

Request for Records Disposition Authority

Records Schedule Number **DAA-0048-2012-0001**
Schedule Status **Approved**

Agency or Establishment **Department of the Interior**
Record Group / Scheduling Group **Records of the Office of the Secretary of the Interior**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Office of Valuation Services**
Schedule Subject **Records of the Office of Minerals Evaluation**
Internal agency concurrences will be provided **No**

Background Information **The principal business of the Office of Minerals Evaluation (OME) consists of minerals evaluations of Individual Indian allotments which are initiated by the Office of Indian Land Consolidation under the Indian Land Consolidation Act (ILCA/BIA), and on tribal lands belonging to federally recognized tribes. OME also receives requests from the Bureau of Land Management, National Park Service, and Fish and Wildlife Service, Bureau of Reclamation, Department of Justice, and USDA Forest Service to evaluate federally owned lands**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	2	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0048-2012-0001

Sequence Number	
1	Item 1 - Minerals Evaluations
1 1	Item 1 1 - Reservation-Wide Minerals Evaluations Disposition Authority Number DAA-0048-2012-0001-0001
1 2	Item 1 2 - Other Indian Minerals Evaluations Disposition Authority Number DAA-0048-2012-0001-0002
1 3	Item 1 3 - Non-Indian Minerals Evaluations Disposition Authority Number DAA-0048-2012-0001-0003

Records Schedule Items

Sequence Number																			
1	<p>Item 1 - Minerals Evaluations</p> <p>Case files consist of records accumulated in the evaluation of lands to ascertain worth or potential worth of mineral resources. Records generally include the following:</p> <ul style="list-style-type: none"> 1 The request for minerals evaluation or minerals product/service 2 The manuscript review form 3 Approved minerals evaluation report or product 4 Correspondence (emails, letters, etc.), author's notes, calculations, and miscellaneous working files 5 References cited in the report <p>Filing instructions: Case files are stored in an expandable folder with five divider tabs per project, organized by the above criteria (1-5). All of the above tabs may not be applicable in every case/work file.</p>																		
1 1	<p>Item 1 1 - Reservation-Wide Minerals Evaluations</p> <p>Disposition Authority Number: DAA-0048-2012-0001-0001</p> <p>Case files pertain to minerals evaluations for lands on Indian Reservations. Evaluations requested under this heading include the following reports: Minerals Assessment & Market Analysis, and Review of Existing Minerals Data report. Records are filed by reservation number. This item contains Indian Fiduciary Trust Records (IFTR).</p> <table border="0"> <tr> <td>Final Disposition</td><td>Permanent</td></tr> <tr> <td>Item Status</td><td>Active</td></tr> <tr> <td>Is this item media neutral?</td><td>Yes</td></tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>No</td></tr> <tr> <td colspan="2">Disposition Instruction</td></tr> <tr> <td>Cutoff Instruction</td><td>Cut off files at completion of final report or other valuation product/service requested</td></tr> <tr> <td>Transfer to Inactive Storage</td><td>Transfer records to Federal Records Center 5 years after cut-off, or when no longer needed for agency business, whichever is later</td></tr> <tr> <td>Transfer to the National Archives for Accessioning</td><td>Transfer to the National Archives 15 year(s) after cut off</td></tr> <tr> <td colspan="2">Additional Information</td></tr> </table>	Final Disposition	Permanent	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	Disposition Instruction		Cutoff Instruction	Cut off files at completion of final report or other valuation product/service requested	Transfer to Inactive Storage	Transfer records to Federal Records Center 5 years after cut-off, or when no longer needed for agency business, whichever is later	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cut off	Additional Information	
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1 2

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Unknown

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

Item 1 2 - Other Indian Minerals Evaluations

Disposition Authority Number **DAA-0048-2012-0001-0002**

Case files pertain to minerals evaluations for lands owned by Individual Indian Allottees and their heirs Evaluations requested under this heading fall into 5 different report types 1 Selected Tract ID/Parcel Evaluation – Leasing 2 Selected Tract ID/Parcel Evaluation – Title Transfer 3 Probate Case#(s)/Parcel Evaluation – Probate 4 Selected Tract ID/Parcel Evaluation – Other 5 Consultation Service Leasing, Title Transfer, Other and Consultation Service records are filed by individual Probate records are filed by Probate Case# and Fiscal Year This item contains Indian Fiduciary Trust Records (IFTR)

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cut off files at completion of final report or other valuation product/service requested**

Transfer to Inactive Storage **Transfer records to Federal Records Center 5 years after cut-off, or when no longer needed for agency business, whichever is later**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cut off**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Unknown

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

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Item 1 3 - Non-Indian Minerals Evaluations

Disposition Authority Number **DAA-0048-2012-0001-0003**

Case files pertain to minerals evaluations on lands owned by the United States Government. Evaluations requested under this heading generate 3 different types of reports: 1 Minerals Evaluation (where OME actually performs the evaluation in house) 2 Review of Minerals Report (where OME reviews a report done by a contractor) 3 Consultation Services (where OME answers specific minerals questions or assists with Statements of Work for minerals contracts, etc.)

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cut off at end of fiscal year in which report is finalized**

Retention Period **Destroy 5 year(s) after cut-off**

Additional Information

GAO Approval **Not Required**

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
11/17/2011	Certify	Steven Hunt	Program Analyst	Office of the Secretary - NBC/Information Management Branch
12/04/2012	Submit for Concurrency	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
12/05/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
12/05/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/11/2012	Approve	David Fernero	Archivist of the United States	Office of the Archivist - Office of the Archivist