

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-075-09-2</i>	DATE RECEIVED <i>10/27/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Assistant Secretary of Indian Affairs			
3 MINOR SUBDIVISION Office of the Chief Information Officer			
4 NAME OF PERSON WITH WHOM TO CONFER Robert Middleton/Darlene Greifenberger	5 TELEPHONE 202-513-7680	DATE <i>11/11/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>10/17/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED RETENTION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Please See Attached Schedule for: Loan Management and Accounting System (LOMAS) <i>[Signature]</i> <i>23 Sep 08</i> Director, Date Office of Indian Energy and Economic Development <i>[Signature]</i> <i>9-30-08</i> Chief Information Officer - Indian Affairs Date		

SF-115 Revision

Schedule revision approved by Ms Yolanda Montoya via e-mail on September 9, 2010

Department of Interior / Office of the Special Trustee for American Indians

Job No N1-75-09-2

Loan Management and Accounting System (LOMAS)

System Description The Loan Management and Accounting System (LOMAS) is used to track and manage outstanding debt based upon programs authorized under the Indian Financing Act (IFA) of 1974, as amended. The current system is designed to 1) manage and administer loans, loan guarantees and insured loans, 2) provide a database of loans and private lenders, 3) provide management information; 4) interface with the core accounting and finance system, Federal Financial System (FFS), 5) generate required delinquency and activity reports to the Office of Management and Budget (OMB) and Department of the Treasury, and 6) support the Central Office, Regional Offices and the Loan Accounting Section in managing and administering loans

LOMAS contains three databases – the Production, Test and the Development. The Test and Development databases are scheduled for disposition by the General Records Schedule (GRS) 20/Item 4 and Item 1, respectively. The Production Database information may contain loan application data including loan collateral, loan collection and loan approval information; loan budget validation, loan disbursement information; borrower data such as name, address, birth date, phone number, loan guaranty number, tribal name, record of payment, guaranty agreements, eligibility certificates, promissory notes and other information. The records are indexed by the name of borrower, loan guaranty number and tribal name when applicable. This system contains records from March 5, 1992, to present

a. Inputs:

~~Data and information encoded into the system for loan guarantee applications, lender information during loan finalization, collections; and defaulted guaranteed assignments-~~

~~**Disposition:** Apply disposition instructions approved for paper and microfilmed records-~~

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

b. Data Files of the LOMAS Production Database

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, as specified in NARA standards applicable at the time of transfer.

c. System Generated Documents/Outputs

1. ~~System Generated Documents in Case Files:~~ Case file specific queries, sorts, reports, tables and related records and data compilations (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 records

[Item c1 is not a request for disposition authority Item c1 are 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 Records may be filed by system report name, program, region, agency or field office, job run date and fiscal year May be filed by system report name, Program, Region, Agency or Field Office, job run date and fiscal year, or other means

Disposition: 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 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

d—Documentation

~~Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the LOMAS system master file, particularly the Production Database~~

~~Disposition:~~ PERMANENT Transfer to the National Archives with relating permanent Master Data Files from LOMAS system

[Item d, Documentation, is authorized for disposal by GRS 20/Item 11a2 and is not being superseded]

Additional Information for Loan Management and Accounting System (LOMAS)

Related BIA Record Series/System Numbers Indian Affairs Record Schedule (IARS)

NARA Job No N1-75-05-1 Items
 4200-P5 Program Correspondence and Policy/Directives Files
 4202-P5 Indian Loan Files
 4206-P5 Credit Operations Report Files
 4207-P5 Credit Operations Audit Report Files
 4214-P5 Outstanding Receivables (Due From Public) Files
 4215-P5 Annual Credit and Finance Report Files
 4216-P5 Loan Service Files
 4217-P5 Treasury Loan Transaction Files
 4218-P5 Indian Loan Guaranty Files
 4219-P5 Credit Program Evaluation Report Files

Users: The Division of Capital Investment in the Office of Indian Energy and Economic Development (IEED) – Washington, DC, and Loan Accounting Section, Albuquerque, NM

Program: Division of Capital Investment, Office of Energy and Mineral Development, Deputy Assistant Secretary – Policy and Economic Development, Office of the Assistant Secretary – Indian Affairs, Department of the Interior

Function: LOMAS is used to track and manage outstanding debt based upon programs authorized under the Indian Financing Act (IFA) of 1974, as amended.

Addition System Description: LOMAS resides virtualized on a 2850 Dell server in Windows 2003 and is operating in the Legacy NT40. It is programmed in-house using Virtual Smalltalk Enterprise and Parts Workbench

There are three databases: Production, Test and Development. Each database is structured the same way with 128 tables with up to 120 data fields. The greatest number of records in a table is 65,956. The Production Database contains the records being scheduled and the Test and Development Databases are scheduled by the General Records Schedules (GRS) 20/Items 1 and 4, respectively. Index keys for identifying and searching records include the name of borrower, loan guaranty number and tribal name when applicable.

Location National Business Center, Albuquerque, NM

Points of Contact Robert Middleton, System Owner, Director, Office of Indian Energy and Economic Development – (202) 208-5462
 Darlene Greifenberger, System Owner's Representative, Office of Indian Energy and Economic Development – (202) 513-7680
 Mark Brownstein, Developer (Contractor), National Business Center, Albuquerque, NM – (505) 248-6232
 James Wattnem, System Administrator, OCIO, Herndon, VA – (703) 735-4317