

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER 71-075-07-5	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		DATE RECEIVED 11-22-2006	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Nilah Soloman - 605-226-7393	5 TELEPHONE	DATE 11/22/06	ARCHIVIST OF THE UNITED STATES [Signature]
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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 10/6/06	SIGNATURE OF AGENCY REPRESENTATIVE [Signature]		TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED RETENTION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	Please See Attached Electronic Record Schedule for: Document Management Program (DMP)		
[Signature] Chief Information Officer Bureau of Indian Affairs		Date 10/04/06	

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, Attachment to SF 115
N1-075-07-5
September 30, 2006

(DMP) Document Management Program

System Description:

The Document Management Program was created using Microsoft Access database and was queried, reported or sorted in various ways. The purpose of this system was to document the recording of each incoming land title document and to document the disposition of each recorded or unrecorded document.

The data contained in this system was extracted from documents that were on microfilm in the Land Title Record Office. The microfilm documents on file are permanent records and cannot be disposed of. The Document Management Program served as the Land Title Record Office's document reception record. This data needs to be kept indefinitely. It is an internal tracking tool and not the official land title document by which conveyances are based upon.

~~a. Inputs:~~

~~The inputs to the system include: Incoming land title documents.~~

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

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b. Master Data Files:

The master data files contain information including the following data fields: year, reservation code, tract ID number, document type, document number, lease or permit number, beginning year and ending year, grantor and grantee names, grantor and grantee identification numbers (if applicable), date of order or document, and date recorded.

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.

1235 Subpart C

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.~~

ELECTRONIC RECORDS SCHEDULE

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

d. ~~Documentation~~

GRS 20/Item 11a(2)

~~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.