

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

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

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**2200-LRIS**

### **Land Records Information System**

**System Description:** The Land Records Information System (LRIS), which functions as a centralized database, was designed in the early 1970s as the primary system that maintains the legal description of land held in trust for Tribes and Individual Indian owners. The data spans from 1973 to the present. LRIS is the system used to support the Federal responsibility to record, provide custody, and maintain records and information that affect titles to Indian lands, provide information to examine titles, and provide title status reports. LRIS maintains and reports information on land status, such as encumbrances, and legal ownership in accordance with Probate documents. LRIS also provides Bureau of Indian Affairs (BIA) Title Plants and Agency Realty Officers with instant access to current status information. LRIS is used bureau-wide with the exception of the Alaska Regional Office, the Eastern Oklahoma Regional Office, and the Eastern Regional Office.

LRIS resides on an IBM platform in Denver, Colorado and supported by the BIA OIRM Office in Reston, Virginia. LRIS was developed using software AG products as the front end for data entry and SAS products for storing current and historical records in a system 2000 database.

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

1. Source Records (Paper): There are two categories of input source documents to LRIS: Title and Non-Title Documents. Title documents are documents that affect title to or encumbers Tribal and Individual Allotted lands, and that are required to be recorded by regulation and bureau policy.

Title Documents: Trust patent, Restricted Fee Patent, Deed to Non-Trust status, Executive Orders, Treaty, Acts of Congress, Probate, Probate Modification, Secretarial Order, Order Transferring Inherited Interest, Deed to Restricted Status, Deed to Trust Status, Easement, Supplemental Plat, Mortgage, Fee Patent, Homestead Patent, Certificate of Competency, Order Removing Restrictions, Allotment Schedule, Declarations of Taking, Mortgage Satisfaction, Lease, Memorandum of Sale of Allotted Land (Deferred Payment Contract), Federal Revesting Order, Title Status Certification, Death Notice, and Non-Compos Mentis Declaration.

Non-Title Documents: Deeds: Act of 6/18/34 (IRA), Act of 6/26/36 (OWA), Act of 6/30/32 (Reinvestment of Trust Funds), Act of 4/11/70 (FHA Loans to Tribes), Act of 4/12/74 (Indian Financing Act-Revolving Loans), Trust Deed Special Form. Probate: Testate, in testate, Rehearing, and Denying Rehearing.

Probate Modifications that adds lands, deletes land, redetermines Heirs, corrects Interest, corrects Land Description, corrects Name, corrects Person, and Probate Defect Sheets. Rights of Way: Railroad; Telephone-Telegraph; Pipelines, Water and Canals; Roads, Highways, and Condemnations; Pipelines – Oil and Gas; Electric and Power; and Flowage. Leases: Assignment – Tribal Lands; Business; Homesite; Subsurface; Timber; and Cancellation. Acts of Congress: Irrigation Unit.

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

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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 files contain legal description by tract, then section, township, range and meridian. Document types with documents are encoded into LRIS by using a reservation code, document number (which is the number assigned to a document during recordation) document type and document modification. Ownership data is identified by either Tribal or Allotted land. Grantor/Grantee identifies whether the grantor and grantee are either Indian or Non-Indian and the relationship between the Grantor/Grantee. The primary key unit of analysis is the tract number.

**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. **(N1-075-03-5)**

Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-O2 (previously Individual Indian Monies—Interior, BIA—3; Indian Land Records—Interior, BIA—4; Indian Land Leases—Interior, BIA—5.

### 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.

Reports generated from LRIS include: Title Status Reports; individual and Tribal Interest Tract File (188's); Land Index File (125's); Tract activity reports; Special Interest reports; Owner Document reports, Land History and Tract History reports, and related records.

**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. **(N1-075-03-5)**

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**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.

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.

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### **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. **(N1-075-03-5)**

**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.