REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only) JOB NUMBER N1-075-05-2
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	DATE RECEIVED 6-1-2005
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **Bureau of Indian Affairs**	
3. MINOR SUBDIVISION **Southern Plains Regional Office**	

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Brian Burns - 202-208-0437 and **Bruce Maytubby 405-247-1612**		[illegible]	[illegible]

6. AGENCY CERTIFCATION

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,

☐ is not required ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/6/05	[signature]	**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 GRS OR SUPERSEDED JOB CITATION	10.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)
01	**Electronic Record Schedule for the Real Estate Module System using in the Southern Plains Region (Schedule Attached)** for [signature] 5/6/05 Chief Information Officer Date Bureau of Indian Affairs cc. Agency, NR		

115-109 PREVIOUS EDITION NOT USABLE **STANDARD FORM 115** (REV. 3-91)
Prescribed by NARA 36 CFR 1228

ELECTRONIC RECORDS SCHEDULE

Draft Request for Records Disposition Authority, attachment to SF 115
N1-075-05-2
March 25, 2005

1. Anadarko Real Estate Module (REM)

System Description:

The Anadarko Real Estate Module, a dbase V file format (DOS), is used for transaction processing and land management. The individual modules contained in Real Estate Module (REM) are targeted at reducing the most labor intensive tasks performed at field level. These are issuance of conveyance documents, grants of easements for rights-of-way, and agricultural leases, development of payment schedules contracts, issuance of 90 day notices, and report generation.

The Real Estate Module (REM) was first implemented in the early 1990's and ran on standalone personal computers (PCs) at each agency/field office. Over the years, the platform has been upgraded and currently operates on both Local Area Networks (LANs) and standalone PCs. Because the Real Estate Module (REM) operates at the local level, the data stored at those locations only pertains to that location. The data is not propagated to or commingled at the regional level. This system is resident on a LAN at several BIA locations or a standalone PC at Tribal locations.

This system contains information about Indian individuals (account numbers, names, addresses) and the trust/restricted land(s) they hold an interest (property legal descriptions, ownership interests). It also contains information about lessees. The primary keys are tract number, account number, and lease number.

REM includes the following modules: easements, deeds, lease development, lease distribution, lease management, 90 day notices. The Agency / IIM Address and Lease Development Modules include landowner and lessee names and addresses.

a. Inputs:

a.1. The inputs to the system include: land tract and ownership information; leases (renewal, approval, modifying, amending, cancellation/expiration, compliance, rental rates, and landowner stipulations); permits; bonds; consent of land owners; lease advertisements; payment documentation; and names and addresses of current lessees. Collection and payment documents and data, such as bills for collection, money orders from lessees, and journal vouchers, are acquired from such sources as the lessees through BIA offices. Other inputs of consist of tract and owner of land information from such sources as probates, deeds, and other such instruments of conveyance.

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

b. Master Data Files:

The master data files contain information on leases identified by lease number, tract (legal description – section, township, range and tract identification number) and ownership, rental rates, dates, lessor and lessee information, addresses, and land types (tribal lands, individual Indian land allotments).

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, in accordance with regulations currently cited in 36 CFR 1228.270.

Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies—Interior, BIA—3); Indian Land Records –Interior, BIA—4; Indian Land Leases—Interior, BIA--5; Integrated Records Management System Interior, BIA—25.

c. Outputs:

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 approved for paper and microfilm program 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 with Master Data File identified in item b above.

ELECTRONIC RECORDS SCHEDULE

Additional Information for: (Anadarko) Real Estate Module (REM)

BIA Series/System Number:

Users:
Concho Agency (BIA)
Anadarko Agency (BIA)
Shawnee Field Office (BIA)
Pawnee Agency (BIA)
Horton Agency (BIA)
Citizen Potawatomi Nation (Self Gov. Tribe)
Sac & Fox Nation (Self Gov. Tribe)
Iowa Tribe of Oklahoma (638 Tribe)
Absentee Shawnee Tribe of Oklahoma (Self Gov. Tribe)

Program: Branch of Trust Services
Southern Plains Regional Office

Function: Realty Management

Related Series/Systems: 16 BIAM Update (2003 Version)

TR-4601a-P5	Original Allotment – Individual Tribal
TR-4601b-P5	Original Allotment – Tribal
TR-4616-P5	Indian Land Right of Ways and Easements
TR-4618-P5	Indian Land Lease Case Files
TR-4635-P5	Land Chain of Title Plant File

Location: BIA – Herndon, Virginia

Points of contact: Bruce Maytubby- Deputy Regional Director for Trust
Southern Plains Regional Office
Brian Burns, Chief Information Officer
Assistant Secretary – Indian Affairs