

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-075-07-14</i>	
1 FROM (Agency or establishment) Department of Interior		DATE RECEIVED <i>1/4/07</i>	
2 MAJOR SUBDIVISION Bureau of Indian Affairs		<u>Notification to Agency</u> In accordance with the provisions of 44 U.S.C. 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Western Central Alaska Agency			
4 NAME OF PERSON WITH WHOM TO CONFER Rose Brady 907-271-4088 and Joe Exendine 907-586-7107			
5 TELEPHONE		DATE <i>10/19/2001</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION 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 ___ 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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>12/22/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Director, Office of Trust Records
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED RETENTION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
01	Please See Attached Electronic Record Schedule for: Progeny Tribal Enrollment System <i>[Signature]</i> Chief Information Officer Bureau of Indian Affairs		
			<i>12-28-06</i> Date

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF-115
 NARA Job No N1-075-07-14
 February 17, 2011

System Name: Progeny Tribal Enrollment System

System Description:

The Tribal Enrollment System, commonly called Progeny, is a database system that has over 90,000 case files and includes over 250,000 JPEG scanned images. The purpose is to automate the enrollment process for Alaska Native tribal and corporation members resulting in issuing the Certificate Degree of Indian Blood (CDIB). The primary key is the enrollment number assigned to an individual. Data content includes name, address, phone number, social security number (SSN), tribal/corporation affiliation, blood quantum (Aleut, Eskimo, Indian, Tsimshian), enrollment number, and whether an individual is an enrollee or descendent. Data content dates 1971 to present.

a. Input Files

~~The inputs to the system include tribal documents, application for enrollment and relinquishment, birth certificates, name and address change requests, enrollment certification, family tree, enrollment identification numbers and correspondence.~~

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

[Item a, Inputs, is not a request for disposition authority rather instructions to use existing disposition authorities without superseding them.]

b. Master Data Files

Disposition Instructions: **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, as specified in NARA standards applicable at the time of transfer.

**Data restricted in accordance with Privacy Act Notice as required.
 Notice: Tribal Rolls – Interior, BIA – 4**

c Scanned Images

Content Scanned images may include JPEG, PDF or other images of birth certificates, Consular Report of Birth Abroad (FS-240), Certification of Report of Birth form (DS-1350), adoption decrees, marriage and/or divorce decrees, legal name change document, marriage license, and other appropriate tribal enrollment supporting documentation

- 1 Archival Scanned Images Records include images of enrollment related documents scanned at accepted archival standards for preservation as listed in NARA regulations and placed in corresponding paper case files such as the TR-3709a-P5 Alaskan Native Enrollment Files, TR-3725-P5 Alaskan Native Claims Settlement Act (ANCSA) Enrollment Case Files and TR-3732-P5 Tribal Enrollment Case Files scheduled for permanent retention

Disposition Instructions: PERMANENT. Transfer to the National Archives with related Master Data Files (2200-Progeny) as specified in NARA standards applicable at the time of transfer. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer

Data restricted in accordance with Privacy Act Notice as required.

- 2 Non-Archival Scanned Images Records include images of enrollment related documents scanned below minimum archival standards for preservation and must be placed in corresponding paper case files such as the TR-3709a-P5 Alaskan Native Enrollment Files, TR-3725-P5 Alaskan Native Claims Settlement Act (ANCSA) Enrollment Case Files and TR 3732-P5 Tribal Enrollment Case Files scheduled for permanent retention

Disposition Instructions: TEMPORARY. Destroy or delete scanned images when no longer needed for business or reference purposes

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d System Generated Documents/Outputs

~~1 Case File Specific Outputs~~

~~Content The primary generated output is the Certificate Degree of Indian Blood (CDIB) and is not maintained by the program office. Outputs include 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 Instructions:** Apply disposition instructions approved for paper and microfilm records.~~

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[NOTE Item d1, Case File Specific Outputs, is not a request for disposition authority rather instructions to use existing disposition authorities without superseding them]

- 2 System Generated Documents organized by Program, Regional, Agency or Field Offices Data compilation reports (e g management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually These reports cannot be easily separated and filed in case specific files

Disposition Instructions: PERMANENT. Cut off at end of fiscal year. Transfer paper records to the records center and electronic records to the National Archives 2 years after cutoff or when no longer needed for current business operations, whichever is less, in accordance with National Archives instructions and guidance Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer

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e System Documentation

~~**Contents:** Records include system data specifications, file specifications, code books, record layouts, user guides and manuals, output specifications, and final reports relating to the Indian Affairs Progeny Tribal Enrollment System~~

~~**Disposition Instructions: PERMANENT** Transfer to the National Archives with related data files identified in Item TR 3709 P5b, above (Disposition Authority is GRS 20/Item 11a2)~~

Additional Information

Establishment Authority: Alaska Native Claims Settlement Act (ANCSA) (43 USC 1606)

Restrictions:

Freedom of Information Act, Exemption b3
Privacy Act of 1974 (5 USC 552a)

Superseded Records: Unscheduled

Related Records:

3709a-P5 Alaska Native Enrollment Files, NARA Dossier N1-75-05-1/Item 3709a
3725-P5 Alaska Native Claims Settlement Act (ANCSA) Enrollment Case Files, NARA
Dossier N1-75-05-1/Item 3725
3732-P5 Tribal Enrollment Case Files, NARA Dossier N1-75-05-1/Item 3732

Supplemental System Description:**Location:**

Main SQL database server BIA Alaska Region, West Central Alaska Agency,
3601 C Street, Anchorage, AK 99503

Points of Contact:

System Manager Rose Brady, Superintendent, West Central Alaska Agency,
Phone 907-271-4088
Information Technology Joe Exendine, Supervisory IT Specialist, Alaska Region
Phone 907-586-7107
Burton Hanna, IT Specialist, West Central Alaska Agency,
Phone 907-271-1741