


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>NL-075-07-16</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Division of Energy and Mineral Development			
4 NAME OF PERSON WITH WHOM TO CONFER Jeff Hunt	5 TELEPHONE 303-969-5270 x231	DATE <i>21 JUN 10</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED RETENTION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: National Indian Oil and Gas Evaluation and Management System (NIOGEMS) <div style="text-align: center;">  Chief Information Officer <i>Acting</i> Bureau of Indian Affairs </div> <div style="text-align: right; margin-top: 10px;"> <i>12-28-06</i> Date </div>		

SF-115 Update, Page 1a

Update changes approved by Ms. Yolanda Montoya via e-mail on April, 21, 2010.

Department of Interior / Office of the Special Trustee for American Indians

Job No. N1-75-07-16

National Indian Oil and Gas Evaluation and Management System (NIOGEMS)

Item b. Master Data Files:

The system contains well location and drilling information; well production data; lease and agreement information; reservation boundary and public land survey (PLS) information; surface and subsurface ownership information (this contains only type, fee, tribal allotted, etc. and does not include personal information); survey data; and other spatial data as available such as seismic line location; geology-surface, subsurface, structural maps; location of industrial minerals such as gypsum, bentonite, sand and gravel. Well records use the API number for the primary key. Lease/Agreement records use the agency agreement/lease number as the primary key. The spatial data uses an index for a key.

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, as specified in NARA standards applicable at the time of transfer.

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115
N1-075-07 – 16
December 22, 2006

National Indian Oil and Gas Evaluation and Management System (NIOGEMS)

System Description: The National Indian Oil & Gas Evaluation and Management System (NIOGEMS) is an in-house designed system that utilizes off-the-shelf software customized by Division of Energy and Mineral Development (DEMD) for the specific needs of a Tribe. NIOGEMS is contained in an Oracle database and designed under Tribal self-determination guidelines as an easy-to-use computer system to assist Indian resource managers locate and display production, lease information, and well data in map form. The system contains commercially available production/well information from 1973 to current and production data from MMS dates back to 1988. NIOGEMS is currently installed at the DEMD office and operational at one regional office and 10 individual reservations.

NIOGEMS is a reader of data contained on other data systems, and is not considered source data. It provides a common database used by BIA, BLM, MMS and the tribes in managing oil and gas development. The NIOGEMS system does not link directly to any other system.

a Inputs:

Inputs into the system may include: spatial data, leases, agreements, maps and commercial data. Textual data is entered using Oracle's SQL Loader utility. Spatial data are files copied to NIOGEMS folders from commercial and government sources. The user is also given edit capabilities to manually key-in certain data.

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

filing instruction

b. Master Data File:

The system contains well location and drilling information, well production data; lease and agreement information; reservation boundary and public land survey (PLS) information; surface and subsurface ownership information (this contains only type; fee, tribal, allotted, etc and does not include personal information); survey data; and other spatial data as available such as seismic line location; geology – surface, subsurface, structural maps; location of industrial minerals such as gypsum, bentonite, sand and gravel.

Well records use the API number for a primary key. Lease/Agreement records use the agency agreement/lease number as the primary key. The spatial data uses an index for a key.

ELECTRONIC RECORDS SCHEDULE

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

Superseded by 4/21/10 version

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

c. **Outputs:**

Standard outputs generated by the user are screen prints, standard reports, plots and electronic files.

Disposition: Apply Disposition instructions for Paper and Microfilm Records.

d. **Documentation** *GRS 20/Item 11*

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: National Indian Oil and Gas Evaluation and Management System (NIOGEMS)

BIA Series/System Number:

Users. Division of Energy and Mineral Development personnel, 10 reservations, and one regional office with large production of oil and /or gas resources.

Program: Division of Energy and Mineral Development

Function: Oil and gas development.

Related Series/Systems:

TR-4618-P5 Indian Land Lease Case Files

TR-4621-P5 Indian Mineral Assessment Records

Location. Office of Indian Energy and Economic Development – Division of Energy and Mineral Development

Points of contact: Jeff Hunt, Office of the Assistant Secretary Indian Affairs – Division of Energy and Mineral Development, (303)969-5270 x231