

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115
N1-075-06-2

Box Index Search System (BISS)

System Description: The Box Index Search System functions as a search engine to search for boxes retired to the American Indian Records Repository in Lenexa, Kansas. BISS was created primarily to address longstanding concerns regarding records management and management of records related to the management of Indian Trust Funds. The system is used for all records retired from BIA and OST. BISS also addresses the requirement for Interior to have a systematic index of inactive records especially those related to the trust funds and the management of trust funds. After the development of BISS and the first year of indexing inactive records information into BISS, the U.S. Federal District Court (D.C.) issued an order that required the indexing of boxes of records that may contain responsive documents to litigation requests and document production requests. Boxes retired to AIRR are assigned Accession Numbers that are used to log, track, and retrieve boxes stored at AIRR. Accession Numbers, Box Location within AIRR are identified on the SF135. The BISS system contains information, such as the accession numbers, identifiers recorded on the file labels by the creating and maintaining BIA and OST program offices, the respective Agency or Program office code, and the type of records or documents contained within each file in a box. BISS does not contain or capture information on the box location within AIRR.

BISS data resides on a Dell Server with the operating system as Windows 2000 Advanced Server. The database software is SQL Server 2000 and the web server is Microsoft IIS 5.0. The software applications consist of MS Office XP and PTFS's ArchivalWare.

a. Inputs:

The inputs to BISS consist of boxes of inactive records sent to the AIRR.

Disposition: Apply existing disposition instructions for the records as identified in the updated 16 BIAM and Indian Fiduciary Financial Trust Record Schedules approved by NARA.

b. Master Data File:

Official Record of the Master Data File contains information on Box Number, Box Title, Box Source, Tribes identified, File Title, and Document Types. The Box Number is the primary key. Office of Record: Office of Trust Records

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

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the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270.

c. Outputs:

Queries, sorts, documents, reports, tables and related records and data compilation reports that are created for research, inspections, and tracking of boxes retired at AIRR.

Disposition: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 25 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration.

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 copy to the National Archives with Master Data File as identified in item 1.b. above.

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Additional Information for: Box Index Search System

OST OTR Series/System Number:

Users: Department of Interior
Bureau of Indian Affairs – Bureau-wide
Office of the Special Trustee for American Indians-Agency-wide
Office of Historical Trust Accounting
Office of the Solicitor
Department of Justice
Parties to Litigation Authorized by DOJ
Other Authorized Users – Non-Government

Program: Office of Trust Records

Function: Records Management

Related Series/Systems:

Location: OTR – Albuquerque, New Mexico; and Labat – Lenexa, Kansas.

Points of contact: Director, Office of Trust Records, OST
Chief Information Officer, OST