REQUEST FOR RECORDS DISPOSITION AUTHORITY			LEAVE BLANK (NARA use only)					
			JOB NUMBER					
			NI-075-06-3					
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)			DATE RECEIVED					
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			10-5-05					
FROM (Agency or establishment)			Notification to Agency					
Department of Interior			In accordance with the provisions of 44 U.S.C.					
2. MAJOR SUBDIVISION			3303a, the disposition request, including					
Bureau of Indian Affairs			amendments, is approved except for items that					
Danada of Malatty Malio			may be marked "disposition not approved" or					
3. MINOR SUBDIVISION				- "withdrawn" in column 10.				
Office of the Chief Information Officer								
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONI			DATE ARCHIVIST OF THE UNITED STATES					
Heidi Gordon 715-682-			\$1306 Albertant					
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 3 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 STONATURE OF AGENCY REPRESENTATIVE 9/29/05				TITLE				
			Director, Office of Trust Records					
				9. G	10. ACTION			
ITEM NO.	EM NO. 8. DESCRIPTION OF ITEM AND PROPOSED RETENTI		N		ERSEDED	TAKEN (NARA		
				JOB	CITATION	USE ONLY)		
1	Please See Attached Schedule for	:						
	Great Lakes Agency Database System (GLADS)							
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Lead Cur hunder-bolly 09/26/05								
Chief Information Officer Date Bureau of Indian Affairs								
CC agency MR nwm E								
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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.



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.

ELECTRONIC RECORDS SCHEDULE

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

Points of contact: Heidi Gordon

Arvel Hale