

| REQUEST FOR RECORDS DISPOSITION AUTHORITY  |  | LEAVE BLANK (NARA use only)   |  |
|--|--|---|--|
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |  | JOB NUMBER<br><i>NI-075-07-13</i>   |  |
| 1. FROM (Agency or establishment)<br><b>Department of Interior</b>   |  | DATE RECEIVED<br><i>1/4/07</i>  |  |
| 2. MAJOR SUBDIVISION<br><b>Bureau of Indian Affairs</b>  |  | <u>Notification to Agency</u><br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br><b>Midwest Region, Branch of Forestry</b>  |  |   |  |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><b>Jay R. West</b>  |  |   |  |
| 5. TELEPHONE<br><b>612-725-4521</b>  |  | DATE<br><i>6/12/07</i>  | ARCHIVIST OF THE UNITED STATES<br><i>Allen Rount</i> |
| 6. AGENCY CERTIFICATION<br>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,<br><input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |  |   |  |
| DATE<br><i>12/22/06</i>  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>[Signature]</i>   |   | TITLE<br><b>Director, Office of Trust Records</b>    |
| 7. ITEM NO.<br><b>01</b>   | 8. DESCRIPTION OF ITEM AND PROPOSED RETENTION<br><b>Please See Attached Electronic Record Schedule for:<br/><br/>Operations Inventory (OPINV) System</b> |   | 9. GRS OR SUPERSEDED JOB CITATION                    |
|  | <i>[Signature]</i><br>Chief Information Officer <i>Acting</i><br>Bureau of Indian Affairs  |   | 10. ACTION TAKEN (NARA USE ONLY)                     |
|  | <i>[Signature]</i><br>Date <i>12-28-06</i>   |   |  |

*SA 6/15/07 copies sent to Agency, NARA, NR*

# ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115  
N1-075-07-13  
December 22, 2006

## Operations Inventory (OPINV) System

**System Description:** Operations Inventory (OPINV) manages records of forest stands containing descriptive information, history, and project planning; and records of timber sales and forest permits containing descriptive information, buyers, volumes, values, collections, and sale administration inspections from 1986 to present.

OPINV consists of two databases and a number of shared tables within Microsoft's Access Database Manager. The software is used only within the Bureau's Midwest Region, however the Region makes the software available to all Bureau and tribal entities involved in forest management, but it is not mandatory.

### a. Inputs:

The inputs to the system include: logger information, forest products, forest stand descriptions that include: location, acres, ownership, cover type, accessibility, etc. Document and reports that identify insect and disease; tree species, product and volume, stand planning, fire information and stand activity history; truck tickets and accounting documents.

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

### b. Master Data File:

The master data file consists of shared tables used by OPINV and Timber Sale Reporting and Accounting (TSR) databases. Tables include: code tables, logger information, forest products, and product unit conversions. OPINV is a series of tables linked by a unique forest stand number. The main table consists of data describing the forest stand such as location, acres, ownership, cover type, accessibility, operability, etc. Other tables include data on insect and disease; tree species, product and volume, site index measurements, stand planning, fire information, and stand activity history. TSR is a series of tables linked by a unique timber sale contract or permit number. The main table describes the timber sale contract or permit and the species, projects, and values to be harvested from the sale area. Other tables include all the products removed from the sale and all the receipts received from the purchaser of the sale.

**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

# ELECTRONIC RECORDS SCHEDULE

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: BIA – 3); Indian Land Records – Interior, and BIA – 4; Indian Land Leases – Interior

c. Outputs:

Information is used to produce the monthly Report of Timber Cut (ROTC), which is a required report that details the sale activity for a given month based on harvesting and receipts. An annual report, which is sent to Central Office, is produced by fiscal year based on all sale and permit activity.

Standard outputs generated by the user are screen prints, standard reports, plots and electronic files.

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 for Paper and Microfilm 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 database.

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

# ELECTRONIC RECORDS SCHEDULE

Additional Information for: Operations Inventory (OPINV) System

BIA Series/System Number:

Users: Branch of Forestry, Midwest Region

Program: Branch of Forestry

Function: Manages records of forest stands containing descriptive information, history, and project planning and also records of timber sales and forest permits containing descriptive information, buyers, volumes, values, collections, and sale administration inspections.

Related Series/Systems: Timber Sale Reporting and Accounting (TSR)

Location: Agencies and reservations within the Midwest Region

Points of contact: Jay R. West, Regional Forester, BIA Midwest Region, 612-725-4521