



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 <b>NI-075-09-3</b>	
1 FROM (Agency or establishment) <b>Department of Interior</b>		DATE RECEIVED <b>10/27/08</b>	
2 MAJOR SUBDIVISION <b>Assistant Secretary of Indian Affairs</b>		<p style="text-align: center;"><u>Notification to Agency</u></p> <p>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10</p>	
3. MINOR SUBDIVISION <b>Office of the Chief Information Officer</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Robert Jaeger - BIA Midwest Region</b>		5 TELEPHONE 715 682-0310	
		DATE <b>13 May 08</b>	
6. AGENCY CERTIFICATION		ARCHIVIST OF THE UNITED STATES <b>[Signature]</b>	
<p>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.</p> <p> <input checked="" type="checkbox"/> is not required                <input checked="" type="checkbox"/> is attached. or                <input type="checkbox"/> has been requested         </p>			
DATE <b>10/17/08</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>[Signature]</b>		TITLE <b>Director, Office of Trust Records</b>
7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED RETENTION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p><b>Please See Attached Schedule for:</b></p> <p><b>Land Consolidation Tracking System</b></p>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               Director, Indian Land Consolidation Office           </div> <div style="text-align: center;"> <b>9-24-08</b>              Date           </div> </div>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               Chief Information Officer - Indian Affairs           </div> <div style="text-align: center;"> <b>9-30-08</b>              Date           </div> </div>		

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OCT 02 2008

Office of the Special Trustee  
for American Indians  
OFFICE OF TRUST RECORDS  
(OTR)  
Director's Office

SF-115 Update, Page 1a

Update changes approved by Ms. Yolanda Montoya via e-mail on April 28, 2010.

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

Job No. N1-75-09-3

Land Consolidation Tracking System

**Item b. Data Files:**

The data is stored in Oracle data tables. Data is captured within the system includes: transaction history; land description; owner information; legal encumbrances; rents and monies paid/or collected; land status; land value; and tribal information.

**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.

**Item c2. System Generated Documents Organized by Program.**

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. Records may be filed by system report name, program, region, agency or field office, job run date and fiscal year.

**Disposition: 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. 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  
N1-075-08-  
September 23, 2008

## Land Consolidation Tracking System (LCTS)

The Land Consolidation Tracking System (LCTS) provides the means to track the Land Sale process and to develop management reports pertaining to the steps in the process. The LCTS is an integrated process to accept, build and process data about the Land Sale Process so interested parties can be informed of the steps in the process, tracks its progress; and provides up-to-date information on the current status of a sale. The Indian Land Consolidation Program purchases and gifts highly fractionated Indian land to Federal recognized tribe(s).

The four (4) basic functions of LCTS are:

- **Track Client Contact** – To provide the means to track information about the seller and document the interaction with the Indian Land Consolidation Office (ILCO). The seller can call with general questions and get the status of a pending sale and also contact potential sellers with information about the Indian Land Consolidation Act (ILCA) program and follow-up after the sale with a survey of the process.
- **Track Transaction Progress** – The ILCO personnel answer questions from sellers about the status of a sale. Providing a metrics to track the Indian Land Consolidation Act (ILCA) program to determine the effectiveness of the program and determine the appropriate level of staffing as the volume of transactions increase.
- **Track Document Storage** - - The documents generated by the sale process may be stored in different storage areas depending on the process. The ILCO need to be able to quickly and accurately identify the location of the document(s) needed to continue the transaction.
- **Produce Operational Reports** – The reports identify and summarize the progress of the programs and the level of effort. These reports are presented in tabular and graphical formats. These reports will used to report to senior management the progress and effectiveness of the Indian Land Consolidation Act (ILCA) program.

The system stores the information necessary to fulfill its trust fiduciary responsibilities to the beneficiaries. This information includes transaction history, the location of the clients' file, and supporting information is provided from the Trust Assets Accounts Management System (TAAMS) which is a Bureau of Indian Affairs system.

a. Inputs:

Source documents for LCTS are conveyance documents, such as deed, fee patent, order transferring inherited interest, conveying land (allotted and unallotted), and correspondence; and pre-conveyance documents, such as

# ELECTRONIC RECORDS SCHEDULE

~~certificate of competency, gift conveyance document, proclamation, tribal resolution agreeing to exchange or sale by tribe to individual, appraisal reports, correspondence justifying transaction, title abstracts, deed establishing transfer or ownership, owner information, client surveys, heirs written consent to sell, etc..~~

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

*filing instruction*

## b. Data Files:

~~The data is stored in Oracle data tables. Data captured within this system includes: transaction history; land description; owner information; legal encumbrances; rents and monies paid and/or collected; land status; land value; tribal information.~~

**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  
4/28/10 version*

## c. System Generated Documents/Outputs

- ~~1. Generated Documents in Case Files: Case files 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.~~

*filing instruction*

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

- ~~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 can not be easily separated and filed in case specific files.~~

**Disposition Instructions: PERMANENT: Printed Report Files.** File by: System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year.

~~Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of Interior and the National Archives and Records Administration.~~

*Superseded  
by 4/28/10  
version*

# ELECTRONIC RECORDS SCHEDULE

d. Documentation

GRS 20/Item 11a(2)

System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database.

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

Additional Information for: Land Consolidation Tracking System (LCTS)

BIA Series/System Number: TR-4609-P5 Land Transactions

Users: Bureau of Indian Affairs

Program: BIA - Office of Trust Services

Location: 721 W. Lakeshore Drive, Ashland, WI 54806

Points of contact: Robert Jaeger - (715) 682-0310