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ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115

N1-075-07-3

September 30, 2006

PC Lease

System Description: The PC Lease (PCLease) System is a lease management system used by the Palms Springs Area Field Office. The system, a SQL Server database, is used to manage and track Indian land leases and compliance activities (i.e., lease payment due, insurance, bonding, and development clauses) that pertain to the Agua Caliente Indian Reservation, Palm Springs, California. The subjects of the information are Indian landowners and their subject property that have been leased in the geographic area. The time span for the records is 1998 to present.

a. Inputs:

Information about a specific lease is keyed into the PCLease system from paper records, such as lease documents, insurance, lessee name and address, development clauses, cost of living adjustments and bonding documents.

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

b. Master Data File:

The master data file contains lease terms, payment terms, insurance, lessee name and address, bonding, development classes, and cost of living adjustments. The primary key/unit would be 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~~

Pre-accessioning policy revoked 4/19/2022

Data restricted in accordance with Privacy Act Notice: BIA – 3); Indian Land Records – Interior, and BIA – 4; Indian Land Leases – Interior

ELECTRONIC RECORDS SCHEDULE

c. Outputs:

1. 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 for Paper and Microfilm 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 after with Master Data File identified in Item b above.

ELECTRONIC RECORDS SCHEDULE

Additional Information for: PCLease

BIA Series/System Number:

Users: Branch of Realty, Palm Springs Field Office

Program: Bureau of Indian Affairs, Pacific Regional Office, Palm Springs Field Office,
Palm Springs, California

Function: Realty Management

Related Series/Systems:

Location: Palm Springs Field Office

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