



## ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF-115  
 NARA Job No N1-075-07-14  
 February 17, 2011

**System Name:** Progeny Tribal Enrollment System

**System Description:**

The Tribal Enrollment System, commonly called Progeny, is a database system that has over 90,000 case files and includes over 250,000 JPEG scanned images. The purpose is to automate the enrollment process for Alaska Native tribal and corporation members resulting in issuing the Certificate Degree of Indian Blood (CDIB). The primary key is the enrollment number assigned to an individual. Data content includes name, address, phone number, social security number (SSN), tribal/corporation affiliation, blood quantum (Aleut, Eskimo, Indian, Tsimshian), enrollment number, and whether an individual is an enrollee or descendent. Data content dates 1971 to present.

a. Input Files

~~The inputs to the system include tribal documents, application for enrollment and relinquishment, birth certificates, name and address change requests, enrollment certification, family tree, enrollment identification numbers and correspondence.~~

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

[Item a, Inputs, is not a request for disposition authority rather instructions to use existing disposition authorities without superseding them.]

b. Master Data Files

**Disposition Instructions:** **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, as specified in NARA standards applicable at the time of transfer.

**Data restricted in accordance with Privacy Act Notice as required.**  
**Notice: Tribal Rolls – Interior, BIA – 4**

c Scanned Images

**Content** Scanned images may include JPEG, PDF or other images of birth certificates, Consular Report of Birth Abroad (FS-240), Certification of Report of Birth form (DS-1350), adoption decrees, marriage and/or divorce decrees, legal name change document, marriage license, and other appropriate tribal enrollment supporting documentation

- 1 **Archival Scanned Images** Records include images of enrollment related documents scanned at accepted archival standards for preservation as listed in NARA regulations and placed in corresponding paper case files such as the TR-3709a-P5 Alaskan Native Enrollment Files, TR-3725-P5 Alaskan Native Claims Settlement Act (ANCSA) Enrollment Case Files and TR-3732-P5 Tribal Enrollment Case Files scheduled for permanent retention

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with related Master Data Files (2200-Progeny) as specified in NARA standards applicable at the time of transfer. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer

**Data restricted in accordance with Privacy Act Notice as required.**

- 2 **Non-Archival Scanned Images** Records include images of enrollment related documents scanned below minimum archival standards for preservation and must be placed in corresponding paper case files such as the TR-3709a-P5 Alaskan Native Enrollment Files, TR-3725-P5 Alaskan Native Claims Settlement Act (ANCSA) Enrollment Case Files and TR 3732-P5 Tribal Enrollment Case Files scheduled for permanent retention

**Disposition Instructions: TEMPORARY.** Destroy or delete scanned images when no longer needed for business or reference purposes

**Data restricted in accordance with Privacy Act Notice as required.**

d System Generated Documents/Outputs

~~1 Case File Specific Outputs~~

~~**Content** The primary generated output is the Certificate Degree of Indian Blood (CDIB) and is not maintained by the program office. Outputs include 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 Instructions:** Apply disposition instructions approved for paper and microfilm records.~~

**Data restricted in accordance with Privacy Act Notice as required.**

[NOTE Item d1, Case File Specific Outputs, is not a request for disposition authority rather instructions to use existing disposition authorities without superseding them ]

- 2 System Generated Documents organized by Program, Regional, Agency or Field Offices Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually These reports cannot be easily separated and filed in case specific files

**Disposition Instructions: PERMANENT.** Cut off at end of fiscal year. Transfer paper records to the records center and electronic records to the National Archives 2 years after cutoff or when no longer needed for current business operations, whichever is less, in accordance with National Archives instructions and guidance Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer

**Data restricted in accordance with Privacy Act Notice as required.**

e System Documentation

**Contents:** ~~Records include system data specifications, file specifications, code books, record layouts, user guides and manuals, output specifications, and final reports relating to the Indian Affairs Progeny Tribal Enrollment System~~

**Disposition Instructions:** ~~PERMANENT~~ Transfer to the National Archives with related data files identified in Item TR-3709-P5b, above (Disposition Authority is GRS 20/Item 11a2 )

**Additional Information**

**Establishment Authority:** Alaska Native Claims Settlement Act (ANCSA) (43 USC 1606)

**Restrictions:**

Freedom of Information Act, Exemption b3  
Privacy Act of 1974 (5 USC 552a)

**Superseded Records:**    Unscheduled

**Related Records:**

3709a-P5 Alaska Native Enrollment Files, NARA Dossier N1-75-05-1/Item 3709a  
3725-P5 Alaska Native Claims Settlement Act (ANCSA) Enrollment Case Files, NARA  
Dossier N1-75-05-1/Item 3725  
3732-P5 Tribal Enrollment Case Files, NARA Dossier N1-75-05-1/Item 3732

**Supplemental System Description:****Location:**

Main SQL database server    BIA Alaska Region, West Central Alaska Agency,  
3601 C Street, Anchorage, AK 99503

**Points of Contact:**

System Manager                Rose Brady, Superintendent, West Central Alaska Agency,  
Phone 907-271-4088  
Information Technology        Joe Exendine, Supervisory IT Specialist, Alaska Region  
Phone 907-586-7107  
Burton Hanna, IT Specialist, West Central Alaska Agency,  
Phone 907-271-1741