-of-way or easement or permits granted over Indian land for roads, power-lines, railroads, communication lines, irrigation ditches, canals, and pipelines.

Filing Arrangement: Geographical by reservation

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which last entry was made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4616 Indian Land Right-of-Ways and Easements

Contents: Include, but not limited to, the following records:

Pre-decision: application, consent form, tribal resolution, maps, market analysis, notarized land survey, environmental assessments, appraisal, surety bond, service line agreements, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Decision: rights-of-way, easements, change orders, modifications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Post-decision: estimate of equitable compensation, schedules of damages, restoration plans, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Accounting: journal vouchers, distribution survey, bill for collections, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by assigned number

Official File: Action (originating/receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end of rights-of-way and easement expiration. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4617 **Land Lease Accounting Files**

Refer to 4402 - Timber Sales and 4618 - Indian Land Lease Case Files

RESERVED

4618 Indian Land Lease Case Files

Contents: Include, but not limited to, the following records:

Pre-decision: estimates; appraisals; restrictions; affidavit; individual land owners consent; lease proposal; lease compliance, inspection, stipulations; title status report; abstract of title; maps and land tract surveys; lease plan; access permits; solicitor approval; power of attorney; acceptance of lessor; Categorical Exclusion check list; Environmental Assessments; insurance policies/certificates; rental value memorandum; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Decision: lease, lease bond, lease and bond transmittal form, modifications, statement/certificate of award, contract, notice of lease termination, unitization agreements and ratifications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Post-decision: notice of lease expiration, trespass report, operation reports, court related documents, Findings of No Significant Impact (FONSI), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Accounting: royalty reports, royalty interest documents, check copies, delinquent lessee listing, account distribution vouchers, 90-day notice, authority to execute irrevocable letter of credit document, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by lease

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of lease completion, expiration, or termination. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

Also Refer to 4402 – Timber Sale Contract Files

4619 **Oil Well Records**

Refer to 4621 – Indian Mineral Assessment Records

RESERVED

4620 Nation-wide Oil and Gas Lease Bond Files

Refer to 4618 - Indian Land Lease Case Files

RESERVED

4621 Indian Mineral Assessment Records

Contents: Include, but not limited to, the following records: interagency and private research and mineral firm assessments, evaluations, analysis, copies of records submitted and/or received from U.S. Geological Surveys, well logs, plugging records, production reports, communitization agreements, lease status reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by assessment fiscal year

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when assessment is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4622 Town Lot Use Permits

Contents: Include, but not limited to, the following records: documents used for restricted land or land for which it has been impossible to secure clear legal title, copy of rent receipt, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by permit number

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when permit is cancelled, expired, or revoked. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4623 Real Property Insurance Policies

Refer to 4609 - Land Transactions

RESERVED

4624 Real Estate Appraisal Report Files

Contents: Include, but not limited to, the following records: appraisal reports used by Realty Officers in negotiating leases, land transactions, or involving litigation; inventories; land assessments; reviews and evaluations of appraisal reports; market data on recorded real estate transactions; county assessor's maps; quadrangle maps; reservation maps; county atlases; copies of BIA reservation road maps; plat map; aerial photographs used for appraisals and land use planning; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by appraisal expiration fiscal year

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when appraisal expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4625 Real Estate Appraisal Reference Files

Refer to 4624 – Real Estate Appraisal Report Files

RESERVED

4626 Real Estate Market Data Card Files

Refer to 4624 – Real Estate Appraisal Report Files

RESERVED

4627 **Land Use Feasibility and Marketability Study Files**

Refer to 4628 – Reservation Land Use and Development Plan

RESERVED

4628 Reservation Land Use and Development Plan

Contents: Include, but not limited to, the following records: scope of work, budget, surveys, tests, assessments, field notes, audits, statements, evaluations, consultations, results, environmental and cultural documentation, feasible and marketable studies, cost analysis, design plans, construction plans, original tracings, sepias, mylars, narrative reports, documents resulting from studies to evaluate and analyze use and development of reservation land, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by reservation

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when plan or study is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4629 Real Property Report

Contents: Include, but not limited to, the following records: acquisitions and disposal reports, surface and subsurface leases/permits, land planning, real estate appraisals, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4630 Heirship Files

Refer to 4631 – Individual Indian Probate Case File

RESERVED

4631 Individual Indian Probate Case File

Contents: Include, but not limited to, the following records:

Pre-decision: proof of death, wills, notice of hearing, list of persons receiving notice of hearing, depositions, Bureau of Indian Affairs Inventory (BIAINV), and appraisals of interests possessed by deceased. If applicable, includes decedent tribal enrollment certification, marriage license(s), divorce decree(s), adoption records, affidavit of probate specialists verifying search for missing probable heirs or beneficiaries, correspondence or notes from communication with family, disclaimers, renunciation of interest, guardianship records, final settlement, heirship cards, statement describing income generating activity, descendents IIM account ledgers, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Decision: order determining heirs; order approving will and decree of distribution; probate modifications; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetically by descendent name

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which the estate is settled. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4632 **Range Heir File**

Series Moved to Range

RESERVED

4633 Twenty-Day Case File

Contents: Include, but not limited to, the following records relating to the Bureau's representation of an Indian in matters concerning their estate in State and Federal Court: probate, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by court docket number

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end in which the estate is settled. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

4634 Master Land Description File

Contents: Include, but not limited to, the following records: regular and townsite data that is received from the title plant; information from legal description of land within section, township, and range of an area of both trust and right-of- way; reservation code, range, township, section, multiple use (county) code, meridian, range east or west, township north or south; county, state, and township name and code; subdivision; block; lot; cross-reference reservation code and subdivision name; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Numerical by reservation code

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4635 Land Chain of Title File

Contents: Include, but not limited to, the following records to show a complete historical record on all Indian lands: regular and townsite data that is received from the title plant; information from legal Information in this file is received from the title plants where the data is taken from the Congressional Record; probate files; record of sales; leases; right-of-way; deaths; deeds; patents; Congressional, Presidential, and Secretary Acts. File shows extract control number, land description by quarter section, township, range, and tract reservation code; tract number; average fractional interest conveyed; land description remark; multiple use (county) code; master reservation code; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Alphabetical by tribe or individual name

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4636 Individual Chain of Title Files

Contents: Include, but not limited to, the following records used to maintain current legal ownership records on individual Indians, as well as tribally-owned land: magnetic tape file received from the title plants where it is taken from Congressional Record, probate files, record of sales, deeds, specified documents, and other legal records; extract control number; document type, number, and date; owner reservation code; owner (allotment) number and name; grantor-grantee code; relationship code; fractional interest acquired; master reservation code; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Alphabetical by tribe or individual name

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4637 **Range Land File**

Series Moved to Range

RESERVED

4638 **Indian Land Information System**

Series Moved to ADP – 2220 IRMS

RESERVED

4639 Lease Distribution System Files

Series Moved to ADP – 2220 IRMS

RESERVED

Series Moved to Range

RESERVED

4641 LRIS Location Directory

Contents: Include, but not limited to, the following records: information taken from the GSA Geographical Location Codes Manual which shows state and county code, state and county name, and state abbreviation for all BIA locations and reservation codes.

Filing Arrangement: Alphabetical by location

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4642 LRIS Reservation Directory

Refer to 4641 – LRIS Geographic Location Directory

RESERVED

4643 Indian Land Records

Contents: Include, but not limited to, the following records: land description, current ownership, probate and title history of Indian trust land, records concerning individuals who have received overpayment(s) relative to land disposal, leases, sales and rentals maintained by Title Plants, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by name

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded of obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

4644 **Indian Land Information System**

Series Moved to Credit – No reference provided

RESERVED

4645 Restriction Removal File

Contents: Include, but not limited to, the following records: application for removal of restriction, indexes, removal of restriction documents, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by tract

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which action is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4646 Unresolved Rights Case

Contents: Include, but not limited to, the following records: documents essential to the preservation of the legal right and interest of an individual Indian and their government which includes correspondence, forms, and reports on rights protection.

4646a Statute of Limitations/Unresolved Rights Cases – Litigation

Contents: Include, but not limited to, the following case records: Grazing Trespass, Utility Trespass, Road Trespass, Railroad Trespass, Agricultural Trespass, Recover Land Sold to Wrongful Heir, Recover Land Fee Patent-Cancel, Recover Land Patented as Swamp Land, Recover Title-Force Fee Patent, Removal of Mineral Resource, Uranium Contamination, Non-Rental payment, Unpaid Lease Rental, Breach of Contract, Fence Encroachment, Building Encroachment, Flood Damage, Inundation Flood Seepage, Unauthorized Silt Deposit, Wrongful Land Sale, Wrongful Occupancy of Land and Structure, and Harvest Natural Growth Removal and Trespass Water Right.

Filing Arrangement: Alphabetical by claim type

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4646b Statute of Limitations/Unresolved Rights Claims – Non-Litigation

Contents: Include, but not limited to, the following records: rejected claim which may or may not have legal merit but are not recommended for litigation; Administratively Resolved Claim which have been resolved either through negotiation or administrative resolution; Claim Undergoing Litigation which are being litigated by the U.S. Attorney; Legislation Activities when legislation is necessary when there is no administrative or legislative remedy; Technical Studies include items that are necessary for monitoring activity or for the purpose of making determination to fact; dispute clarification of position; boundary disputes include documents which may or may not be long standing boundary problems and current Unresolved Indian Right issues which are on-going, and rights issued which are post 1966 Statute of Limitations Claims.

Filing Arrangement: Alphabetical by claim type

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when claim is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4647 Recordation Logs (Non-LRIS)

Contents: Include, but not limited to, the following manual or electronic log of title records created and maintained for land title recording purposes (logs shall be printed and made part of the hard copy file): title documents which include reservation code, sequential number, year, date received, document type, recorded date, microfilmed date, date returned to the originating office, significant remarks to title documents, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by recording number

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end when last title record is logged. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4648 Title Documents

Contents: Include, but not limited to, the following records used to create official certified copies: documents affecting the title to or encumbers tribal or individual allotted land required to be recorded by regulations or Bureau policy; trust patent; restricted fee patent; deed to non-trust status; Executive Order; Treaty; Acts of Congress; Secretarial Order; order transferring inherited interest; deeds to restricted or trust status; supplement plat; mortgage documentation; fee patent; homestead patent; certificate of competency; order removing restrictions; allotment schedule; declaration of taking; lease; right-of-way and easement; memorandum of sale of allotted land; federal reinvesting order; death notice; Non Compos Mentis declaration; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Numerical by tract number

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end when ownership has been changed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4649 Individual and Tribal Tract File

Contents: Include, but not limited to, the following records used to document current chain of title ownership and encumbrances affecting a specific tract of trust or restricted Indian land: ownership updated by probates, probate modifications, deeds and other legal instruments; encumbrances such as leases, mortgages, mortgage satisfactions, rights-of-way to show current land status, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by tract number

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end when ownership has been changed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4650 Identification and Research Records

Contents: Include, but not limited to, the following records used to identify individual tract owner for various title and probate purposes: title and identification card; record; enrollment book showing individual interest derived from probate and other title documents; individuals' personal information (date of birth, roll number, family relationships); plat book showing section, township, range, and legal description; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Alphabetical by name of tract owner

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end when records are updated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

(New Item)
4651 Land Status Maps, General Land Office Plats, and Land Acquisition Maps

Contents: Include, but not limited to, the following records: land status maps for all reservations which show individual tracts; tract numbers and current status of the tract in terms of trust or fee, tribal, or individual; general land office plats which represent official survey boundaries and show prominent physical features and section, township, and range lines; land acquisition map books, plats, and townsite maps; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Numerical by tract number

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4652 Land Index File

Contents: Include, but not limited to, the following index records of tribal and individual allotted land documenting historical and current events which track ownership and encumbrances affecting specific land through title documents from the date the land was established to the most recent event: reservation codes, legal land description, state location, county location, number of acres, document type affecting land, document number, original allottee name, grantor/decedent, grantee/heir, fractional interest, ownership type, relations information, cartographic land plats, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by tract number

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4653 Probate Documents

Contents: Include, but not limited to, the following records: original probate order/decision signed and issued by an administrative law judge from the Office of Hearings and Appeals or by a regional attorney decision maker, order determining heirs, last will and testament, probate modifications, BIA land inventory, data for heirship, family report, disclaimers, testimonies, death certificate, creditor claims, heirs and interested parties, printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Numerical by probate number

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end in which the estate is settled. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

(New Item)
4654 Rights-of-Ways

Contents: Include, but not limited to, the following records: original grant of easement or permit with map; tribal resolution; application; consent of owners; affidavit of completion for easements or permits granted over tribal or individual land for road, power line, railroad, communication line, irrigation ditch, canal, pipeline, etc.; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Geographical by reservation

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end when right-of-way expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4655 Abstract of Title

Contents: Include, but not limited to, the following records: abstract of title prepared by a commercial title company for non-trust land acquisitions, land removed from trust status, or being returned to trust status; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Alphabetical by abstract title

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end when transaction is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

16 BIAM (1989 Version)		16 BIAM (2003 Version)	
SERIES	**TITLE**	**SERIES**	**TITLE**
4600 Series (Real Estate Services)		**4600 Series (Real Estate Services)**	
4601-P5	Land Allotment Case Files and Assignment Records	**4601a**	Original Allotment - Individual **(Revised)**
		4601b	Original Allotment - Tribal **(Revised)**
		4601c	Alaskan Native Allotment **(Revised)**
		4601d	Alaskan Native Townsites Parcels **(Revised)**
4602-P5	Land Allotments	**4602**	**Reserved** - Refer to 4601
4603-P5	Land Assignments	**4603**	**Reserved** - Refer to 4601
4604-P5	Patents, Fees and Certificates of Competency	**4604**	**Reserved** - Refer to 4601
		4604	**Reserved** - Refer to 4609
4605-P5	Land Gift Exchange	**4605**	**Reserved** - Refer to 4609
4606-P3	Land Plat Books	**4606**	**Reserved** - Refer to 4607
4607-P3	Land Tract Books	**4607**	**Reserved** - Refer to 4609
4608-T5	Aborted Land Transaction Files	**4608**	**Reserved** - Refer to 4609
4609-P10	Land Transaction Files	**4609**	Land Transaction **(Revised)**
4610-P3	Land Title/Deed Files	**4610**	**Reserved** - Refer to 4609
4611-P5	Initial Observations of Land Survey Field Notes	**4611**	Land Survey Field Notes **(Revised)**
4612-P5	Cadastral Surveys	**4612**	Cadastral Surveys **(Revised)**
4613-P3	Land Maps and Plans	**4613**	Land Maps and Plans **(Revised)**
4614-P3	Acquired Sub-Marginal Land Books	**4614**	Acquired Sub-Marginal Land Books **(Revised)**
4615-P3	Land Acquisition Maps Books	**4615**	Land Acquisition Map Book **(Revised)**
4616-P3	Land Right-of-Way Files	**4616**	Indian Land Right-of-Ways and Easements **(Revised)**
4617-T3F	Land Lease Accounting Files	**4617**	**Reserved** - Refer to 4402-Timber Sales
		4617	**Reserved** - Refer to 4618
4618a-P5	Indian Land Lease Case Files-Mineral, oil, and gas leases	**4618a**	Indian Land Lease-Mineral, Oil, and Gas **(Revised)**
4618b-T5	Indian Land Lease Case Files-All other land leases	**4618b**	Indian Land Lease-Other **(Revised)**
4618b-T5	Indian Land Lease Case Files-All other land leases	**4618c**	Indian Land Lease-Timber Sales **(Revised)**
4619-T4	Oil Well Records	**4619**	**Reserved** - Refer to 4621
4620-T3	Nation-Wide Oil and Gas Lease Bond Files	**4620**	**Reserved** - Refer to 4618a
4621-P5	Mineral Resources Inventory Agreement Files	**4621**	Indian Mineral Assessment Records **(Revised)**
4622-T3F	Town Lot Use Permits	**4622**	Town Lot Use Permits **(Revised)**
4623-T2	Real Property Insurance Policies	**4623**	**Reserved** - Refer to 4609
4624-P10	Real Estate Appraisal Report Files	**4624**	Real Estate Appraisal Report Files **(Revised)**
4625-T0	Real Estate Appraisal Reference Files	**4625**	**Reserved** - Refer to 4624
4626-T0	Real Estate Market Data Card Files	**4626**	**Reserved** - Refer to 4624

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to 16 BIAM (2003 Version)

16 BIAM (1989 Version)		16 BIAM (2003 Version)	
SERIES	**TITLE**	**SERIES**	**TITLE**
4627-P5	Land Use Feasibility and Marketability Study Files	**4627**	**Reserved** - Refer to 4628
4628-P5	Reservation Land Use and Development Plan Files	**4628**	Reservation Land Use and Development Plan **(Revised)**
4629-P5	Real Property Reports	**4629**	Real Property Report **(Revised)**
4630-P3	Heirship Files	**4630**	**Reserved** - Refer to 4631
4631-P3	Individual Indian Probate Case Files	**4631**	Probate File **(Revised)**
4632a-P5	Range Heir File-Printout/Paper copies	**4632**	**Reserved** - Moved to Range
4633-T3	Twenty-Day Case Files	**4633**	Twenty-Day Case Files **(Revised)**
4634a-P5	Master Land Description File-Printout/Paper copies	**4634**	Master Land Description Files **(Revised)**
4635a-P5	Land Chain of Title Plant Files-Printout/Paper copies	**4635**	Land Chain of Title Plant Files **(Revised)**
4636a-P5	Individual Chain of Title Files-Printout/Paper copies	**4636**	Individual Chain of Title Files **(Revised)**
4637a-P5	Range Land File	**4637**	**Reserved -** Moved to Range
4638a-P5	Indian Land Information System Files	**4638**	**Reserved -** Move to ADP 2220 IRMS
4639a-P5	Lease Distribution System Files-Printout/Paper copies	**4639**	**Reserved -** Move to ADP 2220 IRMS
4640a-P5	Range Permittee Payment System-Printout/Paper copies	**4640**	**Reserved -** Moved to Range
4641a-P5	LRIS Geographic Location Directory-Printout/Paper copies	**4641**	LRIS Geographic Location Directory **(Revised)**
4642a-P5	LRIS Reservation Directory-Printout/Paper copies	**4642**	**Reserved** - Refer to 4641
4643-P5	Indian Land Records	**4643**	Indian Land Records **(Revised)**
4644-P5	Indian Trust Land Mortgages	**4644**	**Reserved** - Moved to Credit
4645-P5F	Restriction Removal File	**4645**	Restriction Removal Files **(Revised)**
Unsched		**4646a**	Unresolved Rights Case-Statute of Limitations/Unresolved Rights Cases - Litigation **(New)**
Unsched		**4646b**	Unresolved Rights Case-Statute of Limitations/Unresolved Rights Claims - Non-Litigation **(New)**
		4647	Recordation Logs (Non-LRIS) **(New LTRO)**
Unsched		**4648**	Title Documents **(New LTRO)**
Unsched		**4649**	Individual and Tribal Tract File **(New LTRO)**
Unsched		**4650**	Identification and Research Records **(New LTRO)**
Unsched		**4651**	Land Status Maps, General Land Office Plats, and Land Acquisition Maps **(New LTRO)**
Unsched		**4652**	Land Index File **(New LTRO)**
Unsched		**4653**	Probate Documents **(New LTRO)**
Unsched		**4654**	Rights-of-Ways **(New LTRO)**
Unsched		**4655**	Abstract of Title **(New LTRO)**