

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER NI-075-09-8	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		DATE RECEIVED 5/4/09	
1 FROM (Agency or establishment) Department of Interior		Notification to Agency 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	5 TELEPHONE	DATE 3 FEB 13	ARCHIVIST OF THE UNITED STATES
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 5/1/09	SIGNATURE OF AGENCY REPRESENTATIVE 		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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED RETENTION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	<p>Please See Attached Schedule for:</p> <p>Trust Asset and Accounting Management System (TAAMS)</p> <hr/> <p>Deputy Bureau Director, Trust Services Date</p> <p> Jim Langford for Acting Dir Sonny Bhagowalia Chief Information Officer - Indian Affairs Date 1/16/08</p>		

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, SF-115 Revision approved by Ms Yolanda Montoya on January 31, 2013, which highlighted changes identified within the document

System Name: Trust Asset and Accounting Management System (TAAMS)

System Description:

The Trust Asset Accounting Management System (TAAMS) was acquired and modified to provide a comprehensive national trust information system for title and land resource management for use across the Department of Interior (DOI) that replaces duplicative and obsolete legacy systems including. Land Records Information System (LRIS), Integrated Records Management System (IRMS) Lease, Range, Lease Distribute and Ownership, Royalty Distribution and Reporting System (RDRS), also referred to as Oil and Gas, PC Lease (lease management system), Keyfile (lease files images), Great Lakes Agency Database System (GLADS), Alaska Title (AKTitle), Management Accounting and Distribution System (MAD), Document Management Program (DMP)/Docstar, Real Estate Module (REM), OST Trust Funds Receivable, (the Lockbox still resides with OST), and other related functional systems in the field that may be subsumed by TAAMS TAAMS may also add business line function related modules to replace the legacy systems and further enhance the processing system

TAAMS has a multi-database structure with multiple system modules, the Trust Image Repository (TIR) and system interfaces The title management function module maintains and tracks land title documents including supporting revenue distribution, invoicing, acquisitions and all legal details relating to land transactions, and providing easy access to title information TAAMS includes a Production Library with historical title content and transactional history The data changes and modification within TAAMS are kept permanently (including expired transactions) and are not overwritten

The land resources management function (leasing module) establishes, tracks and manages various contracts such as surface area, mineral, oil and gas leasing, surface and business leasing, timber sales contracting, Right of Way and range leases, and automates invoicing, collections and revenue distributions using captured payment information Other modules supporting the title and leasing functions include Surface Document, Mineral Document, Right of Way Document, Range Document, Forestry Document, Indian and Consolidation Act (ILCA) module, Mineral Royalty and Accounting Distribution (MRAD) Module and the Business Leasing Modules Imaged documents also support the title and leasing functions

The accounting module manages the receipt and distribution of all Trust Funds with features that include automated invoicing, online collections, Mineral Management Services (MMS), interfacing, land owner distributions, receivable sub ledgers and supporting financial details TAAMS also has a Reports Module that provides for customized reports such as areas as land utilization, tract title status, title abstracts, owner inventory and certifiable probate inventories; lands available for leasing, chain of title history, distribution of income, and issuances of certified reports required for Indian title, including information on historical transactions These modules provide a foundation for the addition and integration of other modules (e g , Probate, Name and Address, and other functions that support fiduciary trust responsibilities) in developing an integrated trust management system

a. Input Files.

~~May contain original documents scanned and uploaded into TAAMS—File to appropriate paper or electronic record series/system~~

~~Disposition—Apply disposition instructions approved for paper or 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.** Data entered into TAAMS is the most up-to-date record of trust land ownership and use status that includes the current, past and new owners. Data content includes name and address for individual Indians, Tribes, non-Indians, businesses, agencies and government; payment data; title tract and ownership information, conveyance documents, encumbrances, document maintenance for surface, mineral, right-of-way, range, forestry and receivable documents. Further data content includes tract identification and document identification, tract lands legal description, location, acreage, coordinates, parcels, grid and input Survey/ Abstract information, ownership data, partitioning a tract, renaming a tract and creation of a Surface/Mineral tract, probates information, encumbrances, appraisals, deeds and other instruments of conveyance, contractor data, current name and address of Lease information (renewal, approval, modifying, amending, cancellation/expiration, compliance, rental rates, and landowner stipulations); permits, bonds and consent of land owners, lease advertisements and names and addresses of current lessees. Accounting data includes collection and billing, payment documents such as bills for collection, money orders from lessees, payment and distribution data, and other related information. TAAMS interfaces with the Trust Fund Accounting System (TFAS) nightly for name/address/account updates and Trust Fund Accounts Receivable (TFAR). The system saves superseded changes and an audit trail of changes is recorded. An account closes when the land status changes to 100% Fee Status meaning the land status changes from being held in Trust to private ownership. Data encoded into TAAMS dates from about 2000 to present. Dates for content within TAAMS could date back to the 1800s for data that was converted from LRIS for lands in trust status at the time of conversion from LRIS (Supersedes NARA Job Nos N1-075-03-001/b and d (IIM), N1-075-03-002/1b,1d, 2b, 2d, 3b, 3d, 4b and 4d (IRMS Lease, Range, Lease Distribute and Owner); N1-075-03-003/1b, 1d, 2b and 2d (RDRS – Oil and Gas), N1-075-03-005/b and d (LRIS), N1-075-05-002/b and d (REM); N1-075-06-001/b and d (AK Title); N1-075-06-003/b and d (GLAD), N1-075-06-004/b and d (Keyfile), N1-075-06-006/b and d (MAD), N1-075-07-0003/b and d (PC Lease), N1-75-07-5b (DMP), and N1-075-07-06/b and d (TFR))

Record Copy 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.

- c Trust Imaging Repository (TIR) Records include images of title and deed documents, probate documents, encumbrances, real appraisals, instruments of conveyance, leases, contractor data and other related documents scanned for preservation and placed in corresponding paper case files such as the Land Assignments (BIAM-16, 4603), Patents, Fees and Certificates of Competency (BIAM-16, 4604), Land Gift Conveyance (BIAM-16, 4605), Land Plat Books (BIAM-16, 4606), Land Tract Books (BIAM-16, 4607), Land Title/Deed Files (BIAM-16, 4610), Cadastral Survey Files (BIAM-16, 4612), Land Right-of-Way (BIAM-16, 4616), Indian Land Lease Case Files (BIAM-16, 4618), Individual Indian Probate Case Files (BIAM-16, 4631), Master Land Description File (BIAM-16, 4634), and other related record series scheduled for permanent retention Earlier images may be scanned below archival standard (300 dpi) but scanning practice will be updated to meet archival standard (NEW Item)

Disposition Instructions: **PERMANENT.** Transfer to the National Archives for pre-accessioning with related Master Data Files 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.

d System Generated Documents/Outputs

- 1 ~~System Generated Documents in Case Files TAAMS reporting system has the capability to query all fields to compile data, create management and other reports for case files, studies, inquiries, reference, inspections and related program files Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation~~

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

Data restricted in accordance with Privacy Act Notice as required.

[NOTE. Item d1, System Generated Documents in Case Files, 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 Office 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 Subject files are filed by system report name, Program, Region, Agency or Field Office, job run date and fiscal year Because TAAMS supersedes the electronic systems listed in item b of this schedule, this item will also cover (output only) subject files that may have been created by the superseded systems (NEW Item)

Disposition: PERMANENT Cut off at the end of the fiscal year Transfer records to the records center 2 years after cutoff or when no longer needed for current business operations, whichever is less, and electronic record copies to the National Archives for pre-accessioning 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 Appraisal Request Systems~~

~~**Disposition Instructions:** PERMANENT Transfer to the National Archives with related data files identified in Item b1, b2 and c, above (Disposition Authority is GRS 20/Item 11a2)~~