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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |  | <b>LEAVE BLANK (NARA use only)</b>   |  |
|  |  | JOB NUMBER<br><b>71-075-03-4</b>   |  |
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |  | DATE RECEIVED<br><b>9-15-2003</b>  |  |
| 1. FROM (Agency or establishment)<br><b>Department of Interior</b>   |  | Notification to Agency<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br><b>Bureau of Indian Affairs</b>  |  |  |  |
| 3. MINOR SUBDIVISION<br><b>Office of Tribal Services</b>   |  |  |  |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><b>Mike Smith</b>   | 5. TELEPHONE   | DATE<br><b>2/24/04</b>   | ARCHIVIST OF THE UNITED STATES<br><i>[Signature]</i><br><i>Deputy Archivist of the U.S. &amp; Arch. Archives</i> |
| 6. AGENCY CERTIFICATION<br>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,<br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |  |  |  |
| DATE<br><b>9/4/03</b>  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>[Signature]</i><br><b>Ethel J. Abeita</b>   |  | TITLE<br><b>Director, Office of Trust Records</b>  |
| 7. ITEM NO.  | 8. DESCRIPTION OF ITEM AND PROPOSED RETENTION  | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY)   |
|  | <b>Please see attached</b><br><br><b>(This schedule covers the People/Per Capita System)</b><br><br><br><br><br><br><br><br><br><br><div style="text-align: right;"> <i>[Signature]</i> <b>8-25-03</b><br/>             SIGNATURE OF DEPUTY COMMISSIONER      DATE<br/>             BUREAU OF INDIAN AFFAIRS<br/> <i>cc Agency, NR, NWM</i> </div> |  |  |

# ELECTRONIC RECORDS SCHEDULE

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

## Integrated Records Management System (IRMS)

**System Description:** The Integrated Records Management System (IRMS), which functions as a distributed flat data file system, 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 activities. The data spans from 1985 to the present. The IRMS consists of several modules, including Individual Indian Money Accounts, People (Enrollment), 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) People -- Enrollment Module**

**System Description:** The function of the IRMS People module, an Index Sequential Access Method (ISAM), used to create, collect, maintain, and report information on enrolled Tribal members and others. Various reports are produced to service the tribes and agencies. Most BIA regions and tribes use this module.

#### **a. Inputs:**

The input documents to the IRMS People Module include tribal documents, title status reports, application for enrollment and relinquishment, birth certificates, name and address change requests, enrollment certification, family history tree, enrollment identification numbers and correspondence.

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

#### **b. Master Data File:**

The Master Data File contains information for an individual such as name and address; tribal affiliation and blood quantum; mother, father and spouse identification number; allotment number; demographic data; relinquishment data; and up to five aliases for an individual (e.g. alias for maiden name). There is also a personal identification number that is made up of the concatenation of the location code, historical status code (A - original allotment enrolled Indian, U -

# ELECTRONIC RECORDS SCHEDULE

Un-allotted enrolled Indian - Not an original Allotment holder, N – Un-allotted non-enrolled Indian, and X - Non Indian, etc...), and the enrollment number. The primary key unit of analysis is the personnel identification 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); Tribal Rolls—Interior, BIA—4; 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 1.b. above.

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Additional Information for: IRMS People - Enrollment Module

BIA Series/System Number:

Users:

Department of Interior  
Bureau of Indian Affairs  
Office of Trust Responsibilities  
Most Regional Offices  
638 Tribes

Program: Office of Trust Responsibilities

Function: Tribal Government

Related Series/Systems: 16 BIAM – 3704 Tribal Membership Roles  
3709 Alaska Native Enrollment Files  
3710 Navajo Membership Files  
3715 Enrollment Appeals  
3716 Blood Degree Appeals  
3721 Tribal Enrollment Applications  
3722 Enrollment Verification Files  
3723 Tribal Census File

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

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

Points of contact: Mike Smith – Central Office Tribal Services; Enrollment – Southwest Regional Office; Enrollment – Southern Plains Regional Office; Enrollment – Rocky Mountain Regional Office; Enrollment – Western Regional Office; Enrollment – Navajo Regional Office; Enrollment – Pacific Regional Office; Enrollment – Northwest Regional Office; Enrollment – Midwest Regional Office; Enrollment – Juneau Regional Office; Enrollment – Eastern Oklahoma Regional Office; Enrollment – Great Plains Regional Office; Enrollment – Eastern Regional Office.

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## **Item 2. System Name: Integrated Records Management System (IRMS) People - Per Capita Module**

The function of the IRMS People (Per Capita) module, an Index Sequential Access Method (ISAM), is to capture information for payment to enrollees. The Per Capita function provides the mechanism for Agencies or Tribes to set up computer runs to produce per capita payments that produce checks out of the San Francisco Regional Disbursement Office (US Treasury Department).

### **a. Inputs:**

The inputs of the IRMS People (Per Capita) Distribution module consist of data files received from Tribes to initiate the per capita payment process. Also included are judgment awards, legislative and/or court documents ordering the distribution of monies to tribal members.

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

### **b. Master Data File:**

The Master Data File contains information used to distribute monies including personnel identification code, up to seven payment amounts, primary and secondary occupation information, education level, work on, off, or adjacent to a reservation, and name and address. The primary key unit of analysis is the enrollment identification 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); Tribal Rolls—Interior, BIA--7; 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.**

# ELECTRONIC RECORDS 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 as identified in item 2.b. above.

# ELECTRONIC RECORDS SCHEDULE

Additional Information for: IRMS People - Per Capita Module

BIA Series/System Number:

Users:

Department of Interior

Bureau of Indian Affairs

- Office of Tribal Services

Wind River Agency

Warm Springs Agency

Crow Agency

Osage Agency

638 Tribes

Program: Office of Tribal Services

Function: Tribal Government

Related Series/Systems: 16 BIAM – 3711 Judgment Roll System Files  
3712 Per Capita Membership Master Files  
3713 Per Capita Payment Records  
3717 Judgment Per Capita Appeals

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

Points of contact: Mike Smith – Central Office Tribal Services; Enrollment – Southwest Regional Office; Enrollment – Southern Plains Regional Office; Enrollment – Rocky Mountain Regional Office; Enrollment – Western Regional Office; Enrollment – Navajo Regional Office; Enrollment – Pacific Regional Office; Enrollment – Northwest Regional Office; Enrollment – Midwest Regional Office; Enrollment – Juneau Regional Office; Enrollment – Eastern Oklahoma Regional Office; Enrollment – Great Plains Regional Office; Enrollment – Eastern Regional Office.