REQUEST FOR RECORDS DISPOSITION AUTHORITY

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LEAVE BLANK (NARA use only)

JOB NUMBER
_71-075-03-2_

DATE RECEIVED
_9-15-2003_

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

1. FROM (Agency or establishment)
Department of Interior

2. MAJOR SUBDIVISION
Bureau of Indian Affairs

3. MINOR SUBDIVISION
Office of Trust Responsiblities

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Terry Virden	202-208-5831	2/24/04	_Lewis J. Bellardo_

Deputy Archivist of the U-S 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 GRS OR SUPERSEDED JOB CITATION	10.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 (This schedule covers the Integrated Records ~~Resources~~ Management System - Lease/Lease Distribute/Owner/Range) VRW per correspondence (see enclosed) from 9-11-03.		

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

CC: Agency, NR, NWMS

115-109   PREVIOUS EDITION NOT USABLE   **STANDARD FORM 115** (REV. 3-91)
Prescribed by NARA 36 CFR 1228

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115
N1-075-03-2
Revised February 4, 2004

Integrated Records Management System (IRMS)

System Description: The Integrated Records Management System (IRMS), which functions as a flat data file, was designed in the mid 1970s as the main system that documents tribal and individual land, billing, income distribution, and compiles data for annual reports related to land activities. The data spans from 1985 to the present. The IRMS consists of several modules, including Individual Indian Money Accounts, People (Enrollment) and Per Capita, Lease (Surface and Subsurface Leasing), Lease Distribution, Range Distribution, and the Owner module. The Trust Reform Act of 1994 further supported the management of trust assets, and to create and maintain a verifiable system of records that documents the management of 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.

Item 1. System Name: Integrated Records Management System (IRMS) – Lease Module

System Description: The function of the IRMS Lease module, a flat data file format, is to capture surface and subsurface activity information. These activities include advertising leases for: residential, recreational uses, business uses (e.g., construction, facility rental), agricultural uses, and oil and gas research and drilling; tracking expired leases; renewing leases; initiating new leases; approving, modifying, amending, and canceling leases; removal of tracts from leasing activities (land withdrawal); and tracking tract acreage and payment information (money collection from lessees and distribution of money to landowners). Other activities include tracking information regarding sand and gravel permits. All BIA regions use this data entry module, except Great Plains Region and Southern Plains Region, whose local systems interface with the Lease Distribution Module.

The Lease module contains the following information: land ownership and tract information; lease numbers; legal description; lease term; lessee name; lease rate; lease approval date; compliance inspections; owner and public complaints; periodic inquiries of rent due; lease status; land use information; land bonding information (e.g., appraisal of value of land, proof of company purchase of bond for coverage of damage to land); and Treasury bond information.

a. Inputs:

The inputs to IRMS Lease Module include: land tract and ownership information; leases (renewal, approval, modifying, amending, cancellation/expiration, compliance and complaints, royalty and rental rates, and landowner stipulations);

permits; land management plans and appraisals; bonds; consent of land owners; lease advertisements; payment documentation; names and addresses of current lessees; and interest factor (interest calculation used to determine monies owed to land owners). Collection and payment documents and data, such as bills for collection, money orders from lessees, and journal vouchers, are acquired from such sources as the lessees through BIA offices. Supporting documentation includes: Indian mineral development agreements (e.g., tribal resolution information, mineral exploration agreements that are approved by the Bureau of Indian Affairs, and related information required by the Indian Mineral Development Act of 1982); Communitization/Unitization agreements (agreements to consolidate multiple tracts into a unit); Environmental Impact Statements in accordance with the National Environmental Protection Act; Archaeological Studies in accordance with National Historic Preservation Act; farm management plans relating to crops and livestock for which the leased land will be utilized. For oil and gas exploration and drilling, some of the input information includes corporate articles of incorporation, articles to do business in the state, corporate qualifications, and bonds approved by a surety. Other inputs of the IRMS Lease Module consist of tract and owner of land information from such sources as Title Status Reports (TSR) from the Land Record Information System (LRIS).

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

b. Master Data File:

The master data file contains information on leases identified by tract (legal description – section, township, range and tract identification number) and ownership, rental rates, dates, leaser and lessee information, addresses, and land types (tribal lands, individual Indian land allotments). The Lease Master data file is used to identify and adjust leases; and to issue, modify, and cancel leases for agricultural, oil and gas and related lease activities. Collection and payment data elements include debits from permittees accounts, credits of landowners' accounts, tract share and rental information, and money apportionment. Additional information includes land tract division upon death of landowner or sale of land. The primary key unit of analysis is the lease 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:

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 database.

Disposition: PERMANENT. Transfer to the National Archives with Master Data File identified in item 1.b above.

ELECTRONIC RECORDS SCHEDULE

Additional Information for: IRMS Lease Module

BIA Series/System Number:

Users: Department of Interior
                                              Bureau of Indian Affairs
                                                  Office of Trust Responsibilities
                                                  All Regional Offices
                                    638 Tribes

Program: Office of Trust Responsibilities

Function: Realty Management

Related Series/Systems: 16 BIAM: 4616 Rights of Way
                                         4617 Land Lease Accounting Files
                                         4618 Indian Land Lease Case Files
                                         4619 Oil Well Records
                                         4620 Nationwide Oil and Gas Lease Bond Files

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

Points of contact: Central Office Trust Responsibilities; Lee Maytubby – Southwest
Regional Office; Bruce Maytubby – Southern Plains Regional Office; Clark Madison –
Rocky Mountain Regional Office; Bill Titchywy – Western Regional Office; Steve
Graham – Navajo Regional Office; Gloria Koehne – Pacific Regional Office; Ron
Appelbaum – Northwest Regional Office; Renee Jones – Midwest Regional Office;
Glenda Miller – Juneau Regional Office; Sheila Yandell – Eastern Oklahoma Regional
Office; Realty Officer – Great Plains Regional Office; Realty Officer – Eastern Regional
Office.

Item 2. System Name: Integrated Records Management System (IRMS) – Range Distribution module

The function of the IRMS Range Distribution module, a flat file format, is to capture information on range and grazing activities that include identifying and adjusting range units, preparing advertisements for sale of grazing privileges, issuing grazing permits, modifying and canceling grazing permits, and receiving and distributing payments to landowners (tribal entities and individual Indians). The module implementation is limited to those regions (BIA regional offices) that have range and grazing activities, such as Western Region, Great Plains Region, Rocky Mountain Region, and Northwest Region. The content of the module consists of information on land that has been identified by range units, types of forage, livestock classification, livestock stocking rates identified as Animal Unit Months (AUMs), rental rates, permit dates, permittor and permittee information, addresses, and land types (tribal lands, individual Indian land allotments).

   a. Inputs:

   The inputs of the IRMS Range Distribution module consist of range documents (some of which are filed in the Range Unit Case Files – BIA 4502a) that consist of range unit inventories, advertisements, bids, and grazing permits, modifications, and cancellations. Sources include: stocking rate on Indian Land in Range Units and stock counting records (e.g., BIA Forms 5-5526, 5-5527); bid for grazing privileges; sale of grazing privileges (e.g., BIA Form 5-5513); agricultural leases (e.g., BIA Form 5-5441); permits for grazing and livestock crossing, and grazing permits for organized tribes (e.g., BIA Forms 5-5515, 5-5528, 5-5516); grazing permit modification (e.g., BIA Form 5-5522); and related records. Other inputs of the IRMS Range Distribution module consist of tract and owner of land information and may include reports from Land Record Information System (LRIS), such as the Title Status Report (TSR). Collection and payment documents and data, such as bills for collection, money orders from lessees, and journal vouchers, are acquired from such sources as the lessees through BIA range offices.

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

b. Master Data File:

The Master Data File contains information on land that has been identified by range units, types of forage, livestock classification, livestock stocking rates identified as Animal Unit Months (AUMs), rental rates, permit dates, permittor and permittee information, addresses, and land types (tribal lands, individual Indian land allotments). The Range Distribution module uses the same data elements as the Lease module master data file, such as lease number, tract legal description (section, township, range, and tract identification number), owner, AUMs (how much livestock can be located on a piece of land per month), and related information used to identify and adjust range units available for permits, and issue, modify, and cancel permits for range grazing activities. Through the Range Distribution module, BIA collects range and grazing fees from permittees and/or lessees and then makes payments to land owners. Collection and payment data elements include debits from permittees accounts, credits of landowners' accounts, tract share and rental information, and money apportionment. Additional information includes land tract division upon death of landowner or sale of land. The primary key unit of analysis is the lease 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:

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 database.

Disposition: PERMANENT. Transfer to the National Archives with Master Data File identified in item 2.b above.

ELECTRONIC RECORDS SCHEDULE

Additional Information for: IRMS Range Module

BIA Series/System Number:
Users: Department of Interior
                                        Bureau of Indian Affairs
                                          - Office of Trust Responsibilities
                                              Billings, Montana
                                              Phoenix, Arizona
                                              Aberdeen, South Dakota
                                              Portland, Oregon
                    638 Tribes

Program: Office of Trust Responsibilities
Function: Range Management

Related Series/Systems: 16 BIAM: 4616 Rights of Way
                                   4637 Range Land File
                                   4640 Range Permittee Payment System

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

Points of contact: Mark Bradford – Central Office Trust Responsibilities; Tom Davis –
Western Regional Office; Mike Carson – Great Plains Regional Office; Allan Hanley –
Rocky Mountain Region; and Doug Tedrick – Northwest Region.

Item 3. System Name: Integrated Records Management System (IRMS) – Lease Distribution module

System Description: The function of the IRMS Lease Distribution module, a flat file format, distributes income generated from allotted lands, receipted by BIA and deposited to accounting (money distribution) systems (e.g., Trust Funds Accounting System) that pertain to surface and subsurface leasing. Maintains and reports distribution information with respect to the leasing management of Indian lands All BIA regions use this data entry module, except Great Plains Region and Southern Plains Region, whose local systems interface with the Lease Distribution Module.

a. Inputs:

The inputs to the IRMS Lease Distribution module consists of collection and payment documents and data, such as bills for collection, money orders from lessees, and journal vouchers (JV), are acquired from such sources as the lessees through BIA offices. ,

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

b. Master Data File:

The Master Data File consists of lease number, fixed and variable payment due date, amount due, date payment received, amount received, total gross revenue reported, Collection Voucher (CV) and JV number, and transaction type. Collection and payment data elements include debits from lessor accounts, credits of landowners' accounts, tract share and rental information, and money apportionment. The primary key unit of analysis is the lease and tract 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:

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 database.

Disposition: PERMANENT. Transfer to the National Archives with Master Data File as identified in item 3.b. above.

ELECTRONIC RECORDS SCHEDULE

Additional Information for: IRMS Lease Distribute module

BIA Series/System Number:

Users: Department of Interior
                                           Bureau of Indian Affairs
                                               Office of Trust Responsibilities
                                               All Regional Offices
                            638 Tribes

Program: Office of Trust Responsibilities

Function: Realty Management

Related Series/Systems: 16 BIAM: 4616 Rights of Way
                                         4617 Land Lease Accounting Files
                                         4618 Indian Land Lease Case Files
                                         4619 Oil Well Records (non-producing leases)
                                         4620 Nationwide Oil and Gas Lease Bond Files
                                         (non-producing leases)
                                         4639 Lease Distribution System Files

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

Points of contact: Central Office Trust Responsibilities; Lee Maytubby – Southwest
Regional Office; Bruce Maytubby – Southern Plains Regional Office; Clark Madison –
Rocky Mountain Regional Office; Bill Titchywy – Western Regional Office; Steve
Graham – Navajo Regional Office; Gloria Koehne – Pacific Regional Office; Ron
Appelbaum – Northwest Regional Office; Renee Jones – Midwest Regional Office;
Glenda Miller – Juneau Regional Office; Sheila Yandell – Eastern Oklahoma Regional
Office; Realty Officer – Great Plains Regional Office; Realty Officer – Eastern Regional
Office.

Item 4. System Name: Integrated Records Management System (IRMS) – Owner module

System Description: The function of the IRMS Owner module, a flat file format, is to capture information with respect to the legal description of allotted and tribal lands and associated owners. Maintains and reports information on tribal land, and allotted land with respect to legal heirs and owners. All BIA regions use this data entry module, except Great Plains Region and Southern Plains Region whose local systems interface with the Lease Distribution Module. The content of the module consists of tract identification, remarks that capture type of asset activities and the title examiner and original allottee, actual owner information and the monetary owner information. For each unique tract number there are two sets of owners: the first set will indicate the owners who derive income interest from their shares and who will appear on an income distribution list; and the second set will indicate the legal heirs and owners of the allotment.

a. Inputs:

The inputs to the IRMS Owner Module include land tract and ownership information; Land Record Information System Reports, leases, rights of ways, probates, patents, orders, deeds, easements, and mortgages.

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

b. Master Data File:

The Master Data File contains information on owners that have been identified by tract number, legal description, number of acres, remarks, remarks type and date, document reference, ownership type, direct pay code, owner name, id number, actual and income interest. The primary key unit of analysis is the tract 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:

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 database.

Disposition: PERMANENT. Transfer to the National Archives with Master Data File as identified in item 4.b. above.

ELECTRONIC RECORDS SCHEDULE

Additional Information for: IRMS Owner Module

BIA Series/System Number:

Users: Department of Interior
                                         Bureau of Indian Affairs
                                              Office of Trust Responsibilities
                                              All Regional Offices
                              638 Tribes

Program: Office of Trust Responsibilities

Function: Realty Management

Related Series/Systems: 16 BIAM: 4603 Land Assignments
                                  4616 Rights of Way
                                  4618 Indian Land Lease Case Files
                                  4630 Heirship Files
                                  4631 Individual Indian Probate Case Files
                                  4632 Range Heir File
                                  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

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

Points of contact: Central Office Trust Responsibilities; Lee Maytubby – Southwest Regional Office; Bruce Maytubby – Southern Plains Regional Office; Clark Madison – Rocky Mountain Regional Office; Bill Titchywy – Western Regional Office; Steve Graham – Navajo Regional Office; Gloria Koehne – Pacific Regional Office; Ron Appelbaum – Northwest Regional Office; Renee Jones – Midwest Regional Office; Glenda Miller – Juneau Regional Office; Sheila Yandell – Eastern Oklahoma Regional Office; Realty Officer – Great Plains Regional Office; Realty Officer – Eastern Regional Office.