

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 <b>NI-075-06-5</b>	
1. FROM (Agency or establishment) <b>Department of Interior</b>		DATE RECEIVED <b>10-5-05</b> <u>Notification to Agency</u>	
2. MAJOR SUBDIVISION <b>Bureau of Indian Affairs</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION <b>Office of the Chief Information Officer</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Mark Zundel</b>	5. TELEPHONE <b>303-969-5100</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 <b>9/29/05</b>	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:  Land Title Mapper (LTM)</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 GRS OR SUPERSEDED JOB CITATION	10.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>		<b>09/26/05</b> <b>Date</b>	
<i>cc Agency TR NWMZ</i>			

# ELECTRONIC RECORDS SCHEDULE

Draft Request for Records Disposition Authority, attachment to SF 115  
N1-075-06-5  
August 31, 2005

## Land Title Mapper (LTM) System Description:

The Land Title Mapper contains information from 1997 through the present. The system stores geographic databases and provides a simple interface for producing standardized trust land status maps of Indian Country.

The data contains trust parcel boundaries, represented as polygons that have spatial coordinates, identifiers and other associated attribute data. The parcels are organized by reservation, and the parcels for a reservation are further organized in by region. Authorized users can request five varieties of maps for specified reservations.

The original database creation took place in 1997-1999 for four regions. Database creation and updates are currently taking place. Once all databases have been created, the update cycle might get down to 1-3 months.

Files are generally stored by reservation in directories that are further organized by BIA region.

### a. Inputs:

The inputs to the system include: background geographic data gathered from various map source and parcel information produced from LRIS database downloads.

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

### b. Master Data Files:

The master data file contains attribute fields for all geographic data layers. These data layers are organized by reservation and have metadata which describe the attributes and the spatial data, the source, date, geographic projection, methods of creation, and applicable data standards.

**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.

# ELECTRONIC RECORDS SCHEDULE

Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies—Interior, BIA—3); Indian Land Records—Interior, BIA—4; Indian Land Leases—Interior, BIA—5.

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 data base.

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

# ELECTRONIC RECORDS SCHEDULE

Additional Information for: Land Title Mapper (LTM)

BIA Series/System Number:

Users: Rocky Mountain Region, Great Plains, and Southern Plains.

Program: Geographic Data Service Center, Office of Information Operations

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  
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: Lakewood, CO

Points of contact: Mark Zundel