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REQUEST FOR RECORDS DISPOSITION AUTHORITY			LEAVE BLANK (NARA use only)				
•			JOB NUMBER NI-075-06-3				
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)			DATE RECEIVED				
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			10-5-05				
1. FROM (Agency or establishment) Department of Interior			Notification to Agency				
Department of interior			In accordance with the provisions of 44 U.S.C.				
2. MAJOR SUBDIVISION			3303a, the disposition request, including amendments, is approved except for items that				
Bureau of Indian Affairs				may be marked "disposition not approved" or			
3. MINOR SUBDIVISION				"withdrawn" in column 10.			
Office of the Chief Information Officer							
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE			DATE ARCHIVIST OF THE UNITED STATES				
Heidi Gordon 715-682-4772			\$13106 Allenbernet-				
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 <u>3</u> 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,							
DATE	STONATURE OF AGENCY REPRE	SENTATIVE		TITL	E		
9/29/05				Director, Office of Trust Records			
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED RETENTION			SUP	RS OR ERSEDED CITATION	10. ACTION TAKEN (NARA USE ONLY)	
1	Please See Attached Schedule fo	or:				· · · · · ·	
	Great Lakes Agency Database Sy				·		
Bac	Chief Information Officer Bureau of Indian Affairs CC Cogency MR 7	-lollur 09/	2 <i>6/</i> 0 Date	5			
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Draft Request for Records Disposition Authority, attachment to SF 115 N1-075-0

Great Lakes Agency Database System - GLADS System Description:

The Great Lakes Agency Land Database, programmed using dbase V, provides current and accurate information pertaining to land title and is used to account for all Land Consolidation Project transactions and collections. An inventory for a potential land sale can be recalled and printed on demand. Data is entered by realty staff, which includes probates, deeds to restricted Indian land for land consolidation as well as the acquisition and disposal sections. The database is capable of printing multiple reports when requested, including statistical information regarding tribal allotted, unallotted and fee interest.

The purpose of the system is to produce land inventories, summaries, deeds to restricted Indian land, exhibits "A's", and tract LCP transfers.

a. Inputs:

The inputs are keyed into the system and include: probates, deeds to restricted Indian land for land consolidation, acquisition and disposal.

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

b. Master Data Files:

The master data file contains land title information.

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.

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 data base.

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

ELECTRONIC RECORDS SCHEDULE

Additional Information for: Great Lakes Agency Database System - GLADS

BIA Series/System Number:

Users: Bureau of Indian Affairs Midwest Regional Office Great Lakes Agency

Program: Bureau of Indian Affairs, Great Lakes Agency, Branch of Realty

Function: Realty Management

Related Series/Systems:

Location: Great Lakes Agency, Ashland Wisconsin

Points of contact: Heidi Gordon Arvel Hale