REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)

JOB NUMBER
N1-075-03-1

DATE RECEIVED
9-15-2003

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Notification to Agency

1. FROM (Agency or establishment)
Department of Interior

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
Office of Trust Responsibilities

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Terry Virden	202-208-5831	1/24/2003 *Lewis J Bellardo*	*Deputy Archivest of the US and Acting archivist*

6. AGENCY CERTIFCATION

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,

☑ is not required   ☐ is attached; or   ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/4/03	Ethel J. Abeita	**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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Please see attached *Records* **(This schedule covers the Integrated ~~Resource~~ Management System- Individual Indian Monies)** YKW per correspondence (see enclosed) from 9-11-03.		

SIGNATURE OF ~~DEPUTY COMMISSIONER~~   DATE
Terrance L Virden   *8-25-03*
Director, BUREAU OF INDIAN AFFAIRS

CC Agency, NA, NWME

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115
N1-075-03-1
Revised February 4, 2004

Integrated Records Management System (IRMS)

System Description: The Integrated Records Management System (IRMS), which functions as a set of programs, was designed in the mid 1970s as the main system that documents tribal and individual land, billing, income distribution, and compiling data for annual reports related to land and other income deriving activities. The data spans from February 1985 to present with multiple missing months of data or incomplete data. In 1987 there is little data for monthly transactions for different regions. The Information Management Centers (IMCs), then under direction of the Office of Information Resources Management formerly Office of Data Systems and the National Technical Support Center (NTSC), were overriding old data with new data on monthly updates that created blanks of data for Southwest and Navajo Regions. The functionality of IRMS includes tracking Individual Indian Money Accounts, People (Enrollment), Per Capita payments, Lease (Surface and Subsurface Leasing), Lease Distribution, Range Distribution, and Ownership (Land). The American Indian Trust Fund Management Reform Act of 1994 (Reform Act), P.L. 103-412, Oct 25, 1994, 108 Stat.4239, Section 5.i. states "Maintain a verifiable system of records that is capable, at a minimum, of identifying: (1) the location, the beneficial owners, any legal encumbrances (i.e., leases, permits, etc.), the user of the resource, the rents and monies paid, if any, and the value of trust or restricted lands and resources; (2) dates of collections, deposits, transfers, disbursements third party obligations (i.e., court ordered child support, judgments, etc,), amount of earnings, investment instruments, and closing of all trust fund accounts; (3) documents pertaining to actions taken to prevent or compensate for any diminishment of the Indian trust assets; and (4) documents that evidence the Secretary's actions regarding the management and disposition of Indian Trust assets."

The IRMS system resides on a Unisys NX Server and operates Unisys mainframe base applications. The software application that is used is in-house programs using Cobol 74, in addition to Unisys system support and utility software that is proprietary to Unisys. Tape cartridges are used for backup and offsite storage.

System Name: Integrated Records Management System (IRMS) – Individual Indian Monies (IIM) Module

System Description: This module was previously used by the Office of Trust Funds Management to manage the IIM accounts prior to the conversion to the Trust Funds Accounting System (TFAS) in March 2000. Selected fields within the IIM Master module are updated daily with information from TFAS to allow other BIA legacy modules within IRMS to continue to operate.

The function of the IRMS Individual Indian Monies (IIM) module, a flat file format, was to capture Individual Indian Monies account(s) information. Individual Indian Monies

accounts maintained information on the account holder and money balances for monies collected and receipted. The module managed the collection, distribution, and disbursement of an individual's income generated from assets held in trust by the U.S. Government as the "Trustee". IIM also disclosed to the account holders the financial transactions occurring in their account (by quarterly statement and upon request).

The IIM Module consisted of the Master, IITRANS and HISTRANS files. The Master file contained the account holder information, management codes, current balances and interest amounts; the IITRANS file contained the account transactions such as transaction date, account name and number, check number and amount, and was used for current six months of data; and the HISTRAN file contained most of the same data structure as the IITRANS file but was used for storing historical transactions (greater than six months). The IITRANS file and the HISTRAN file are no longer updated. The HISTRAN file is kept for historical reasons. Selected fields of the Master file are updated by OTFM for interfacing with the IRMS and other legacy systems. The Trust Funds Accounting System (TFAS) now serves the function that the IIM Module did prior to the year 2000.

a.   Inputs:

The inputs to the IRMS IIM Master Module included account holder financial transactions and distribution information from the IRMS Lease, Range and Lease Distribution modules; and information from the RDRS (Oil and Gas System).

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

b.   Master Data File:

The master data file contains for example an IIM Account number consisting of the concatenation of tribal code, an alpha code (A-original allottee; U – descendant of allottee; X – Non-Indian; T - Tribal) a six digit field; name and address; balance; management codes; 20 character explanation; and check number and amount. The primary key unit of analysis is the IIM Account number.

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: 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; Integrated Records Management System Interior, BIA—25.

c. Outputs: Prior to TFAS Implementation.

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. After TFAS, follow TFAS Schedule.

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: IRMS IIM Module

BIA Series/System Number:

Users: Department of Interior
                                  Office of the Special Trustee
                                    Office of Trust Funds Management

                                Bureau of Indian Affairs

Program: Office of Trust Funds Management

Function: Accounting Management

Related Series/Systems: 16 BIAM: 4851 IIM Case Files
                                4852 IIM Ledgers and Cards
                                4853 IIM Posting and Control Records
                                4854 IIM Duplicate Posting and Control Records
                                4855 IIM Name File
                                4856 IIM Balance Forward Files
                                4859 IIM Deposit Ticket Files

                                NARA Job No.: N1-75-89-1

Location: BIA – Reston, VA is the location of the mainframe/system managers

Points of contact: Doug Lords, Acting Director, Office of Trust Funds Management