		NI-	00B NUMBER N1-12-04-12,				
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date re	Date received 8 / 19 / 2 0 0 4				
FROM (Agency or establishment) Office of Navajo and Hopi Indian Relocation			NOTIFICATION TO AGENCY				
201 Birch Street, P.O. Box KK		dispositio for items	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.				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 Relocation Operations							
3. MINOR SUBD New Lands O							
4. NAME OF PER	RSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE			OF THE UNITED STATES	
Paul Tessler		928-779-2721 x 114	43-1314	66	Alla bed an after		
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 _2 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,							
	not required	☐ is attached; or	□ ha	s been	requested.		
7/30/0	SIGNATURE OF AGENC	Y REPRESENTATIVE		TITLE	utive Directo	or	
7. ITEM NO.	8. DESCRIPTION OF ITEM	AND PROPOSED DISPOSITION	St	UPERSE	RS OR EDED JOB ATION	10. ACTION TAKEN (NARA USE ONLY)	
·	personnel for the purpose information to the Nahata after the ONHIR closes and Lands ceases. This data bas and is saved on the agency's personal computer of the en of information into the day Microsoft Access and Querosoft Access and Querosoft access.	Data Base was created by agente of facilitating the transfer Dzill' Chapter of the New Land it's administration of the Newses is in Microsoft Access Form as server and the hard drive of the Inployee responsible for the inplata base. Programs written ry are used to manipulate the in the data base is subject	of inds ew last the last in last last last last last last last last				
A.	approximately 4.800 client	textual series consisting files which, in addition to other imentation of the New Landthe relocation process, homesive and warranty services. The acy Act.	er Tre	wou hove Kron live	isly edy		

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

2. New Lands Project Files: A series of textual files arranged numerically (also identified by subject) each of which contain a sub-category of files which incorporate information related to the development and administration of the New Lands by the ONHIR. Examples of data contained in these files are information, concerning homesite lease issues, site development, and community services development. 3. Range Management Files: A series of textual files of 21 separate categories with sub-files which contain information related to the development and administration of a Resource Management Program on the New Lands, an example of such being Range Unit monkoring and planning. 4. Homesite Lease Files: A series of textual working files containing copies of the original homesite leases issued on the New Lands in both the Rural Community and the Range Units. This series contains information subject to the Privacy Act. 5. New Lands Maps: A series of maps of the New Lands. 6. Index: A textual index to the series of New Lands Maps by subject, with the index including the title of the map, description, title of publication, scale and type, author and date. Thereunder, the map index lists the following subcategories: land use, New Lands Region, land suitable for Range Cluster Housing, and contour maps of the Range Cluster. B. Data Base: This data base encapsulates information related to the New Lands Community established by the ONHIR during the life of the agency. Examples of the types of data maintained in	, s
numerically (also identified by subject) each of which contain a sub-category of files which incorporate information related to the development and administration of the New Lands by the ONHIR. Examples of data contained in these files are information concerning homesite lease issues, site development, and community services development. 3. Range Management Files: A series of textual files of 21 separate categories with sub-files which contain information related to the development and administration of a Resource Management Program on the New Lands, an example of such being Range Unit monitoring and planning. 4. Homesite Lease Files: A series of textual working files containing copies of the original homesite leases issued on the New Lands in both the Rural Community and the Range Units. This series contains information subject to the Privacy Act. 5. New Lands Maps: A series of maps of the New Lands. 6. Index: A textual index to the series ok New Lands Maps by subject, with the index including the title of the map, description, title of publication, scale and type, author and date. Thereunder, the map index lists the following subcategories: land use, New Lands Region, land suitable for Range Cluster Housing, and contour maps of the Range Cluster. B. Data Base: This data base encapsulates information related to the New Lands Community established by the ONHIR during the life	
this data base are: 1. Information as to who the New Lands residents are and where they reside; who are their children and who are their extended family members; and do they graze livestock on the New Lands? 2. Information on Grazing Permits issued by the ONHIR for the New Lands Range Units. 3. Information on the ownership of homesite leases within the Chapter.	

	1 2 2		
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB	10. ACTION TAKEN (NARA USE ONLY)
	This data base can be manipulated in various ways to produce reports utilized by staff members and management to display selected data on the computer monitor. The data base is "dynamic;" information is continually added to the field as information is gathered or existing information changes. It is also "static," in that the one-time entry of some of the data is not subject to change.	CITATION	
	Disposition: Permanent. Transfer to the National Archives and Records Administration at the close of the ONHIR. The data base is subject to the Privacy Act.		
C.	Outputs:		
	Query reports can be generated as well as reports which incorporate specific data. They are printed in hard copy and utilized for reference purposes. Examples of these reports are:		
	 Homeowner Report Homeowner Mailing List Report Permitee Report Extended Family Report Homesite Lease Status Report Subdivision Lot and Permit Numbers Report Nahata Dzill' Chapter Property Report 		
	Final Report: At the close of the ONHIR the foregoing reports 1 thru 7 will be merged into one final report incorporating all of the data.		
	Disposition: Permanent. Transfer to the National Archives and Records Administration at the close of the ONHIR. This series consists of approximately 1 cubic foot. These Reports are subject to the Privacy Act.		
D.	System Documentation:		
E.	Microsoft Access Table Layouts. FELMANOUT: TAMBLE TO NAKA AT THE CLOSE OF THE ONHIR. Backups:		
	The data base is backed up to the AS 400 (Agency Server) when new data in imputed into the base.		
	Disposition: Temporary. These backups will be destroyed at the close of the ONHIR.		