

REQUEST FOR RECORDS DISPOSITION AUTHORITY		DO NOT WRITE IN THESE SPACES (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER NI-049-09-06	
10 FROM (Agency or establishment) U S Department of Interior		Date received 9/11/09	
2 MAJOR SUBDIVISION Bureau of Land Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Renewable Resource and Planning Directorate			
4 NAME OF PERSON WITH WHOM TO CONFER Michelle F Thomas	5 TELEPHONE NUMBER (202) 912-7557	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 9/4/09 9/4/09 8/28/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michelle F Thomas</i>		TITLE Bureau Records Administrator
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Alaska Land Information System (ALIS) (see attached sheets) <i>Agency withdrew this SF115 on 7/5/2011. Reason: ALIS data was migrated to and is now included in BLM's LR2000 system (NI-049-09-14)</i>		WITHDRAWN

Bureau of Land Management
Alaska State Office

Alaska Land Information System (ALIS)

Description of System. The Alaska Land Information System (ALIS) stores and manages data that supports a wide range of the case types that BLM utilizes, including mining, oil and gas, grazing, leases, rights of ways, conveyances and withdrawals. Public access is restricted to avoid compromise of information such as the DD214 for a veteran's application, archeological sites, company trade secrets, etc. Records are dated 1884 -Present

a. Master File. The database contains information about individual cases, applications for land & mineral interests (private, corporate, and governmental), actions that take place on a case, land descriptions, and relevant financial data pertinent to particular cases. Digital images of certain case related documents such as Master Title Plats, Survey Plats, Survey Field Notes, Easement Diagrams, and Conveyance Documents have also been integrated into this system

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DISPOSITION PERMANENT

- (1) Records dated 1884 – 2008

PERMANENT TRANSFER A COPY ALONG WITH A PUBLIC USE VERSION TO THE NATIONAL ARCHIVES IMMEDIATELY, IN ACCORDANCE WITH 36 CFR 1228 270

- (2) Records dated 2009 to present, and continuing

PERMANENT TRANSFER A COPY EVERY 5 YEARS TO THE NATIONAL ARCHIVES ALONG WITH A PUBLIC USE VERSION THAT FULLY SUPERCEDES THE PREVIOUS ACCESSION, IN ACCORDANCE WITH 36 CFR 1228 270 (I E , RECORDS DATED 2009 TO 2014 ARE TRANSFERRED IN 2015 RECORDS DATED 2014 TO 2019 ARE TRANSFERRED IN 2020, AND SO ON)

b Back-up copies. Backup copies of the master file are created daily, weekly and monthly and are used for potential system restoration in the event of a system failure or other unintentional loss of data

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DISPOSITION TEMPORARY DESTROY

Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later (GRS 20, Item 8)

c. Input Records. Paper documents such as decisions, land transfer instruments, correspondence, agreements, abstract, reports, AK 1275-25 LIS Coding /Document review sheet, AK960 Document Routing, Preparation and Coding, Patent, IC, TA Deed Log Forms

DISPOSITION PERMANENT

Cutoff when compliance no longer required Transfer to FRC 2years after cutoff
FRC transfers to NARA 25 years after cutoff (BLM/GRS 4/7)

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d. Output Records. Case abstracts, township analyses report, land status maps, reports of data entered, regional plan books, and copies of land transfer documents, workload analysis reports, Acreage Control subsystem reports, escrow subsystem reports, Annual PILT (Payment In Lieu of Taxes) report and the Annual Public Land Statistics Reports are statistical and narrative and distributed to the Washington Office or within the Division

DISPOSITION TEMPORARY DESTROY

Destroy when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later (GRS 20, Item 6)

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e. System Documentation (paper & electronic). Data model, data element dictionary, user manuals, and operations manual

DISPOSITION PERMANENT

TRANSFER A COPY OF THE DOCUMENTATION WITH THE MASTER FILE
TO NARA EVERY 5 YEARS TRANSFER UPDATES AND CHANGES WITH
SUBSEQUENT TRANSFER OF THE FILE

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