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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | LEAVE BLANK (NARA use only) | |
| | | JOB NUMBER <i>71-075-05-3</i> | |
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | DATE RECEIVED <i>6-1-2005</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Bureau of Indian Affairs | | | |
| 3. MINOR SUBDIVISION Office of Trust Services | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Brian Burns - 202-208-0437 and Tim Moriarity - 303-969-5270 | | 5. TELEPHONE | DATE <i>11/1/05</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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE <i>5/6/05</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 GRS OR SUPERSEDED JOB CITATION |
| | Electronic Record Schedules (Attached) for the following Systems: Indian Forestry Database (InfoDat); and Continuous Forest Inventory (CFI) <i>Sara C. Dunder</i> 5/6/05 Chief Information Officer Date Bureau of Indian Affairs <i>cc: Agency, NR</i> | | 10. ACTION TAKEN (NARA USE ONLY) |

ELECTRONIC RECORDS SCHEDULE

Draft Request for Records Disposition Authority, attachment to SF 115

N1-075-05-3

March 25, 2005

1. Indian Forestry Database

System Description:

The function of Indian Forestry Database (InfoDat) system is to keep track of the forest resources and the status of forest management inventory and planning (FMIP) projects and funding needs on all reservations. The InfoDat system is stored in a MS Access database with a Visual Basic Application front end for processing and reporting. The system also is used to maintain the reservation codes used in other forestry databases and to supplement other forestry projects, such as the Forestry Funding and Position analysis. The system is used and maintained at the Division of Forestry – Branch of Forest Resources Planning (BOFRP) and used by all regional forestry offices. The Database was developed in 1999 and is kept updated every September 30th. The regional forestry staff can keep their database current throughout the year if desired, but the Central Office database is updated only once a year. The database and associated documentation is archived each year at the end of the reporting cycle.

a. Inputs:

The data inputs to this system are entered by regional forestry staff directly into the database via the InfoDat application. Updates are reported to the region via paper copies of previous year's reports. Two electronic data entry forms exist for the entry of the forest acreage and planning status data. Another three electronic data forms exist for the maintenance of the reservation, agency and regional data. The national database updates are done through the transfer of regional data to the BOFRP office for processing. See attached users manual.

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

b. Master Data Files:

The master data file is stored in a MS Access database and contains information on the forest acreage on each reservation, acreage available for timber harvest, current status of the eight segments of the forest management inventory and planning, funding needs for future FMIP projects from the special non-recurring FMIP funding, valid reservation codes. Records are stored by reservation code (see attached data structure diagram).

ELECTRONIC RECORDS SCHEDULE

The data is stored in the following tables:

- Catalog of Forest Acres - keeps track of the acres by administrative categories;
- Status of Forest Management Inventories and Planning - Keeps track of the eight different segments of the FMIP process, along with basic timber harvest information;
- Funding Needs by FMIP category - 10 year needs for each of the eight FMIP segments;
- Reservation Info - Reservation codes, names and other forestry-related information; and
- Agency and Region Info - Codes and names of the BIA agencies and regions.

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 Land Records – Interior, BIA-4.

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 Indian Forestry Database

BIA Series/System Number:

Users: Department of Interior
Bureau of Indian Affairs
Office of Trust Services
Division of Forestry
Branch of Forest Resources Planning (BOFRP)
BIA Regional Forestry Offices and Agencies

Program: Branch of Forest Resources Planning (BOFRP)
Division of Forestry
Office of Trust Services

Function: Forestry

Related Series/Systems: 16 BIAM Update (2003)

TR-4401-P5 Forestry Management Plans
TR-4405-P5 Monthly Timber Cut Reports (Other than Individual Timber Sales or Permits)
TR-4409-P5 Forestry Scale Report (Other than Individual Timber Sales or Permits)
TR-4410-P5 Forestry Check Sale Report (Other than Individual Timber Sales or Permits)
TR-4418-P5 Annual Forestry Reports
TR-4422-P5 Cumulative Forestry Comparative Statements

Location: Branch of Forest Resources Planning, Lakewood, CO 80228

Points of contact: Timothy Moriarty – Chief, Branch of Forestry Resources Planning
David Wilson - Branch of Forestry Resources Planning

Brian Burns, Chief Information Officer
Assistant Secretary – Indian Affairs

ELECTRONIC RECORDS SCHEDULE

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

2. Continuous Forest Inventory

System Description:

The function of Continuous Forest Inventory (CFI) system, stored in a MS Access database format and written in Visual Basic and Visual FORTRAN, is to provide for the collection and analysis of the forest resources using scientifically based data for the monitoring and management of resources on Indian forest land. The CFI computer system is designed to facilitate the processing and analysis of the data collected. The system has been implemented at all reservations that have a major forest resource, what is called a Category 1 forest (See 25CFR Sec. 163.36 for definitions of the forest categories). The system resides at the Division of Forestry – Branch of Forest Resources Planning (BOFRP) in Lakewood, Colorado and at individual reservations, with copies given to the agency and regional offices. See attached diagram for system design.

The CFI is a forest-wide sample of the forest resources that will provide a statistically reliable estimation of the forest resource. Contained in a CFI database is data on the measurement plot site and individual sample trees. Plot data includes information on the location, site quality and administrative classifications. Individual tree data includes tree size (diameter, height) and condition (problems, vigor). The plots are re-measured periodically, which allows for the estimation of forest change. Since the forest resource is a trust asset, the BIA must ensure that the condition and volume of the forest is sustained or improved. Most CFI inventories have at least three measurements, with some having up to 6 measurements. The CFI system maintains all previous measurement information so that trends in the resource can be evaluated. With the individual tree samples and plot summaries, statistics are produced to show the structure, growth, harvest and mortality that have occurred over the measurement period. Field guides defining the procedures and data definitions are developed for each project and are maintained for future reference. Past data for a reservation's CFI are migrated to the database from ASCII formatted data files at the time of re-measurement.

Since each reservation has specific needs beyond the basic data collected on all reservations, the forest inventory is tailored as needed. Because of this tailoring and the different measurement dates, each individual forest inventory is maintained in its own database. While each database is unique, it is required to follow the standard CFI database format. The format is defined in the "Data Organization Guide" developed by BOFRP. All inventories must follow this database format for integration with standard processing programs that generate summary tables for the inventory. Because of the individualization of the database data fields, there is little application on a bureau-wide basis as a "one-size-fits-all" application.

ELECTRONIC RECORDS SCHEDULE

a. Inputs:

The inputs are preprinted on tally sheets or loaded into electronic field data recorders and taken to the plot. The field crew then measures the same trees at the same point and records the new information. Any past data provided is also verified in the field. Data is entered and error checked through an application written in Visual Basic. This application is modified as needed for each reservation inventory. Original input forms are maintained at the reservation level.

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

b. Master Data Files:

The master data file is stored in a MS Access database. There are five different data tables generated for each measurement:

- Plot Classification - the collected field data for the plot;
- Plot Summary - tree data summaries (stocking, growth, harvest, etc);
- Tree Measurement - collected tree information, plus any calculated data;
- Regeneration data - data on the measured regeneration trees on plot;
- Fuels data - data collected on wild land fire fuels present; and,
- Additional data tables needed for the administration and processing of an inventory are also maintained in the database. See Data Organization Guide for details.

The individual reservation that is doing the analysis determines what sorting and summaries it wants to create. The CFI programs are designed to allow the user the ability to sort on any plot variable.

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.

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ELECTRONIC RECORDS SCHEDULE

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: Continuous Forest Inventory

BIA Series/System Number:

Users: Department of Interior
Bureau of Indian Affairs
Office of Trust Services
Division of Forestry
Branch of Forest Resources Planning (BOFRP)
BIA Agency Offices
Tribal Forestry Programs

Program: Branch of Forest Resources Planning (BOFRP)
Division of Forestry
Office of Trust Services

Function: Forestry

Related Series/Systems: 16 BIAM – 2003 Update

TR-4401-P5 Forestry Management Plans
TR-4405-P5 Monthly Timber Cut Reports (Other than Individual Timber Sales or Permits)
TR-4409-P5 Forestry Scale Report (Other than Individual Timber Sales or Permits)
TR-4410-P5 Forestry Check Sale Report (Other than Individual Timber Sales or Permits)
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