



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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August 14, 2002

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EMS TRANSMISSION: 8/14/02
Instruction Memorandum No. CA-2002-066
Expires: 09/30/2003

To: DSDs, DM-CDD, All CA Field Managers

From: State Director

Subject: Identifying Information Technology Systems That House "TRIBAL" Indian Trust Data
DD: 8/21/2002

Attached is WO IM No. 2002-225 which directs us to identify, inventory, and certify each server that "Does," "Does Not," or "May" contain or provide access to tribal Indian trust data (TITD). To facilitate this review, the IM also provides definitions for both "TITD" and "access". The IM also provides instructions for certifying the servers in a Lotus Notes Server Tracking Database. This entire inventory and certification process needs to be completed by August 21, 2002. A subsequent review will be conducted for all desktop and laptop personal computers.

The review of California servers for TITD will consist of the following process (also shown in the attached diagram entitled "Decision Tree Identifying Tribal Indian Trust Data).

First, each "certifying official" (DM-CDD, Field Managers, and State Director) will work with their program leads, employees and IRM staff in determining whether any of their respective office servers "Does," "Does Not," or "May" contain or provide access to tribal Indian trust data (TITD). Please use the definitions provided in the IM in making this determination. Next, results of the determination are entered into two separate spreadsheets: one spreadsheet containing servers that "Does" or "May Contain" and the other spreadsheet containing servers that "Does Not" contain TITD. The certifying officials and appropriate employees/program leads will then sign each of the spreadsheets. The certifying officials, with assistance from their IRM staff, then certify their respective servers in the Lotus Notes Server Tracking Database.

Please ensure that this process is completed by the August 21, 2002, deadline. Call Rob Cervantes at (916) 978-4541 if you have any questions.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

2 Attachments:

- #1 – Flow Chart (1 pp)
- #2 – WOIM-2002-225 (4 pp)