

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-220-02-11</i> <i>NI-20-02-11</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2-27-2002</i>	
1. FROM (Agency or establishment) Office of Navajo and Hopi Indian Relocation		NOTIFICATION TO AGENCY	
201 Birch Street, P.O. Box KK Flagstaff, Arizona 86002		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Administrative Services			
3. MINOR SUBDIVISION Information Systems - ONHIR Client Information System			
4. NAME OF PERSON WITH WHOM TO CONFER.	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Paul Tessler	928-779-2721	<i>10-4-02</i>	<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 <u>  12  </u> 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
<i>2/7/02</i>	<i>[Signature]</i>	Executive Director	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
A.	<p>The Office of Navajo and Hopi Indian Relocation (ONHIR) Client Information System was developed in 1985 by agency staff. The system provides information used by the staff at various stages of a client's processing. This includes the tracking of payments made to and on behalf of the client, tracking through the certification, counseling, and housing process, and post-move services. The client data bases are on an IBM AS400. The AS400, 9402-400 model 42G is an IBM midrange computer. Programs written in the AS400 Query, RPG, and NATIVE 400 languages are used to manipulate the data. On the AS400 data is stored in EBCDIC, which is an acceptable format according to 36 CFR 1228.270(d). Information found in the AS400 System is subject to the Privacy Act.</p> <p><b>Inputs:</b></p> <p><u>Client Case files:</u></p> <p>4,813 individual client case files in a numbered sequence, beginning with file #001 and currently through file #4813. The first application for relocation assistance benefits was accepted in 1977. This series</p> <p><i>CC Agency NR NUM E</i></p>		

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B.	<p>will continue until the closure of the ONHIR or until a date is established that the agency will cease to accept requests for relocation assistance benefits pursuant to 25 CFR §138.</p> <p>These client files contain individual applications for relocation assistance benefits, documentation relating to a determination of eligibility or denial of benefits, documents relating to the appeals of individual denials of requests for benefits through Final Agency Action and/or entry of judgment in the U.S. District Court. Documentation of the client's transition through the counseling phases of the relocation process, the housing acquisition process, (on-reservation homesite lease acquisition and off-reservation real estate purchase); post-move counseling services and warranty services. These files are subject to the Federal Privacy Act.</p> <p><b>Note:</b> Textual Client Case Files. See Relocation Operations SF 115. (NARA Job No. NI-220-02-1, item 1a)</p> <p><u>JUA Roster (Joint Use Area):</u> This series consists of 3 – 8½ x11 black binders which contain approximately 100 sheets per binder. These sheets are copies of the actual reports generated by the Bureau of Indian Affairs (BIA) through their JUA Office in its 1974-75 "on the ground" enumeration of those individuals and properties situated within the 1.8 million acre JUA of the Navajo and Hopi Indian Reservations. These rosters are arranged numerically by Quarter Quad Location (QQL) number.</p> <p><b>Note:</b> Textual JUA Roster. See Relocation Operations SF 115. (NARA Job No. NI-220-02-1, item 3a) Report and Plan-Navajo and Hopi Indian Relocation, April, 1981</p> <p><b>Note:</b> Textual Report and Plan. See Administrative Services SF 115. (NHIRC/ONHIR Reports).</p> <p><u>"A" and "B" Lists</u> These lists were generated as a result of the mediation in <u>Manybeads v U.S.</u> A list was drawn up for individuals who permanently resided on the Hopi Partitioned Lands ("A" List) and those individuals potentially subject to relocation ("B" List).</p> <p><b>Note:</b> The <sup>disposition of the</sup> textual records of the "A" and "B" Lists <sup>are pending the</sup> <del>is a non-record for</del> the ONHIR. Completion of a SF 115. The ONHIR is proposing permanent retention of these documents.</p> <p><b>Data Base: Client Data Bases</b> The most extensive records created by the ONHIR information system are data bases which record client information. The data bases can be combined in various ways to produce reports used by staff and by management to display selected data on the computer monitor. Certain data bases are "dynamic" that is, information is continually added to the fields as new information is gathered or existing information changes. Other data bases are "static" one-time entry of data which is not subject to change. These data bases are:</p>	CITATION	

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B1.	<p><u>Index to Client Case Files.</u> Two electronic retrieval systems for Client Case Files. A case file number can be retrieved alphabetically by the surname of the client and by the client's census number. Data is inputted into these files at the time the client makes application for relocation benefits. The ONHIR will continue to maintain this data base until it closes.</p>	CITATION		
B2.	<p><u>RC.300 Client Master Data Base.</u> It captures most significant data gathered on all applications and filed in the manual case file. For example, name, tribal census number, birth date, household membership, employment and income. In addition to the information, which identifies the client and his/her family, the data base records agency decisions about case and case processing actions. For example, date of application, eligibility decision and date, date of contract signing, date of relocation, date of case closure. Demographic information on the client/household is updated until the client signs the relocation contract. Post-contract data entry is restricted primarily to certain post-move agency actions on the case, until it is closed. Cases can be reopened for action and data entry upon valid request.</p>			
B3.	<p><u>RC.305 Client Member File.</u> It contains the names, census numbers, and date of birth for members of the client's immediate household and identifies those members who are relocating with the client.</p>			
B4.	<p><u>RC.390 JUA Roster Data.</u> An electronic file of the JUA Roster that contains the date of enumeration, demographic information, QQL, age, and household membership. This file was created to record the information contained in the JUA Roster. (See Relocation Operations SF 115 for disposition of textual record).</p>			
B5.	<p><u>RC.0388 JUA Match Data Base.</u> Created to match information from the Client Master Data Base (RC.0300) to the computerized JUA record data.</p>			
B6.	<p><u>RC.950 JUA/Client Census Match Data Base.</u> This matches the client's census number to the census data collected during the JUA enumeration roster.</p>			
B7.	<p><u>RC.0955 JUA/Client Key Cross Reference Data Base.</u> This cross-links the client case number to the JUA.</p> <p><b>Disposition:</b> Permanent. Transfer to the National Archives and Records Administration upon the closure of the ONHIR.</p>			
C.	<p><b>Data Base:</b> <u>Client Eligibility, Hopi Partitioned Land (HPL) Residency, and Certification Data Bases.</u> The following data bases track and document the client's movement through the relocation process from the initial determination of the residency, certification and appeal processes.</p>			
C1.	<p><u>RC.0370 Certification Master Data Base.</u> It provides comprehensive information from the manual file about the processing of applications for an eligibility determination.</p>			

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C2.	<p><u>RC.0380 Hearing Data Base</u>. It contains a record of the activity regarding cases which are denied eligibility for benefits and the processing of the case through the administrative appeal process and Final Agency Action.</p>	CITATION	
C3.	<p><u>RC.385 Attorney Data Base</u> Contains the names and addresses of attorneys representing clients during the appeal process and/or other action against the ONHIR. Information from this file is merged with correspondence issued during the course of legal actions.</p>		
C4.	<p><u>RC.0311 Quarter Quad Master Data Base</u> This is a record of client's homesite quarter quad location (QQL) on the JUA mapping system. Pulls into the Client Master Data Base (RC.300).</p>		
C5.	<p><u>RC.0328 HPL Code Historic Detail Base</u> Provides information about the changes made to electronic records about the client's residence on/off of the HPL.</p>		
C6.	<p>This is comprised of 6 data bases created to record information about a one-time project in 1984-85 to review all files for eligibility determinations; record the information required to complete the file; and, record the information submitted by the clients:</p> <ul style="list-style-type: none"> <li>a. <u>RC.0369 Certification Assigned Data Base</u></li> <li>b. <u>RC.0371 Intake Letter Data Base</u></li> <li>c. <u>RC.0372 Certification Document Profile</u></li> <li>d. <u>RC.0373 Intake Worker Control Data Base</u></li> <li>e. <u>RC.0374 Intake Assignment Data Base</u></li> <li>f. <u>RC.0376 User Client Data Base</u></li> </ul>		
C7.	<p><u>RC.0393 Camp Count Total Data Base</u> Provides information from a one-time project in 1983 to identify the HPL homesites of all clients.</p>		
C8.	<p><u>RC.0310 Appraisal Master Data Base</u> Summary of information about improvements owned by clients on the HPL, general location, value, data acquired by the ONHIR, and the date it was turned over to the Hopi Tribe.</p>		
C9.	<p><u>RC.0367 Confirmation Letters Generated Data Base</u> Provides automatic record of letters issued to clients, using word processing merge, to set up interviews.</p>		
D.	<p><b>Disposition:</b> Permanent. Transfer to the National Archives and Records Administration upon the closure of the ONHIR.</p> <p><b>Data Base:</b> <u>Relocation Operations (Counseling and Pre-Move)</u>. These data bases were created so that the counseling staff could input information relating to the client's relocation preference, adaptability to the site, and other related information. The following are included within this category.</p>		
D1.	<p><u>RC.0309 Client Permanent Address Data Base</u> Contains the permanent address for all clients.</p>		

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D2.	<u>RC.0434 Appeal Letter Request Data Base.</u> Automatically generates form letters to clients during the administrative appeals process.	CITATION			
D3.	<u>RC.0352 Client &amp; Member Name Data Base.</u> Contains the name and case file number of clients. The name is inputted in the following order: first, middle, last.				
D4.	<u>RC.0375 Counseling Data Base.</u> Contains information about the case processing activity during the counseling phase of the relocation process.				
D5.	<u>RC.0360 Demographics Master Data Base.</u> Records information about the clients' education, employment and/or training, which is utilized during the counseling phase.				
D6.	<u>RC.0365 Demographics Information Data Base.</u> Contains information about the education, employment, and training of the relocatee's household members.				
D7.	<u>RC.0998 Post-Move Alert/Referral Cases.</u> This data base automatically generates notices to inform assigned staff persons that a client has entered the post-move stage of case processing and that a summary report is due.				
D8.	<u>RC.0398 Client Data Base.</u> A data base intended to record information about the client's past grazing history. This data base was never used.				
D9.	<u>RC.0340 Contact Data Base.</u> This provides a running record of contacts between ONHIR staff and clients.				
D10.	<u>RC.0315 On-Res Lease Data Base.</u> Tracks the progress of a client's application for an on-reservation homesite lease.				
D11.	<u>RC.0317 Housing Condition Survey Data Base.</u> Information compiled as a result of client's current housing conditions (pre-move).				
D12.	<u>RC.0321 Pre-Move Location Description Data Base.</u> Contains the client's pre-relocation residence and directions to the home.				
D13.	<u>RC.0322 Post-Move Location Description Data Base.</u> Contains the geographic location of the relocation home and directions to the home.				
D14.	<u>RC.0324 Pre-Move Action Code Data Base.</u> Contains the actions required to move the client's case to the next phase of the case processing along with the dates the actions were initiated and completed.				
D15.	<u>RC.0325 Case Narrative File.</u> A narrative created in the word processing feature of the AS400. The narrative describes the client's case activity and is printed and filed in the Client Case File. An electronic copy is not maintained in the AS400 system.				

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E.	<p><b>Disposition:</b> Temporary. Destroy upon the closure of the ONHIR. These data bases are working documentation of the initial relocation process. All significant information is printed in hard copy and placed in the Client Case File (See Relocation Operations SF 115). <i>NARA Job No. NI-220-02-1, item la</i></p> <p><b>Data Base: Relocation Operations (Housing and Post-Move)</b> These data bases track client progress through the actual replacement housing segment of the relocation process. They incorporate data as to relocation and housing contracts, construction of the home and post-move warranty services.</p> <p>E1. <u>RC.0313 Warranty Data Base.</u> Contains the actions taken to resolve warranty complaints filed during the 2 year warranty period.</p> <p>E2. <u>RC.0330 Payment Schedule Data Base</u> Contains information on the disbursement of Federal Funds on behalf of the client.</p> <p>E3. <u>RC.0343 Plan Check Resubmittal Data Base.</u> Documents the actions on the resubmittal of plans by contractors.</p> <p>E4. <u>RC.0344 Plan Check Data Base.</u> Records the activity associated with the review of house plans submitted by contractors.</p> <p>E5. <u>RC.0345 Construction Inspection Detail Data Base.</u> Records the inspection dates and results for new construction homes.</p> <p>E6. <u>RC.0346 Construction Inspection Master Data Base.</u> Records information about the routing of house plans between the housing and inspection components of the agency.</p> <p>E7. <u>RC.0347 Relocation Home Legal Description Data Base.</u> Provides legal description of the location of the relocation home.</p> <p>E8. <u>RC.0308 Actual Relocation City/State Data Base.</u> Records the city and state of all off-reservation moves.</p> <p>E9. <u>RC.0381 Housing Repair Data Base.</u> Contains information about the activity which takes place when clients who have relocated appeal to the agency for housing repair and their appeal is accepted for review. This was a one-time project.</p> <p>E10. <u>RC.400 Housing Contract Obligations Data Base.</u> Contains information from the relocation contract about the benefit payments obligated and disbursed on behalf of the client and related information associated with the housing acquisition phase of the case process.</p> <p>E11. <u>RC.0402 Housing Contract Change Orders Data Base.</u> Contains information about construction contract change orders.</p> <p>E12. <u>RC.0320 Resale File (Planned) Data Base.</u> File designed to record data about purchases of resale houses as client relocation housing. This data base was never used.</p> <p>E13. <u>RC.405 Funds Source Disbursement Detail Data Base.</u> Contains draw information for contract payments.</p>	CITATION	

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<p>F.</p> <p>F1.</p> <p>F2.</p> <p>F3.</p> <p>F4.</p> <p>F5.</p> <p>F6.</p> <p>F7.</p> <p>F8.</p> <p>F9.</p> <p>G.</p> <p>G1.</p> <p>G2.</p>	<p><b>Disposition:</b> Temporary. Destroy upon the closure of the ONHIR. These data bases are working documentation of the actual relocation process. All significant information is printed in hard copy and placed in the Client Case File (See Relocation Operations 115). <i>NARA Job No. NI-220-02-1 item 1a</i></p> <p><b>Data Base: New Lands Operations.</b> These data bases track ONHIR's creation and development of the location to be utilized specifically for the relocation of certified Navajo clients. This area is referred to as the "New Lands."</p> <p><u>RC.0331 Permit Transfer Data Base.</u> Records the transfers of grazing permits on the New Lands.</p> <p><u>RC.0332 Range Master Data Base.</u> Provides the basic information on settlement of the New Lands Range Units.</p> <p><u>RC.0333 Range Permit Detail Data Base.</u> Contains detail of grazing permits granted to individual clients on the New Lands Range Units.</p> <p><u>RC.0334 Range Lease Tracking Data Base</u> Contains information for the purpose of tracking New Lands Homesite lease processing.</p> <p><u>RC.0339 File of Actions for Permittees Data Base</u> Contains actions taken in tracking permittee progress.</p> <p><u>RC.0395 Permittee List Data Base</u> Contains information about clients and households eligible for grazing permits on the basis of HPL grazing history.</p> <p><u>RC.0397 New Lands Permittee-Planned Data Base</u> An additional data base created to record information about clients moving to the New Lands Grazing Units. This data base is now obsolete.</p> <p><u>RC.0922 Nahata' Dzill's Mailing Data Base</u> Contains the names and addresses for label generation for New Lands newsletters and other issuances.</p> <p><u>RC.0336 Second Legal Name Data Base</u> This data base is tied to RC.0334. If a client has more than one name the second name is recorded in this file.</p> <p><b>Disposition:</b> Permanent. Transfer to the National Archives and Records Administration at the closure of the ONHIR.</p> <p><b>Data Base: Program Analysis Data Bases</b> These data bases were created to provide information about relocation progress. In many instances, these data bases are used in conjunction with each other to produce reports necessary for Congressional oversight/litigation purposes.</p> <p><u>RC.0316 Certification Review Data Base</u> Created in response to audit recommendations from the General Accounting Office.</p> <p><u>RC.0348 Home Sold Detail Data Base</u> Captures information about off-reservation relocation homes which were sold or otherwise disposed of by the relocated clients. This data base was never used.</p>	<p>CITATION</p>	

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G3.	<u>RC.0382 Sands Tracking Data Base</u> Tracks the activity of the actions taken by the office pursuant to the Order of the Federal District Court in <u>Sands v. NHIRC</u> .	CITATION	
G4.	<u>RC.0383 1986 Contacts Data Base</u> Contains information about persons potentially eligible for relocation assistance who were identified and contacted by the agency prior to the 7-7-86 deadline for voluntary applications. This is an inactive file, created and used for a single purpose project in 1986.		
G5.	<u>RC.0384 IN Summary Data Base</u> Developed to record answers to file review questions in the Kee Williams case. This is an obsolete file.		
G6.	<u>RC.0392 On-Res Lease Data Base</u> Contains the same information as RC.0315, but is used for homesite leases that have been cancelled.		
G7.	<u>RC.0952 Potential Applicants Data Base</u> Contains a record of the information collected pursuant to MM§1150.		
G8.	<u>RC.0953 Final Contact Data Base</u> Created to record information about family members associated with the Accommodation Agreement homesites on the HPL who might be encountered in the field by staff during the last resort contact in 1997.		
G9.	<u>Relocation site RSLTBL Data Base</u> Contains information about the relocation site to which clients have moved, including community, tribal chapter, county, state and off-reservation.		
G10.	These three data bases were developed for a one-time project and the information has never been updated. The data bases contain information gathered in a client survey conducted in February of 1987.  a <u>RC.0301 MPA Survey Appointment Schedule</u> b <u>RC.0302 MPA Survey</u> c <u>RC.0303 MPA Health Problems</u>		
G11.	<u>RC.0306 Monthly Counts of DTAPPL, CDDTM, C/D, and DTRELD.</u> Monthly reports of the number of clients and household members in certain agency statuses.		
G12.	<u>RC.0307 BIACCD Count</u> Contains information about the HPL residency status of New Lands Permittees. Obsolete file.		
G13.	<u>RC.0318 Non-Applicant Data Base.</u> Designed to record information about persons potentially eligible for relocation that failed or refused to apply. This data base was never used.		
G14.	<u>RC.0394 Congressional Reports Data Base.</u> Contains information extracted from Client Master Data Base (RC.0300) required for reports requested by members of Congress.		

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<p>G15.</p> <p>H.</p> <p>H1.</p>	<p><u>RC.0900 Monthly Report Mailing List Data Base</u> Lists the names and addresses of clients for label generation.</p> <p><b>Disposition:</b>Temporary. Destroy upon the closure of the ONHIR. These data bases are working documentation of the actual relocation process. All significant information is available in a printed report or the Client Case File. (See Relocations Operations SF115). <i>NARA Job No. NI-220-02-1, item la</i></p> <p><b>Outputs:</b></p> <p><u>Query Reports</u> The following are query reports that can be generated from the AS400 System. These reports can be specified by individual Client Case File numbers or groups of Client Case File numbers. They are printed in hard copy for information purposes only by staff or management.</p> <p>Rim Range Unit  Padre Mesa Range Unit  Dead Wash Range Unit  Navajo Springs Range Unit  Hogan Well Range Unit  Little Silversmith Range Unit  Chambers Range Unit  Middle Well Range Unit  Parker Draw Range Unit  Antelope Well Range Unit  Hardscrabble Range Unit  North Well Range Unit  East Mill Range Unit  Barth Lake Range Unit  Kelsey Range Unit  Client Contact Information for Selected Counselor  Explanatory Conference Schedule  Hearing Schedule  Sands Appeals Pending Hearing  Alpha Housing Acquisition C Codes  Appraisal Needing to be Turned Over to Hopi  Appraisal w/denied case  Appraisal List-Pending  Appraisal Turnover to the Tribe since 1/90  Housing Pool  Pending Archaeological Clearances  New Lands Settlement - Antelope Well (21) NLB  New Lands Settlement - Barth Lake (28) NLB  New Lands Settlement - Blue Bird (18) NLB  New Lands Settlement - Chambers (13) NLB  New Lands Settlement - Dead Wash (04) NLB  New Lands Settlement - East Mill (26) NLB  New Lands Settlement - Hardscrabble (22) NLB  New Lands Settlement - Hogan Well (09) NLB  New Lands Settlement - Interstate (05) NLB  New Lands Settlement - Kelsey (27) NLB  New Lands Settlement - Little Silversmith (12) NLB  New Lands Settlement - Middle Well (15) NLB  New Lands Settlement - Navajo Springs (07) NLB  New Lands Settlement - North Well (23) NLB  New Lands Settlement - Padres Mesa (01) NLB  New Lands Settlement - Parker Draw (17) NLB  New Lands Settlement - Rim (081)  New Lands Settlement - Rural Community (RU) NLB  New Lands Settlement - Rural Community (RU) NLB</p>	<p>CITATION</p>	

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<p>i.</p> <p>11.</p>	<p>Clients with Cistern Systems  HPL-Relocated Clients 10-1-90 to Present  HPL-Clients Status  Figures for HPL Report to Commissioner  Relocated with No Location Description-Housing  On-Reservation w/no Relocation Description Since 10/89  Clients Not Relocated Who Have Not Selected Site  Closed Cases with No Applications</p> <p><b>Disposition:</b> Temporary. Destroy when no longer needed for informational purposes.</p> <p><b>Outputs: Reports.</b> The following reports can be generated by the system. They include summarized data from the various data bases that can be used to provide accountability for various programs at ONHIR. The program reports include information gathered from one or more of the client data bases.</p> <p><b>JUA Roster-Computerized Reports.</b> This series consists of <sup>three</sup><del>two</del> reports which contain data obtained from the JUA Roster collected by the BIA through their JUA Office in the 1974-75 "on the ground" enumerations of those individuals and properties situated within the 1.8 million acre JUA of the Navajo and Hopi Indian Reservations. One report is arranged by QQL number, and the second report is arranged alphabetically by the individual's name, <sup>and the third report is</sup> These reports are rosters that contain birth dates, family relationships, Navajo Census numbers, and location and descriptions of all structures and improvements at the individual homesites.</p> <p><b>Note:</b> Textual outputs of the JUA Roster-Computerized Reports. See Relocation Operations SF 115. <b>NARA Job No. NI-220-02-1 item 3b</b></p> <p><b>Final Program Reports.</b> This is a statistical report of the completed applications, status of certified applicants, post-move follow-up, and the total families relocated. This final report will be generated upon the closure of the ONHIR.</p> <p><b>Note:</b> Textual output of the Final Program Report. See Administrative Services SF 115 (NH/RC/ONHIR Reports). <b>NARA Job No. NI-220-02-7, item 1</b></p> <p><b>Other Program Reports.</b> These reports consist of a variety of summarized data that is generated for administrative purposes and document the client's progress through the relocation process as well as the ONHIR's progress in accomplishing its mission.</p> <p>Closed Case List (Select FY)  Denied Navajo Clients (All)  Denied Navajo Clients (Denied/Appealed &amp; Closed)  Denied Navajo Clients (Denied with Open Appeals)  Denied but Reversed Navajo Clients (Reversed Following Appeal)  Denied by Reversed Navajo Clients (Reversed Following Decert)  Certified Client-Denial List by Client (Obsolete)  Pending Certification Navajo Clients (Alphabetically)  Pending Certification Navajo Clients (Alpha within Chapter)  Pending Certification Navajo Clients/Members (Alpha w/in Chapter)  Navajos Relocated from the Hopi Partitioned Lands  Group Move Report (ALL)</p>	<p>CITATION</p> <p>arranged by census numbers</p>	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB	10. ACTION TAKEN (NARA USE ONLY)
	<p>Decertified Clients Not Notified  Clients Pending Certification Review  Certified Clients Relocated or in Housing  New Lands Range/New Lands Rural/All New Lands  School Age Counts for (Select up to 10 sites)  Enter Title and Select up to 10 Sites  Hardrock/Pinon Clients Current Location Not Yet  MPA Value Ranking  Lease Status Not in Sync Report  List Sponsors &amp; Their Extended Families  Current Housing Conditions Ranking  Report Discrepancies Between Client Master/BIA/OBL  Denied Clients with No Appeal  Outstanding Housing Funds  List Contact Information on Clients  Health Nurse Report (Select Cases)  Post Move Family Report (Select Cases)  Pre Move Family Report (Select Cases)  Pre Move Counselor Status Report/Give to Eugene Yazzie  Pre Move Counselor Status Report for (Counselor Selected)  Enter Title and Select up to 10 Sites  Enter Title and Select up to 10 Sites  Enter Title and Select up to 10 Sites  Appeal Cases Not Closed Due to Appraisals  Health Assessment Distribution  Case File Tracking Report  Hopi Agency Report  Western Navajo Agency Report  Post Move Counseling Status Report/Give to Eugene Yazzie  Post Move Counseling Status Report for (Counselor Selected)  Permanent Address List/Sands Alpha  Rejected Appeals-Final Agency Action  Rejected Appeals-Waiver Denied  Rejected Appeals-All Clients  Current General Status/Sands  Relocated to Navajo County  Relocated to Chinle Agency Area-All  Relocated to Fort Defiance Agency Area-All  Relocated to Shiprock Agency Area-All  Relocated to Eastern Navajo Agency-All  Relocated to Western Navajo Agency-All  Camp All Moved, Clients Not in Group  All Moved, Clients in Groups  Camp None Moved, Clients Not in Groups  Camp None Moved, Clients Not in Groups  Camp Some Moved, Clients in Groups  Camp Group Report  Infrastructure Group Report  Group Analysis/All Clients  No Clients Moved Group Analysis/Client Not Relocated Only  Analysis for Clients Not in Groups/No One in Camp  Analysis for Clients Not in Groups/Camp Partially Relocated  Group Analysis/Clients Not Relocated Only  List of Clients Certified  Sands Part 2 Review  Active Permittees  Appeal Status-Final Action  Appeal Status-Waiver Denied  Rejected Appeals-Waiver Pending  Appeal Status-All Clients  Weekly Report of Verified New Lands Leases  Locations Surrounding the Bennett Freeze Area  Deceased Clients-Permittee Report  Deceased Clients With Homesite Leases  Counseling Ready Report by Counseling Ready Data  Change Order Analysis for Clients Under Construction  Report of Plans Received After (Select Date) and Plans  Report of Inspections Sent/Ready to Send to Housing</p>	CITATION	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB	10. ACTION TAKEN (NARA USE ONLY)
	<p>Group Move Report (Select up to 3 Group Codes)  Completed Homesite Leases by Lease Chapter (Select FY)  Pending Big Res Lease by Lease Chapter  Inactive/Denied Homesite Leases by Lease Chapter  Client Household Profile (Select Site[s])  Detail for 0 Profile statistics (Select Relocation Site)  Housing Repairs and Second Home Report  Relocated Through (Select Date) to (Select Relocation Site)  Relocated Through (Report Date) to (All Relocation Sites)  Relocated Through (Report Date) to (All Off-res sites)  Demographics Data Sheet (Select Cases)  Client/Member List by Census  Permittee List with No Client/Member Match  Client Demographics by Client Name (All Cases)  Client Demographics by Client Name (In Counseling)  Demographics by Client Name (All Cert. Clients)  Client Demographics by Client Name (On-Reservation Counseling Only)  Client Demographics by Client Name (Prior to Counseling)  Client Demographics by Client Name (Prior to Counseling)  Client Demographics by Client Name (Past Counseling)  Client Demographics by Client Name  Client Demographics by Client Name Prior to Counseling  Client Demographics by Client Name  Camp Code Report (Select All Camp Code[s])  Number of Family Members by Age  Relocated by Quarter Quad  Certified by Quarter Quad  Statistics for Clients After Move to (Select Site)  Statistics for Clients After Move to (Select Site)  Legal Services Certification Review  Contract Obligations for FY (Select FY)  Denied Navajo Applicants  Navajo Relocates Annual Statistics as of (Select Date)  Denied Code List (Denied for Reason 1)  Denied Code List (Denied for Reason 2 &amp; 3)  Denied Code List (Denied for Reason 5 &amp; 6)  Denied Code List (No Denial Codes)  Denied Code List (Denied for Reason E &amp; H)  Denied Code List -All Clients  Client X-Reference Questions  List of Clients Residing on HPL  Client Cross Reference Data Check  Member Cross Reference Data Check  All Cases Relocated Counts  Family List by Census (Select Case[s])  District 6 Clients  Clients Residence List (By Counselor/Client Name)  Client Residence List (Denied Clients by Name)  List of Clients with No Family Members  Post Move Referral for Clients Moved to Coconino or Navajo County  Post Move Alert for Social Counselors (Relocating Clients)  Post Move Alert for Social Counselors (Relocated Clients)  List of Clients with No Family Members  Family Composition/Training (Select Cases)  Family Composition/Training (Relocated Clients-Select Site)  Family Composition/Training (Not Relocated-Select Site)  Client Demographics by Client Name in Counseling  Enter Title and Select Site  Enter Title (Select up to 10 Sites)  Enter Title (Select up to 10 Sites)  Quad Order/Master List  Alpha Order/Master List  Denied Clients with No Reason (By Case Number)  Denied Clients No Reason (By Client Name)  BOC: (Select BOC) Outstanding Appraisals  Accepted Appeals Pending Hearings (By Quad)  Accepted Appeals Pending hearing (By Client Name)  Range Unit Availability Status  Referred to Housing  List Inspection Dates</p>	CITATION	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB	10. ACTION TAKEN (NARA USE ONLY)
<p>J.</p> <p>J1.</p> <p>K.</p> <p>K1.</p> <p>K2.</p> <p>K3.</p>	<p>All Completed Homesite Lease Report  Client Information Summary Report  Contractor &amp; Plans Transmittal Sync Report  Final Agency Action by Date Report</p> <p><b>Disposition:</b> Temporary. Destroy when no longer needed for accountability or reference purposes.</p> <p><b>System Documentation:</b></p> <p><u>System Documentation</u> Includes pertinent Information on various layouts in the data bases as well as the definition of the field codes. The information is in hard copy.</p> <p><b>Disposition:</b> Permanent. Transfer to National Archives and Records Administration with the designated electronic records.</p> <p><b>Backup Tapes:</b></p> <p><u>Full Backup of the AS400 Data Bases</u> Every week the AS400 data bases are backed-up and maintained for a 3 week period. The tapes are reused after that time frame. The most current full backup on the AS400 data bases is maintained off-site.</p> <p><u>Incremental Backup of the AS400 Data Bases</u> A daily backup that records the changes to the AS400 data bases since the last incremental backup. This is a 5 tape rotation. The most current incremental backup is maintained off-site.</p> <p><u>Full System Backup of the AS400</u> Every six weeks a backup of the full system is completed and maintained for 3 rotations. The tapes are reused after that time frame. The most current full system backup is maintained off-site.</p> <p><b>Disposition:</b> Temporary. Upon the closure of the ONHIR destroy all backup tapes.</p>	<p>CITATION</p>	