

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2200

Information Management and Information Technology Operations

2200-RDRS

Royalty Distribution and Reporting System

The Royalty Distribution and Reporting System (RDRS) was designed in the mid 1970s as the main system that reports and distributes monies from oil and gas revenues collected by the Minerals Management System (MMS). Mineral Management Service (MMS) office is responsible for collecting and processing royalties for mineral production for both individual Indians and Tribal leases. The system also tracks tribal and individual landowners, and oil and gas leases including billing, lease rental distribution, and compiling data for annual reports related to oil and gas producing lease activities. The data spans from 1985 to the present. The system consists of several modules including Distribution and Reporting, Leasing (subsurface) and RDRS Owner (subsurface). The Trust Reform Act of 1994 further supported the management of trust assets, and to create and maintain a verifiable system of records that documents the management of trust assets.

RDRS resides on a Unisys NX Server and operates Unisys mainframe base applications. The software application that is used is in-house programs using Cobol 74, in addition to Unisys system support and utility software that is proprietary to Unisys. Tape cartridges are used for backup and offsite storage.

1. RDRS – Payment Module: The function of the Royalty Distribution and Reporting System (RDRS), an ISAM (indexed sequential access method) file format, is to calculate and distribute payments, and report information with respect to mineral processing for tracts of Indian land that have producing subsurface leases. These activities include interfacing with data provided by the Minerals Management System (MMS), processing statements and checks, creating check registers and verification reports, producing mailing labels, and creating distribution reports for the Office of Trust Funds Management (OTFM) and the Bureau of Indian Affairs (BIA). Seven BIA regions including Southern Plains Regional Office, Southwest Regional Office, Western Regional Office, Navajo Regional Office, Eastern Oklahoma Regional Office, and Great Plains Regional Office use this database.

A. Source Records/Inputs

1. Source Records (Paper): The inputs of the Royalty Distribution and Reporting System (RDRS) Payment module consist of faxes from BIA Regional offices for purposes of verification and requests for distributions of royalty income.

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

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B. Master Data File

The master data files contains individual ID number and corresponding address, third party name and address, processed date, debit or credit amount, JV number, payment amount, agency code, check number, interest and principal amounts, and management code. The primary key unit of analysis is the individual ID 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. **(N1-075-03-3)**

Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-02 (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.

Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Schedule record series 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. **(N1-075-03-3)**

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)**

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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.

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.

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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.

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2. RDRS – Lease\Owner Module: The function of the Royalty Distribution and Reporting System (RDRS), Lease\Owner module, an ISAM (indexed sequential access method) file format, is to capture producing subsurface leasing activities. These activities include advertising oil and gas leases, processing application for oil and gas research and drilling; tracking expired leases, renewing leases, initiating new leases; approving, modifying, amending, and canceling leases; removal of tracts from leasing activities (land withdrawal), and tracking tract acreage and payment information (money collection from lessees and distribution of money to landowners). Six BIA regions including Southwest Regional Office, Western Regional Office, Navajo Regional Office, Eastern Oklahoma Regional Office, and Great Plains Regional Office use this module. The seventh BIA region, Southern Plains Regional Office, uses Royalty Distribution and Reporting System (RDRS) for royalty payment processing but does not use it for the Lease/Owner module.

A. Source Records/Inputs

1. Source Records (Paper): The inputs of the Royalty Distribution and Reporting System (RDRS) Lease\Owner module include land tract information; leases(renewal, approval, modifying, amending, cancellation/ expiration, compliance and complaints, royalty and rental rates, and landowner stipulations); mineral permits; drilling permit; land management plans and appraisals; bonds; land owner consent; lease advertisements; payment documentation; names and addresses of current lessees; and interest factor (interest calculation used to determine monies owed to land owners). Collection and payment documents and data, such as bills for collection, money orders from lessees, and journal vouchers, are acquired from such sources as the lessees through BIA offices and financial distribution report from Minerals Management System (MMS). Supporting documentation includes: Indian mineral development agreements (e.g., tribal resolution information, mineral exploration agreements that are approved by the Bureau of Indian Affairs, and related information required by the Indian Mineral Development Act of 1982); Communitization/Unitization agreements (agreements to consolidate multiple tracts into a unit); Environmental Impact Statements in accordance with the National Environmental Protection Act; Archaeological Studies in accordance with National Historic Preservation Act; farm management plans relating to crops and livestock for which the leased land will be utilized. For oil and gas exploration and drilling, some of the input information includes corporate articles of incorporation, articles to do business in the state, corporate qualifications, and bonds approved by a surety. Other inputs of the Royalty Distribution and Reporting System (RDRS) Lease\Owner module are tract and owner of land information from such sources as reports from the Land Record Information System (LRIS) Title Status Report (TSR).

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

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B. Master Data File

The master data files contains File contains information on leases that have been identified by lease number, reservation code, allotment number, acres, communitization/unitization, rate, section, township, and range. The primary key unit of analysis is the lease 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. **(N1-075-03-3)**

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