

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1- 20 -04-12	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/19/2004	
1. FROM (Agency or establishment) Office of Navajo and Hopi Indian Relocation		NOTIFICATION TO AGENCY	
201 Birch Street, P.O. Box KK Flagstaff, Arizona 86002		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Relocation Operations			
3. MINOR SUBDIVISION New Lands Operations			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Paul Tessler	928-779-2721 x 114	8/22/04	Allen W. Swanson
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 <u>2</u> 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	SIGNATURE OF AGENCY REPRESENTATIVE		TITLE
7/30/04	<i>G. J. Savan</i>		Executive Director
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
A.	<p>The Nahata Dzill' Chapter Data Base was created by agency personnel for the purpose of facilitating the transfer of information to the Nahata Dzill' Chapter of the New Lands after the ONHIR closes and it's administration of the New Lands ceases. This data base is in Microsoft Access Format and is saved on the agency's server and the hard drive of the personal computer of the employee responsible for the input of information into the data base. Programs written in Microsoft Access and Query are used to manipulate the data. Information contained in the data base is subject to the Privacy Act Law.</p> <p>Inputs:</p> <p>1. Client Case Files: A textual series consisting of approximately 4,800 client files which, in addition to other information, contain documentation of the New Lands clients' transition through the relocation process, homesite lease acquisition, post-move and warranty services. This series is subject to the Privacy Act.</p> <p>[Note: See SF115, Job # 115-220-1]</p>	Previously approved authority applies	

A 11/16/07 Copy sent to [unclear] [unclear]

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B.	<p>2. New Lands Project Files: A series of textual files arranged numerically (also identified by subject) each of which contain a sub-category of files which incorporate information related to the development and administration of the New Lands by the ONHIR. Examples of data contained in these files are information concerning homesite lease issues, site development, and community services development. [REDACTED]</p> <p>3. Range Management Files: A series of textual files of 21 separate categories with sub-files which contain information related to the development and administration of a Resource Management Program on the New Lands, an example of such being Range Unit monitoring and planning. [REDACTED]</p> <p>4. Homesite Lease Files: A series of textual working files containing copies of the original homesite leases issued on the New Lands in both the Rural Community and the Range Units. This series contains information subject to the Privacy Act. [REDACTED]</p> <p>5. New Lands Maps: A series of maps of the New Lands. [REDACTED]</p> <p>6. Index: A textual index to the series of New Lands Maps by subject, with the index including the title of the map, description, title of publication, scale and type, author and date. Thereunder, the map index lists the following subcategories: land use, New Lands Region, land suitable for Range Cluster Housing, and contour maps of the Range Cluster. [REDACTED]</p> <p>Data Base:</p> <p>This data base encapsulates information related to the New Lands Community established by the ONHIR during the life of the agency. Examples of the types of data maintained in this data base are: 1. Information as to who the New Lands residents are and where they reside; who are their children and who are their extended family members; and do they graze livestock on the New Lands? 2. Information on Grazing Permits issued by the ONHIR for the New Lands Range Units. 3. Information on the ownership of homesite leases within the Chapter.</p>	CITATION	

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<p>C.</p> <p>D.</p> <p>E.</p>	<p>This data base can be manipulated in various ways to produce reports utilized by staff members and management to display selected data on the computer monitor. The data base is "dynamic;" information is continually added to the field as information is gathered or existing information changes. It is also "static," in that the one-time entry of some of the data is not subject to change.</p> <p>Disposition: Permanent. Transfer to the National Archives and Records Administration at the close of the ONHIR. The data base is subject to the Privacy Act.</p> <p>Outputs:</p> <p>Query reports can be generated as well as reports which incorporate specific data. They are printed in hard copy and utilized for reference purposes. Examples of these reports are:</p> <ol style="list-style-type: none"> 1. Homeowner Report 2. Homeowner Mailing List Report 3. Permittee Report 4. Extended Family Report 5. Homesite Lease Status Report 6. Subdivision Lot and Permit Numbers Report 7. Nahata Dzill' Chapter Property Report <p>Final Report: At the close of the ONHIR the foregoing reports 1 thru 7 will be merged into one final report incorporating all of the data.</p> <p>Disposition: Permanent. Transfer to the National Archives and Records Administration at the close of the ONHIR. This series consists of approximately 1 cubic foot. These Reports are subject to the Privacy Act.</p> <p>System Documentation:</p> <p>Microsoft Access Table Layouts.</p> <p><i>PERMANENT TRANSFER TO NARA AT THE CLOSE OF THE ONHIR.</i></p> <p>Backups:</p> <p>The data base is backed up to the AS 400 (Agency Server) when new data is imputed into the base.</p> <p>Disposition: Temporary. These backups will be destroyed at the close of the ONHIR.</p>	<p>CITATION</p>	