

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>NI-035-06-4</i>	
1. FROM (Agency or establishment) <b>Department of Interior</b>		DATE RECEIVED <i>10-5-05</i>	
2. MAJOR SUBDIVISION <b>Bureau of Indian Affairs</b>		<p align="center"><u>Notification to Agency</u></p> <p>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.</p>	
3. MINOR SUBDIVISION <b>Office of the Chief Information Officer</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Ollie Beyer</b>	5. TELEPHONE <b>760-416-2133</b>		
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>[Signature]</i>		TITLE <b>Director, Office of Trust Records</b>
7. ITEM NO. <b>1</b>	8. DESCRIPTION OF ITEM AND PROPOSED RETENTION <b>Please See Attached Schedule for:  Keyfile System (KEYFILE)</b>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>[Signature]</i> <b>Chief Information Officer</b> <b>Bureau of Indian Affairs</b> <i>cc Agency, IR, NARA</i>		<i>9/26/05</i> <b>Date</b>	

# ELECTRONIC RECORDS SCHEDULE

Draft Request for Records Disposition Authority, attachment to SF 115  
N1-075-05-  
August 31, 2005

## Keyfile System Description:

The Keyfile system is a document imaging system. The application contains the database that allows the indexing, storing, and retrieving of electronic images of lease files. The images are stored on optical disk utilizing WORM technology in a Hewlett Packard 120T Jukebox.

The content of the system is the electronic images of lease file folders. The images are used to provide copies to applicable parties. Since the images can be printed on a laser printer, this decreases the amount of time it takes to Xerox the files repeatedly. We provide copies of leases on a daily basis to Indian beneficiaries, real estate brokers, developers, lawyers, etc. The release of this information is necessary to ensure timely processing of lease related matters. The subjects of the information are Indian allottee landowners and their subject property that has been leased. The time span for the records is 1955 to 1995. The geographic area the records pertain to is the Agua Caliente Indian Reservation, Palm Springs, California. The update cycle of this system is to scan additional documents/correspondence that must be maintained in the physical file. Since the technology used is Write Once Read Many (WORM) technology, the additional documents that are scanned are just added to the file room. It is basically an electronic file room. The images contained in the system are exact copies of the original physical file and cannot be written over or changed. The images are acceptable in court as original documents.

### a. Inputs:

The inputs are scanned images and include lease files.

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

### b. Master Data Files:

The master data file contains a database that allows the indexing, storing, and retrieving of electronic images of lease.

**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.

# ELECTRONIC RECORDS SCHEDULE

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 identified in item b above.

# ELECTRONIC RECORDS SCHEDULE

Additional Information for: Keyfile

BIA Series/System Number:

Users: Branch of Realty, Palm Springs Field Office

Program: Branch of Realty, Bureau of Indian Affairs, Palm Springs Field Office, Palm Springs, California

Function: Realty Management

Related Series/Systems:

Location: Palm Springs Field Office

Points of contact: Ollie Beyal