

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

N1-075-066 - 66

August 31, 2005

Management Accounting and Distribution System (MAD)

System Description:

The function of the Management Accounting and Distribution System (MAD), a dbase IV file format, is to capture leasing activity information. These activities include the management of lease contracts (90 Day Notices and creation of new contracts), billing of lease rentals, posting of accounts receivable, posting collections, post payment to payment ledger, calculates owner payment.

MAD was developed to allow Regional and Agency Realty Officers better control and access to their data. MAD replaces the NX (A-17), Integrated Records Management System, for the Great Plains Regions, only. MAD is compatible with the NX IRMS so that the data can be up-loaded for pay-out purposes, through Integrated Records Management System, Lease Distribute System.

The Lease module contains data from 1993 to present and includes the following information: lease and range ownership data, probate, real estate inventories, ownership interests, lessees, leases, collection schedules, bank deposits, accounts receivables, owner trust accounts real estate bills, payment and distribution, late payments, utility programs, and land owner information.

a. Inputs:

The inputs to MAD system 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. Other inputs of 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 Files:

The master data files contain 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

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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 and range 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 for leases and schedule date for payment data.

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 data base.

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

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Additional Information for: Management Accounting and Distribution System (MAD)

BIA Series/System Number:

Users:

Department of Interior
Bureau of Indian Affairs
Office of Trust Responsibilities
Great Plains Regional Office – Aberdeen, SD
Cheyenne River Agency—Eagle Butte, SD
Ft. Berthold Agency—New Town, ND
Ft. Totten Agency—Ft. Totten, ND
Pine Ridge Agency—Pine Ridge, SD
Rosebud Agency—Rosebud, SD
Yankton Agency—Wagner, SD
Sisseton Agency—Sisseton, SD
Standing Rock Agency—Standing Rock, ND
Turtle Mountain Agency—Belcourt, ND
Winnebago Agency—Winnebago, Ne
Crow Creek Agency—Crow Creek, SD
Lower Brule Agency—Lower Brule, SD

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

Location: BIA –Aberdeen, SD is the location of the system managers

Points of contact: Adeline Brunsell, Realty Officer – Great Plains Regional Office;
Vonny Shortbull, System Contact: Ben Kitto, MAD Coordinator.