





REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER A11-075-07-8			
1 FROM (Agency or establishment)		Notification to Agency			
Department of Interior		In accordance with the provisions of 44 USC			
2 MAJOR SUBDIVISION Office of the Special Trustee for American Indians (OST)		3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10			
3 MINOR SUBDIVISION					
ty					
IAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE 505-816-1324		DATE ARCHIVIST OF THE UNITED STATES			
CATION		~~~			
I am authorized to act for this agency alon the attached page(s) are not specified, and that written concurrence Guidance of Federal Agencies,	ot needed now for the beer from the General Ac	ousiness	s for the	is agency or w ce, under the p	ill not be needed after rovisions of Title 8 of
SIGNATURE OF AGENCY REPRES	ENTATIVE		1		
Winden aletta			Director, Office of Trust Records		
8 DESCRIPTION OF ITEM AND PROPOSED RETENTION			SUPE	RSEDED	10 ACTION TAKEN (NARA USE ONLY)
Please See Attached Electronic Re	cord Schedule for:				
Risk Management Plus (RM PLUS)				
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Chief Information Officer Office of the Special Trustee for Am	12/28/2006 Date nerican Indians (OST)	· ·			
	RCHIVES and RECORDS ADMINISTRICAD COLLEGE PARK, MD 20 restablishment) rior SION al Trustee for American Indians (OS SION by DN WITH WHOM TO CONFER FCATION I am authorized to act for this agency alon the attached page(s) are not a specified, and that written concurrence regulations of Federal Agencies, is not required In SIGNATURE OF AGENCY REPROSESTATION OF ITEM AND PR Please See Attached Electronic Reference Risk Management Plus (RM PLUS) Chief Information Officer	RCHIVES and RECORDS ADMINISTRATION (NIR) HI ROAD COLLEGE PARK, MD 20740-6001 Trestablishment) Trior SION BION BION BION BION BION BION BION B	BCHIVES and RECORDS ADMINISTRATION (NIR) II ROAD COLLEGE PARK, MD 20740-6001 restablishment) rior SION al Trustee for American Indians (OST) SION by DN WITH WHOM TO CONFER STELEPHONE 505-816-1324 DATE 505-816-1324 DA	JOB NUMBE ACHIVES and RECORDS ADMINISTRATION (NIR) HI ROAD COLLEGE PARK, MD 20740-6001 restablishment) ritor SION al Trustee for American Indians (OST) SION BION BY DIATE CATION I am authorized to act for this agency in matters pertaining to the dispositival on the attached page(s) are not needed now for the business for the specified, and that written concurrence from the General Accounting Officer SIGNATURE OF AGENCY REPRESENTATIVE Direct B DESCRIPTION OF ITEM AND PROPOSED RETENTION Please See Attached Electronic Record Schedule for: Risk Management Plus (RM PLUS)	ACHIVES and RECORDS ADMINISTRATION (NIR) II ROAD COLLEGE PARK, MD 20740-6001 restablishment) rior SION al Trustee for American Indians (OST) SION DN WITH WHOM TO CONFER S TELEPHONE 505-816-1324 CATION I am authorized to act for this agency in matters pertaining to the disposition of its record at on the attached page(s) are not needed now for the business for this agency or we specified, and that written concurrence from the General Accounting Office, under the product of Federal Agencies. I is not required SIGNATURE OF AGENCY REPRESENTATIVE WILLIAM OF TITLE Director, Office of 1 9 GRS OR SUPERSEDED JOB CITATION Please See Attached Electronic Record Schedule for: Risk Management Plus (RM PLUS)

ELECTRONIC RECORDS SCALDULE

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.



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

d. Documentation GRS20/Hem11a

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.

ELECTRUNIC RECORDS SCHLDULE

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