

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

# ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115

N1-075-07-8

December 22, 2006

## RM-Plus

**System Description:** RM-Plus is an OST Risk Management system that provides a repository for the business development and maintenance, and the generation of statement of assurance letters relating to the management, operational and technical controls implemented throughout the agency to manage the probability and impact of risk events.

RM-PLUS provides extensive management controls for monitoring and evaluating Interior's Indian trust asset management programs by providing supporting documents (risk assessments) for: improvements to the business decisions and operations, management improvements of Indian trust assets that should indirectly improve customer service; and reduce the total cost of ownership through identified program business risks.

### a. Inputs:

Business process flow charts, corrective action plan flows, risk assessment tools and responses, Statement of Assurance Letters, Risk Management Documents that are excel spreadsheets.

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

### b. Data Files:

The application contains the business process content, risk assessments, corrective action plan flows of OST, BIA, BLM, and OSM programs related to the management of Indian Trust Assets and their associated internal controls and risks as well as the corrective action plans, risk assessment tool and responses, and statement of assurance letters that are generated.

**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.

### c. Outputs:

PDF generated Statement of Assurance Letters, PDF generated reports and other Adobe PDF images, excel spreadsheets, flow charts, screen prints, Word documents, Corrective Action Plans and other Risk Management documents.

# ELECTRONIC RECORDS SCHEDULE

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

d. Documentation *GRS20/Item 11a*

System Data specifications, data dictionary, system design and analysis manuals, file specifications, code books, record layouts, user guides, output specifications, final reports, test scenarios, regardless of medium, relating to a master file or relational database and all applicable tables.

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

# ELECTRONIC RECORDS SCHEDULE

Additional Information for: RM PLUS

BIA Series/System Number:

Users. OST, BIA, BLM, OSM, MMS and OHA program administrators and OST Risk Management Program analysts

Program: OST-Trust Accountability

Function: Risk Management

Related Series/Systems:

Location: OST-IT Services-OCIO, 4400 Masthead NE, Albuquerque, NM 87109

Points of contact: Nina Alexander, 505-816-1324