

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-075-07-11</i>	
1. FROM (Agency or establishment) <b>Department of Interior</b>		DATE RECEIVED <i>11/4/07</i>	
2. MAJOR SUBDIVISION <b>Bureau of Indian Affairs</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Arch Wells</b>			
5. TELEPHONE <b>202-208-5831</b>		DATE <i>6/15/07</i>	ARCHIVIST OF THE UNITED STATES <i>John 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>12/22/06</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:  Fee-to-Trust (FTT)</b>		9. GRS OR SUPERSEDED JOB CITATION
	<i>[Signature]</i> Chief Information Officer Bureau of Indian Affairs		10. ACTION TAKEN (NARA USE ONLY)
	<i>[Signature]</i> Date <i>12-28-06</i>		

*At 6/15/07 copies sent to Agency, NWMG, NR*

# ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115  
N1-075-07- 11  
December 22, 2006

## Fee-to-Trust (FTT)

**System Description:** The Fee-to-Trust (FTT) system was developed to track the process of land changing from a fee status to a trust status. FTT maintains information on purchase, usage and requirements for land changing status from privately owned to the land being held in trust by the United States Government. The Fee-to-Trust Electronic Checklist is a web-based application that stores information on the existing fee to trust checklist.

### a. Inputs:

Inputs to the system are keyed in by users in a check list format listing the documentation required for fee-to-trust land transactions and acquisitions as well as additional information such as questions regarding the documents collected, the time that a question was answered and who is the official contact for each answered the question.

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

### b. Data Files:

The data contained with the system tracks dates, approval and mandatory requirements for land status changing from fee to trust. The primary key is system generated sequence number.

**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:

Data output reports include: Report by Region, Report by Agency, Report by Land Area Code. Case file specific queries, sorts, reports, tables and related records and data compilation reports 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

# ELECTRONIC RECORDS SCHEDULE

System Data specifications, data dictionary, file specifications, code books, record layouts, FTT System Design document, FTT 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: Fee-to-Trust

BIA Series/System Number:

Users: Bureau of Indian Affairs, Branch of Realty-Realty Specialists

Program: Branch of Realty, Bureau of Indian Affairs

Function: Realty Management-To track the fee to trust process

Related Series/Systems: TR-4601a-P5 Original Allotment - Individual  
TR-4601b-P5 Original Allotment – Tribal  
TR-4609-P5 Land Transactions  
TR-4614-P5 Acquired Sub-Marginal Land Books

Location: Bureau of Indian Affairs, 625 Herndon Parkway, Herndon, VA

Points of contact: Arch Wells 202-208-5831