

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

N1-075-06-5

August 31, 2005

Land Title Mapper (LTM)

System Description:

The Land Title Mapper contains information from 1997 through the present. The system stores geographic databases and provides a simple interface for producing standardized trust land status maps of Indian Country.

The data contains trust parcel boundaries, represented as polygons that have spatial coordinates, identifiers and other associated attribute data. The parcels are organized by reservation, and the parcels for a reservation are further organized in by region. Authorized users can request five varieties of maps for specified reservations.

The original database creation took place in 1997-1999 for four regions. Database creation and updates are currently taking place. Once all databases have been created, the update cycle might get down to 1-3 months.

Files are generally stored by reservation in directories that are further organized by BIA region.

a. Inputs:

The inputs to the system include: background geographic data gathered from various map source and parcel information produced from LRIS database downloads.

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

b. Master Data Files:

The master data file contains attribute fields for all geographic data layers. These data layers are organized by reservation and have metadata which describe the attributes and the spatial data, the source, date, geographic projection, methods of creation, and applicable data standards.

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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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.

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.

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Additional Information for: Land Title Mapper (LTM)

BIA Series/System Number:

Users: Rocky Mountain Region, Great Plains, and Southern Plains.

Program: Geographic Data Service Center, Office of Information Operations

Function: Realty Management

Related Series/Systems: 16 BIAM: 4603 Land Assignments

- 4604 Patents, Fees and Certificates of Competency
- 4605 Land Gift Conveyance
- 4606 Land Plat Books
- 4607 Land Tract Books
- 4608 Aborted Land Transactions
- 4610 Land Title/Deed Files
- 4612 Cadastral Surveys
- 4613 Land Maps and Plans
- 4614 Acquired Sub-Marginal Land Books
- 4615 Land Acquisition Map Books
- 4616 Land Right of Way Files
- 4618 Indian Land Lease Case Files
- 4622 Town Lot Use Permits
- 4630 Heirship Files
- 4631 Individual Indian Probate Case Files
- 4633 Twenty-Day Case Files
- 4634a Master Land Description Files
- 4635a Land Chain of Title Plant Files
- 4636 Individual Chain of Title Files
- 4637 Range Land File
- 4638 Indian Land Information System
- 4643 Indian Land Records
- 4641 LRIS Geographic Location Directory
- 4642 LRIS Reservation Directory
- 4643 Indian Land Records
- 4644 Indian Trust Land Mortgages
- 4645 Restriction Removal File

Location: Lakewood, CO

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