REQUEST FOR RECORDS DISPOSITION AUTHORITY

	LEAVE BLANK (NARA use only)

JOB NUMBER
N1-075-07-4

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

DATE RECEIVED
11-22-2006

1 FROM (Agency or establishment)	Notification to Agency
Department of Interior	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Suzanne Gagnon - 303-969-7780 X2512			

6 AGENCY CERTIFCATION

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,

☑ is not required   ☐ is attached, or   ☐ has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/6/06		**Director, Office of Trust Records**

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED RETENTION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
01	**Please See Attached Electronic Record Schedule for:** **National Irrigation Information Management System (NIIMS)**		
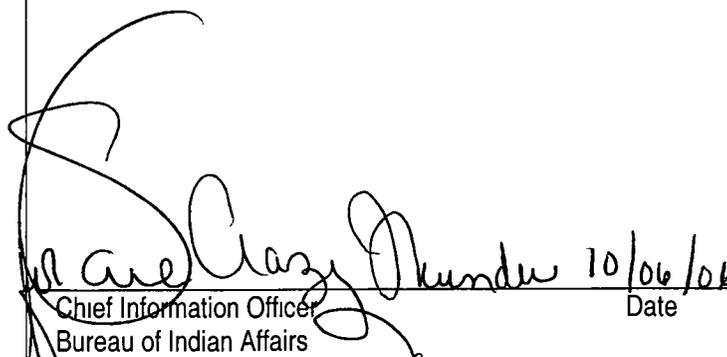
Chief Information Officer
Bureau of Indian Affairs

10/06/06
Date

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, Attachment to SF 115
N1-075-07-04
Revision Date: 03/27/08

National Irrigation Information Management System (NIIMS)

System Description:

The National Irrigation Information Management System (NIIMS) is written in NATURAL programming language using the software A/G ADABAS for storage. The NIIMS application provides standardization of irrigation billings and collection processing procedures. Use of the system by the Irrigation Projects provides accurate billing and accounting for customers and the Bureau of Indian Affairs (BIA). The NIIMS application operates on the Z800 computer at the National Business Center (NBC) in Lakewood, Colorado.

The BIA has trust responsibility for over one million acres of irrigable land, with gross income of more than 200 million dollars. These lands are supervised by six Regional Offices. At each Regional Office, there is an Irrigation Project which currently maintains their billing and collection records in individual formats. Recent audits of the Irrigation Projects have identified a need to standardize and automate the billing and collection procedures.

NIIMS is an application that supports billing and collection for the Bureau of Indian Affairs' irrigation projects which have costs that are reimbursable to the federal government. The application is limited to BIA Irrigation personnel and management.

The system contains data from 1960 to present and contains the land and owner/operator information, irrigation account information such as bills/receipts, collections and payments received.

a. Inputs:

   The inputs to the system include land ownership, leases, and documents related to land transactions.

   The database files contain information on irrigation bills, ownership, project, financial information from collections.

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

b. Master Data Files:

   The file structure contains all ADABAS database files, data sets, and file layouts that allow the indexing, storing and retrieving of irrigation data. There are multiple master files within the NIIMS and currently 48 database files that comprised NIIMS.

ELECTRONIC RECORDS SCHEDULE

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: 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:

1. 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.

2.   System Generated Reports: These reports are consolidated reports that cannot be easily separated and filed into specific case files. These reports are arranged by System Report Names, Job Number, Date of Report and Fiscal Year.

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.

d.   Documentation _GRS20/item 11a(2)_

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: Bureau of Indian Affairs, Office of Trust Responsibilities, Branch of
            Irrigation, Power, and Safety of Dams

            DOI National Business Center (NBC), Products and Services, Financial
            Operations Branch, Power and Irrigation Reconciliation Team (PIRT),
            under contract to DOI BIA Office of Trust Responsibilities

Function: Irrigation, Power and Safety of Dams

Related Series/Systems: 16 BIAM:
	4901-P3	River Basin Studies Files
	4902-P3	Irrigation Project Planning Case Files
	4903-T3F	Irrigation Project Land Designation Files
	4904-T3F	Irrigation and Power Construction Project Files
	4905-P5	Irrigation Engineering Data Files
	4906-P3	Irrigation Maps and Drawings
	4907-T3	Irrigation Forecast Files
	4903-P3	Irrigation Reports
	4909-T3F	Irrigation and Power Meter Books
	4910-P3	Irrigation and Water Rights Legal Case Files
	4911-T3F	Indian Electric Power Utilities
	4912-T3F	Power Reports
	4913-T0	Power Customer Billings
	4914-T3F	Irrigation/Power Customer Account ledger Sheets and Schedules
	4915-T3	Power Operative Maps, Drawing and Standards
	4916-T3	Power and Irrigation Work Orders
	4917-P3	Soil Surveys
	4918-P3	Soil and Moisture Conservation Maps
	4919-P3	Soil and Moisture Conservation Reports
	4920-T3F	Soil and Moisture History Case File
	4921-T3F	Irrigation Assessment Order Modifications
	4922-T3F	Long-Term Cropping Plans
	4923-T3F	Long-Term Cropping Plan Summary

Location: National Business Center (NBC), Denver Colorado

Points of contact: Suzanne Gagnon, NBC PIRT Financial Systems Manager

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Request for Records Disposition Authority, Attachment to SF 115
N1-075-07- 4
September 30, 2006

National Irrigation Information Management System (NIIMS)

System Description:

The National Irrigation Information Management System (NIIMS), an A/G ADABAS
database written in Natural programming language, is an application that supports
billing and collection for the Bureau of Indian Affair's irrigation projects which have costs
that are reimbursable to the federal government. The application is limited to BIA
Irrigation personnel and management.

The system contains data from 1960 to present and contains the land and
owner/operator information, irrigation account information such as bills/receipts,
collections and payments received.

    a. Inputs:

        The inputs to the system include land ownership, leases and probate action
        documents.

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

    b. Master Data Files:

        The master data files contain information on 38 data files. The 38 data files are?

        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: 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:

1. 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.

2. System Generated Reports: These reports are consolidated reports are reports that cannot be easily separated and filed into specific case files. These reports are arranged by System Report Names, Job Number, Date of Report and Fiscal Year.

Disposition: PERMANENT. Cut off at the end of the fiscal year. Maintain in office for a maximum of 5 years after cut off; and retire to records center. Transfer to the National Archives of the United States in accordance with signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States. Arrange files by System Report Name, Job Number, Date of Report and Fiscal Year.

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:

BIA Series/System Number:

Users: Bureau of Indian Affairs, Office of Trust Responsibilities, Branch of
           Irrigation, Power, and Safety of Dams

           DOI National Business Center (NBC), Products and Services, Financial
           Operations Branch, Power and Irrigation Reconciliation Team (PIRT),
           under contract to DOI BIA Office of Trust Responsibilities

Function: Irrigation, Power and Safety of Dams

Related Series/Systems: 16 BIAM:

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