

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, CA 95825
www.ca.blm.gov

September 10, 2002

In Reply Refer To:
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CA-946

EMS TRANSMISSION: 9/10/02
Instruction Memorandum No. **CA-2002-072**
Expires: 09/30/2003

To: All California Employees

From: State Director

Subject: Identifying Desktop Computers and Laptop Computers that House
"Tribal" Indian Trust Data **DD: 09/19/2002**

This Instruction Memorandum (IM) transmits Washington Office IM No. 2002-247, "Identifying Desktop Computers and Laptop Computers that House 'Tribal' Indian Trust Data" (attachment 1). The Washington Office IM provides instructions for identifying, inventorying, and certifying each personal computer or laptop computer that "Does", "Does Not", or "May" contain or provide access to tribal Indian Trust data (TITD). The IM also requires that the inventory and certification process be completed by September 19, 2002.

If you have any questions about who should certify a computer, what computers should be certified, or how to identify a computer, please contact the California help desk or your local system administrator. If you have questions on whether the data on your desktop/laptop meets the definition for TITD, please consult your appropriate program lead. Be sure to carefully review your selections regarding TITD data on your computer(s) prior to clicking "OK" to complete the certification process.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachments:
#1 – WOIM 2002-247
#2 – WOIM 2002-247 Att 1

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

September 4, 2002

In Reply Refer To:
1118 (500, 300) N

EMS TRANSMISSION 09/04/2002
Instruction Memorandum No. 2002-247
Expires: 09/30/2003

To: ADs, SDs, and CDs
Attn: Chief Information Officers

From: Assistant Director for Information Resources Management
Assistant Director for Minerals, Realty, and Resources Protection

Subject: Identifying Desktop Computers and Laptop Computers that House "TRIBAL"
Indian Trust Data **DD: 09/19/2002**

Purpose: This memorandum provides instructions for identifying, inventorying, and certifying each personal computer or laptop computer that "Does," "Does not," or "May" contain or provide access to tribal Indian trust data (TITD) in response to direction from the Office of the Associate Deputy Secretary dated August 1, 2002 (see Attachment 1). The Associate Deputy Secretary has extended the due date to September 20, 2002

Policy/Action: All staff members and contractors must inventory and certify their personal computer(s) and/or laptop computer(s) as to whether each system "Does," "Does not," or "May" contain or provide access to TITD. Please give particular attention to program areas identified by the Solicitor's Office as possible points of intersection between BLM activities and Indian Trust obligations (see Attachment 2). It may be necessary to work with Resources Management and Information Technology staff members to identify TITD and to complete the certification. Users are reminded that e-mail "archived" on your local hard disk might contain TITD. Please consider this possibility when reviewing your computer for TITD.

Certification must be carried out in the "Personal and Laptop Computers TITD Database" in Lotus Notes. Attachment 3 describes a means of gaining access to and completing certification in the "Personal and Laptop Computers TITD Database." Each employee must certify his or her computer(s). If one person is responsible for multiple computers, there must be a separate record for each computer in the database. Instructions for completing the certifications are also included in Attachment 3.

Information Technology Managers and Resource Managers should remind employees and contractors that they are not to destroy, remove, relocate, or relabel any individual Indian trust data (IITD) or TITD that may be on any computer without a full explanation of intent through their assurance plans that must be approved by the BLM CIO and the Court.

Those BLM Offices with labor unions should immediately consult with their unions before implementation.

A subsequent Instruction Memorandum will provide guidance for maintaining a current, ongoing inventory and certification of all BLM computer systems.

Time frame: Inventory and certification must be completed by September 19, 2002.

Budget Impact: Potentially significant, but not possible to determine at this time.

Background: In the past, the Bureau and others parts of the Department of the Interior inventoried and certified computer systems vis-à-vis IITD. Based on recent inquiries by the Special Master, the Department has now decided to carry out a similar inventory and certification for TITD. The Bureau has decided to go beyond the minimum requirement and to require a certification of computers vis-à-vis TITD.

Definitions of Terms

To facilitate your review, please use the definitions for TITD from the Associate Deputy Secretary's Memorandum of January 10, 2002, "Guidance on Individual Indian Trust Data Certification Process."

Tribal Indian trust data B All data stored in an information technology system upon which the Government must rely to fulfill its trust duties to Native Americans pursuant to the Trust Fund Management Reform Act of 1994 (P.L. No. 103-412), other applicable statutes, for example;

- The existence of tribal Indian trust assets (e.g., as derived from ownership data, trust patents, plot descriptions, surveys, jacket files, statement of accounts),
- The collection of income from tribal Indian trust assets (e.g., as derived from deposit tickets, journal vouchers, schedule of collections),
- Use or management of tribal Indian trust assets (e.g., as derived from leases, sales, rights-of-way, investment reports, production reports, sales contracts), or
- The disbursement of tribal Indian trust assets (e.g., as derived from transaction ledgers, check registers, transaction registers, or lists of cancelled or undelivered checks).

In addition, please use the following definitions from the same Memorandum.

Information technology system B Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information, including computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

Tribal Indian Trust Assets B Lands, natural resources, monies, or other assets held in trust at a particular time by the United States, or that are or were at a particular time restricted against alienation, for tribal monies.

House B The storage by electronic means of tribal trust data.

Access B the ability to gain electronic entry into information technology systems.

Federal Record B All books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included.

Contact: Questions about who should certify a computer, what computers should be certified or how to identify computers by property number, etc. should be addressed to your State or Center Chief Information Officer or IRM Advisor or his or her designate. Please direct any questions on policy or wording in this IM to Ted Weir, Bureau Records Administrator at (202) 452-7793. Address questions about the certification process to Matthew Stewart (202) 452-0310). Address questions about access to or operations of the database to Chris Chinn 202-557-3569 or Al'Tariq Samuels at (202) 452-0396.

Signed by:
Michael J. Howell
Acting Assistant Director
Information Resources Management

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

Signed by:
Bob Anderson
Acting Assistant Director
Minerals, Realty, and Resources Protection

3 Attachments:

- 1 - Memorandum from Judy Snoich, Office of the Associate Deputy Secretary, "Tribal Indian Trust Data Systems," August 1, 2002. (1 p)
- 2 - Bureau of Land Management programs or activities that should be evaluated for Indian Trust Data (IITD). (1 p)
- 3 - Instructions for Locating and Completing the Lotus Notes Personal and Laptop Computers TITD Database (3 pp)

Bureau of Land Management programs or activities that should be evaluated for Indian Trust Data

Land acquisition/disposal records when acquisition/disposal of lands included Indian allotments.

Cadastral survey records when cadastral work involved Indian allotments.

FOIA databases that included documents involving requests for information about Indian allotments.

Alaska land status servers – Native allotments.

BLM managed abandoned mine lands intermingled with Indian allotments.

BLM managed hazardous waste sites intermingled with Indian allotments.

Land and mineral records systems.

Inspector General reviews of BLM programs involving Indian allotments.

Oil and gas appraisal, operations, reservoir management and inspection/enforcement of Indian allotments, e.g., APD approval (and associated NEPA clearances), drainage, due diligence, well spacing.

Mining operations on Indian allotments

Map-making programs that create maps that identify individual Indian trust assets.

Records of selection of Indian allotments from the public domain.

Instructions for Locating and Completing the Lotus Notes Desktop and Laptop Tracking Database

Access*

1. While in Lotus Notes, select "File" in the upper tool bar of your screen.
2. Under "File," select "Database."
3. Select "Open"
4. Select "LMWO1" from the "Server" box.
5. Scroll through the new "Database" list and double click "TITD Desktop/Laptop Certification"
6. You may now certify you Desktop/Laptop.

Certification

There are three types of certification depending on whether there the same computer was certified by the same person in the IITD certification or not. If you are not sure of the status of your computer, please contact you CIO or his or her designated contact.

Update Existing Certifications to Include TITD

Use to certify computers that were in service as of the IITD certification and that have the same user.

1. Select your state or center from the right panel and click on the arrow.
2. Select your office from the list and click the arrow.
3. Find your name and double click on the first computer listed with your name.
4. Read the certification text.
5. Verify that you still have the computer by reviewing the property number, model and serial number. +
6. If you do not have the computer that is identified in the talk to your CIO or his or her designate to determine the status of you computer.
7. If the computer is the same, click the "Certify" button. A box will appear.
8. Select your name for the dialog box by double clicking. A new box will appear. (Selecting your name will also automatically insert the name, title, telephone number, and e-mail of the certifying official in the spaces to the right of the "Certify" button.)
9. Select "Does," "Does not," or "May" to complete the clause "I certify that to the best of my knowledge, the Desktop identified above - PICK - contain "Individual Indian Trust data" as defined herein; AND
10. Select "is" or "is not" to complete the clause. "I certify that the "Notice of Monitoring" banner, as defined herein, - PICK - displayed on my Desktop."
11. Click "OK"
12. Indicate any anomalies in the "Comments" box e.g., "This computer has been decommissioned."
13. Return to the top of the document and click "Save and Close" to complete the certification for that system.
14. Certify any additional computers that you are responsible for.

Update an Existing Certification for a Different User

Use to certify computers that were certified in the IITD certification but have been assigned to a new user.

1. In the left column, click “By Property Number”
2. Select the property number. +
3. **Read the certification text.**
4. Verify that the computer is the same as the one you are certifying. (If you cannot find the property number or the property number does not match the computer identified in the records, exit the transaction and go to the “Create a New Certification Record.”
5. Click the “Select Name” button.
6. Select your name for the list. This will complete the “User Name,” “Title/Position,” “Org Description,” and “Org Code” fields.
7. Enter data in the right column to identify the computer you are certifying. At least the property number must be entered. +
8. Scroll down and click the “Certify” button. A “User Name” box will pop up.
9. Select your name. Your name will be entered and
10. Select "Does," "Does not," or “May ” to complete the clause “I certify that to the best of my knowledge, the Desktop identified above - **PICK** - contain "Individual Indian Trust data" as defined herein; AND
11. Select “is” or “is not” to complete the clause. “I certify that the "Notice of Monitoring" banner, as defined herein, - **PICK** - displayed on my Desktop.”
12. Click “OK”
13. Indicate any anomalies in the “Comments ” box e.g., “This computer has been decommissioned.”
14. Return to the top of the document and click “Save and Close” to complete the certification for that system.
15. Certify any additional computers that you are responsible for.

Create a New Certification Record

Use to create a new record in the database for computers not in use and certified in the IITD certifications. Also use if you are otherwise unable to find your computer in the database.

1. In the left column, click “Create Desktop/Laptop”
2. Select “Desktop or Laptop”
3. **Read the certification text.**
4. Click the “Select Name” button.
5. Select your name for the list. This will complete the “User Name,” “Title/Position,” “Org Description,” and “Org Code” fields.
6. Enter data in the right column to identify the computer you are certifying. At least the property number must be entered. +
7. Scroll down and click the “Certify” button. A “User Name” box will pop up.
8. Select your name. Your name will be entered and
9. Select "Does," "Does not," or “May ” to complete the clause “I certify that to the best of my knowledge, the Desktop identified above - **PICK** - contain "Individual Indian Trust data" as defined herein; AND

10. Select “is” or “is not” to complete the clause. “I certify that the "Notice of Monitoring" banner, as defined herein, - **PICK** - displayed on my Desktop.”
11. Click “OK”
12. Indicate any anomalies in the “Comments ” box e.g., “This computer has been decommissioned.”
13. Return to the top of the document and click “Save and Close” to complete the certification for that system.
14. Certify any additional computers that you are responsible for.

*The e-mail that distributed the Instruction Memorandum included a direct link to the Desktop/Laptop Database.

+A property number label should be on each computer. A property number contains 7 digits. The first digit must be "0"(zero), the second digit must be "3"or "4."The remaining digits may be any digits "0"through "9."No alphabetic or special characters are allowed. Not all property number labels have the initial "0"printed on the label. Please add the leading "0"to data entered here if it is not present on the label. Ask your local Help Desk to determine the Property Number if there is a question.