

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
		JOB NUMBER <i>71-075-07-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		DATE RECEIVED <i>11-22-2006</i>	
1. FROM (Agency or establishment) <b>Department of Interior</b>		<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <b>Bureau of Indian Affairs</b>			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Anthony Rousseau - 505-563-5015</b>	5. TELEPHONE	DATE <i>7/30/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alta Wanda</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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>10/6/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <b>Director, Office of Trust Records</b>
7. ITEM NO. <b>01</b>	8. DESCRIPTION OF ITEM AND PROPOSED RETENTION <b>Please See Attached Electronic Record Schedule for:  Integrated Transportation Information Management Systems (ITIMS)</b>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>[Signature]</i> Chief Information Officer Bureau of Indian Affairs		Date <i>10/6/06</i>	
<i>7/30/07 copies sent to Agency, NARME, NR</i>			

# ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, Attachment to SF 115

N1-075-06-07-1

September 30, 2006

## Integrated Transportation Information Management Systems (ITIMS)

### System Description:

The Bureau of Indian Affairs (BIA) Division of Transportation (BIA/DOT) jointly administers the Indian Reservation Roads (IRR) and the Indian Reservation Roads Bridge (IRRB) programs with the Federal Highway Administrations' (FHWA) Federal Lands Highway Office (FLHO). The BIA IRR program employs more than 1,000 people and is responsible for 50,000 + miles of roads, and 805 + bridges. The BIA/DOT uses a specific set of software tools and manual processes to provide oversight and management of the IRR programs. These processes are used to manage road construction, road maintenance, contracting, inventorying of assets, project planning, and fund allocation and tracking. All these processes are linked together within a logical flow of work and defined business processes specific to the IRR programs.

Currently the BIA/DOT owns a Management System known as Integrated Transportation Information and Management Systems (ITIMS). The ITIMS system is modular and relational. The system is currently under development with some of the modules in place and in production, while other modules are in various states of development. The BIA/DOT is also responsible for management of its General Support Systems.

- Improve communications with the tribes, tribal governments and regions.
- Make available to customers all the data used to make decisions and manage the IRR program.
- Improve support, technical assistance and overall data management with the Tribes and Regions.
- Improve communications with Congress, Bureaus, Offices and Departments to justify budgets, document accomplishments, and justify the need for both maintenance and construction funds.
- Establish standardized and consistent processes to be used by all customers to manage and oversee the IRR program.
- Improve and establish data quality and integrity among the various data systems that support the IRR program.
- To enforce the business rules established by the laws and policies governing the IRR program.
- To provide a secure environment for the ITIMS system as defined by the CIO's office and the industries best security practices.

# ELECTRONIC RECORDS SCHEDULE

- To manage a completed ITIMS including support, software updates, documentation, and changes in requirements due to policy and or changes in the law governing the IRR program.

The system was designed and is capable of agency wide implementation. ITIMS system is being operated on a standalone system located in Albuquerque.

a. Inputs:

Inputs to the system are specific to: roads and bridges, their routes, their size, conditions, region-agency-reservation codes, legal description data, county locations, congressional districts, state codes, owners, constructions needs, surface status/conditions and terrain data, surface rating factors, funding categories, CTC percentages, incidental costs, traffic information, safety statistics, design standards, construction costs, railway and right of way information, latitude/longitude and Atlas map numbers, maintenance levels, snow and ice controls, deficiencies, road purpose data and Adequate Standard Characteristics data.

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

b. Master Data Files:

The master data files contain information including bridge inventory, road inventory, directory of regions/agencies/reservations, a control schedule, safety management, congestion management and pavement management.

**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. Report types include Allocation, Directory, Distribution, Construction, Mileage future system, Mileage present system, Section data and MR3c Any-Level Reports. Sort types include Consortium, Region, Reservation, Agency, Tribe, District, State and County.

# ELECTRONIC RECORDS SCHEDULE

**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: ITIMS

BIA Series/System Number:

Users:

Program: Office of Trust Responsibilities  
Division of Transportation

Function: Transportation

Related Series/Systems: Updated 16 BIAM (2003 Version)

- 4701 Roads Construction Project Case file
- 4702 Annual Roads Construction Program, Accomplishment Reports
- 4703 Roads Survey Books and Field Notes
- 4704 Project Maps and Drawings
- 4705 Road Inventory File
- 4706 Bridge Inventory File
- 4707 Roads Program Project File
- 4708a Road and Bridge Construction Reports
- 4708b Road and Bridge Maintenance Reports
- 4709a Road and Bridge Construction Finance File
- 4709b Road and Bridge Maintenance Finance File
- 4710 National Bridge Inventory System (NBIS) Report File
- 4711a Road Design Project File
- 4711b Bridge Design Project File
- 4712 Technical Assistance Program File
- 4713 Nuclear Regulatory Commission (NCR) Radiation Exposure File

Location: Albuquerque, New Mexico

Points of contact: Anthony Rousseau, Supervisory IT Specialist