

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-075-07-6</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		DATE RECEIVED <i>1/04/07</i>	
1. FROM (Agency or establishment) Department of Interior		<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of the Special Trustee for American Indians (OST)			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Laveena Epaloose	5. TELEPHONE 505-816-1199	DATE <i>6/15/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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>12/28/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Director, Office of Trust Records
7. ITEM NO. 01	8. DESCRIPTION OF ITEM AND PROPOSED RETENTION Please See Attached Electronic Record Schedule for: Lockbox/Trust Funds Receivable (TFR)		9. GRS OR SUPERSEDED JOB CITATION
	<i>[Signature]</i> <i>12/28/2006</i> Chief Information Officer Date Office of the Special Trustee for American Indians (OST)		10. ACTION TAKEN (NARA USE ONLY)

Ad 6/15/07 copies sent to Agency, NARME, NR

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115
N1-075-07- 6
December 22, 2006

Lockbox/Trust Funds Receivable (TFR)

System Description: The Lockbox receipting process includes receipt of funds from individuals or entities as payment transactions and posting of those funds to the appropriate beneficiary accounts. Once a payment is received at the Lockbox, the payment is deposited with the U.S. Treasury and the payment, the envelope and all other documentation submitted are imaged and posted to the Trust Funds Receivable System.

The data within the system begins 7/1/05 to the present, and is entered into the system from the Lockbox Payment Desk. A TFR record number is given by the system to each check received. Data which is also keyed into TFR by the Lockbox Payment Desk staff, BIA program staff and DTFA/BIC staff. The payment information is posted to the Trust Funds Accounting System (TFAS). Records in TFR are arranged by CT number, then Alpha, CTA#####, by region then by agency.

a. Inputs:

Data inputs to the system from the lockbox staff are imaged payments consisting of invoice coupons and other payment documentation received. Manually keyed information consist of envelope P.O Box number, check amount, deposit date, remitter name and an SF-215 number. The BIA program staff and OST Field Operations staff will make modifications (if needed) to the TFR Check Worksheet and the DTFA/BIC staff: posts batch numbers for each posted payment.

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

b. Data Files:

TFR is a relational database web application accessed through the Trust Portal, utilizing Microsoft SQL Server version 8 and Cold Fusion and MS Access. The application resides on a separate server with a Windows 2000 Server Operating System and is approximately 2 gigabytes in size. Data is backed up daily. TFR contains privacy act information and does not produce a public version of the data. A TFR system generated record number is assigned to each check received.

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.

c. Outputs:

Case file specific queries, sorts and search results, tables, print screens and related records and data compilation reports that are created for case files, studies, inquiries, inspections, and related program files. Program reports and queries consist of but not limited to: TFR Check Deposit Report, TFR Check Worksheet, TFR Manual System Search Results, TFR Manual System Batch Number Entry, Converted Agency Lockbox Query Form, TFR Check Query Results, TFR Select Checks to Match to Invoice, Potential Invoices to Match to Check, TFR Encumbrance Query Results and TFR Automatic System Batch Number Entry.

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

d. Documentation

System Data specifications, data dictionary, file specifications, code books, record layouts, FTR System Design document, FTR User Guide, output specifications, testing scenarios, final reports, regardless of medium, relating to the relational files or database.

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

ELECTRONIC RECORDS SCHEDULE

Additional Information for: Trust Funds Reconciliation

BIA Series/System Number:

Users:

Program: Collections-Receipting-Lockbox

Function: Accounting reconciliation-To track collection and disbursements for IIM accounts.

Related Series/Systems:

Location: Office of the Special Trustee for Native Americans, 4400 Masthead NE, Albuquerque, NM 87109

Points of contact: Laveena Epaloose 505-816-1199