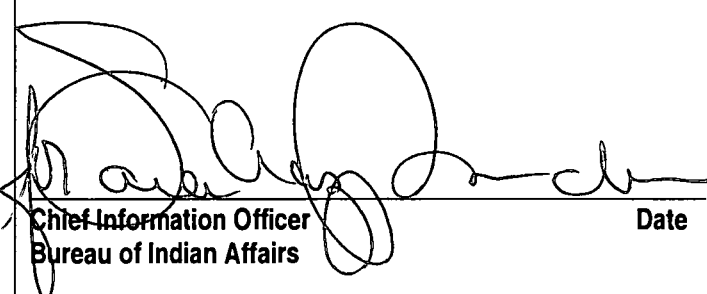


REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-075-06-10</i>	
1. FROM (Agency or establishment) Department of Interior		DATE RECEIVED <i>7-10-2006</i>	
2. MAJOR SUBDIVISION Bureau of Indian Affairs		<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of the Deputy Assistant Secretary Information Resources Management			
4. NAME OF PERSON WITH WHOM TO CONFER Jim Anderson 202-208-0437 and Mark Zundel 303-231-5100 X315			
5. TELEPHONE		DATE <i>3/30/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinst</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 ___ 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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>6/29/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Director, Office of Trust Records
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED RETENTION Electronic Record Schedule for the Geographic Information System (Schedule Attached).		9. GRS OR SUPERSEDED JOB CITATION
	 Chief Information Officer Bureau of Indian Affairs		10. ACTION TAKEN (NARA USE ONLY)
	Date <i>06/29/06</i>		

*4/6/07**Copies sent to Agency, NARME, NR*

ELECTRONIC RECORDS SCHEDULE

Draft Request for Records Disposition Authority, attachment to SF 115

N1-075-06-10

~~March 25, 2005~~ July 2006

Geographic Information System

System Description:

GIS technology provides a tool for effective trust asset management and has been used since 1984. Sites, linear features and boundaries are represented by points, lines and polygons that have spatial coordinates, names and other descriptive attributes. The data is organized by category or layer (e.g. hydrography, transportation, reservation boundaries). Each layer of data represents the best available information. Most layers cover Indian lands in Alaska and the contiguous US. Data is updated as new information becomes available.

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

- a. Inputs: Include map data from various map sources that is digitized, keyed, scanned and migrated into the system.

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

- b. Master Data Files:

The data is organized by category or layer (e.g. hydrography, transportation, reservation boundaries).

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.

- 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 database.

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

ELECTRONIC RECORDS SCHEDULE

Additional Information for:

BIA Series/System Number:

Users: Department of Interior
Bureau of Indian Affairs
Office of Trust Responsibilities
Regional Offices – Bureau-wide
Agency Offices – Bureau-wide
Tribes

Program: BIA – Office of the Deputy Assistant Secretary
Information Resources Management
Office of Information Operations
Geographic Data Services Center

Function:

Related Series/Systems:

Location: Lakewood, Colorado

Points of contact: Mark Zundel – Chief, Geographic Data Service Center
Brian Burns, Chief Information Officer
Assistant Secretary – Indian Affairs