

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **2200-Keyfile**      **Keyfile**

The Keyfile system is a document imaging system. The application contains the database that allows the indexing, storing, and retrieving of electronic images of lease files. The images are stored on optical disk utilizing Write Once Read Many (WORM) technology in a Hewlett Packard 120T Jukebox.

The content of the system is the electronic images of lease file folders. The images are used to provide copies to applicable parties. Since the images can be printed on a laser printer, this decreases the amount of time it takes to Xerox the files repeatedly. We provide copies of leases on a daily basis to Indian beneficiaries, real estate brokers, developers, lawyers, etc. The release of this information is necessary to ensure timely processing of lease related matters. The subjects of the information are Indian allottee landowners and their subject property that has been leased. The time span for the records is 1955 to 1995. The geographic area the records pertain to is the Agua Caliente Indian Reservation, Palm Springs, California. The update cycle of this system is to scan additional documents/correspondence that must be maintained in the physical file. Since the technology used is WORM technology, the additional documents that are scanned are just added to the file room. It is basically an electronic file room. The images contained in the system are exact copies of the original physical file and cannot be written over or changed. The images are acceptable in court as original documents.

#### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs are scanned images and include lease files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

#### **B. Master Data File**

The master data file contains a database that allows the indexing, storing, and retrieving of electronic images of lease.

**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, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-06-4)**

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### **C. System Generated Documents/Outputs**

1. System 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.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program 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. **(N1-075-06-4)**

**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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

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d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

### **D. Documentation**

1. 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. **(N1-075-06-4)**

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

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

### **E. Backups/Vital Record Backups.**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.