

**STANDARD FORM 115 (REV. 3-91)**  
Prescribed by NARA 36 CFR 1228

# ELECTRONIC RECORDS SCHEDULE

Draft Request for Records Disposition Authority, attachment to SF 115

N1-075-06-1

August 31, 2005

(AKTITLE) Alaska Title Plant Database

## System Description:

The Alaska Title Plant Database, implemented in 1993, is a dedicated Microsoft Access database (meaning that there is no front-end interface) for automated tracking of Alaska Native tribal and corporation member land holding records. The database contains specific information relating to deeds, titles, legal land and descriptions. The tables contain people, land and probate information.

The Alaska Title Plant Database is used ~~to~~ primarily to locate records of real estate holdings of individuals enrolled in Alaska Native tribes or corporations. Users with access are able to locate records using queries or searches. The database is updated daily by title plant realty personnel. It lists individual enrollees' real estate holdings throughout Alaska as well as information about the enrollees covered under the Privacy Act, such as birth date, social security number, enrollment number, and date of death. The real estate information includes legal descriptions such as lot, block, and township.

### a. Inputs:

The inputs to the system include: Alaska Native Enrollment record; Bureau of Land Management records; legal title documents received from BIA Realty Offices and Realty Compact/Contracts (33 compact/contract offices), Bureau of Vital Statistics

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

### b. Master Data Files:

The master data files contain information on Alaska natives and corporations, land and probate information including deeds, titles, legal land and descriptions.

**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 Land Records – Interior, BIA-4.

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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 b above.

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Additional Information for: (AKTITLE) Alaska Title Plant Database

BIA Series/System Number:

Users: Alaska Title Plant

Program: Alaska Title Service Center

Function: Title

Related Series/Systems:

Location: Anchorage, AK

Points of contact: Ann Dossat