

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

N1-075-06-3

August 30, 2005

Great Lakes Agency Database System - GLADS

System Description:

The Great Lakes Agency Land Database, programmed using dbase V, provides current and accurate information pertaining to land title and is used to account for all Land Consolidation Project transactions and collections. An inventory for a potential land sale can be recalled and printed on demand. Data is entered by realty staff, which includes probates, deeds to restricted Indian land for land consolidation as well as the acquisition and disposal sections. The database is capable of printing multiple reports when requested, including statistical information regarding tribal allotted, unallotted and fee interest.

The purpose of the system is to produce land inventories, summaries, deeds to restricted Indian land, exhibits "A's", and tract LCP transfers.

a. Inputs:

The inputs are keyed into the system and include: probates, deeds to restricted Indian land for land consolidation, acquisition and disposal.

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

b. Master Data Files:

The master data file contains land title information.

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.

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.

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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 data base.

Disposition: PERMANENT. Transfer to the National Archives with Master Data File identified in item b above.

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Additional Information for: Great Lakes Agency Database System - GLADS

BIA Series/System Number:

Users: Bureau of Indian Affairs
Midwest Regional Office
Great Lakes Agency

Program: Bureau of Indian Affairs, Great Lakes Agency, Branch of Realty

Function: Realty Management

Related Series/Systems:

Location: Great Lakes Agency, Ashland Wisconsin

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