

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-035-06-3</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		DATE RECEIVED <i>10-5-05</i>	
1. FROM (Agency or establishment) Department of Interior		<u>Notification to Agency</u> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 the Chief Information Officer			
4. NAME OF PERSON WITH WHOM TO CONFER Heidi Gordon	5. TELEPHONE 715-682-4772	DATE <i>10/26/05</i>	ARCHIVIST OF THE UNITED STATES <i>Alfred...</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 <u>3</u> 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>9/29/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Heidi Gordon</i>		TITLE Director, Office of Trust Records
7. ITEM NO. 1	8. DESCRIPTION OF ITEM AND PROPOSED RETENTION Please See Attached Schedule for: Great Lakes Agency Database System (GLADS)		9. GRS OR SUPERSEDED JOB CITATION
	<i>Heidi Gordon</i> Chief Information Officer Bureau of Indian Affairs <i>cc Agency NR NOME</i>		10. ACTION TAKEN (NARA USE ONLY)
		<i>09/26/05</i> Date	

ELECTRONIC RECORDS SCHEDULE

Draft Request for Records Disposition Authority, attachment to SF 115
N1-075-06-3
August 30, 2005

Great Lakes Agency Database System - GLADS System Description:

The Great Lakes Agency Land Database, programmed using dbase V, provides current and accurate information pertaining to land title and is used to account for all Land Consolidation Project transactions and collections. An inventory for a potential land sale can be recalled and printed on demand. Data is entered by realty staff, which includes probates, deeds to restricted Indian land for land consolidation as well as the acquisition and disposal sections. The database is capable of printing multiple reports when requested, including statistical information regarding tribal allotted, unallotted and fee interest.

The purpose of the system is to produce land inventories, summaries, deeds to restricted Indian land, exhibits "A's", and tract LCP transfers.

a. Inputs:

The inputs are keyed into the system and include: probates, deeds to restricted Indian land for land consolidation, acquisition and disposal.

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

b. Master Data Files:

The master data file contains land title information.

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.

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.

ELECTRONIC RECORDS SCHEDULE

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 data base.

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

ELECTRONIC RECORDS SCHEDULE

Additional Information for: Great Lakes Agency Database System - GLADS

BIA Series/System Number:

Users: Bureau of Indian Affairs
Midwest Regional Office
Great Lakes Agency

Program: Bureau of Indian Affairs, Great Lakes Agency, Branch of Realty

Function: Realty Management

Related Series/Systems:

Location: Great Lakes Agency, Ashland Wisconsin

Points of contact: Heidi Gordon
Arvel Hale