

Request for Records Disposition Authority

(See Instructions on reverse)

To: **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)
National Indian Gaming Commission (NIGC)

2 Major Subdivision
Division of Administration

3 Minor Subdivision

4 Name of Person with whom to confer
AnDrea Choate'

5 Telephone (include area code)
2/632-7003

Leave Blank (NARA Use Only)

Job Number
N1-220-09-3

Date Received
9/15/09

Notification to Agency

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date **8 July 10** Archivist of the United States
[Signature]

6 Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required is attached has been requested

Signature of Agency Representative

[Signature]

Title

DIRECTOR OF ADMINISTRATION

Date (mm/dd/yyyy)

9/15/09

| 7 Item Number | 8 Description of Item and Proposed Disposition | 9 GRS or Superseded Job Citation | 10 Action taken (NARA Use Only) |
|---------------------|---|---|--|
| | <p>Division of Administration</p> <p>SEE ATTACHED</p> | | |

Item A: National Indian Gaming Commission (NIGC): Bill Quick

The Bill Quick system is a collaboration of the Division of Management Contracts and the Administrative Division. It is used to track, review, and generate billing invoices, deposits, estimation of time and expense budget information, transaction reports and payments accrued for management contractor background investigations. This system is an integral part of the agency's mission to participate in the regulation of gaming on Indian lands. Specifically, it allows the agency to track the costs and billing of management contractors' investigations in accordance with 25 CFR 533 and 537 and to track the reimbursable fund activity as outlined in the agency's annual budget justifications to Congress.

1. Inputs

Tribal budget, deposits, time and expenses, and payments accrued for management contractor background investigations are entered into the system from paper expense reports sent in by NIGC staff.

Disposition: **TEMPORARY**. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to serve as a backup to the electronic records. (GRS 20/2a4)

2. Master File

The system maintains and tracks billing, deposits, invoices, estimation of time and expense, budget information and payments accrued for management contractor background investigations.

Disposition: **TEMPORARY**. Cut off files at end of the calendar year after billing and refund. Destroy 10 years after cut off.

3. Outputs

The system provides users the ability to search by contractor name, date, NIGC investigator and is used to review and generate billing invoices, work in progress transaction reports, bill and project time records by activity, client retainer summaries, taxes by client's state reports, work in hand by client reports and cash flow charts by month and year.

Disposition: **TEMPORARY**. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes. (GRS 20/5)

4. System Documentation

Disposition: **TEMPORARY**. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. (GRS 20/11a1)

Item B: National Indian Gaming Commission (NIGC): NIGC Tracking System

The NIGC Tracking System is the primary database for the organization and allows users to search, track, and generate reports pertaining to a specific tribe, operation, management contract, contractor, background check conducted by the Tribal Background Investigation Section (TBIS), and incoming correspondence received.

1. Inputs

Incoming correspondence information is logged and recorded according to author, recipient, subject, type, date written and received, tribal operation and affiliation, contract, contractor, and TBIS person assigned to conduct pre-employment background check on operations applicants.

Disposition: **TEMPORARY**. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to serve as a backup to the electronic records. (GRS 20/2a4)

2. Master File

The system is a reference tool that is used to control or document the status of correspondence pertaining to tribal operations, tribal contacts used to generate mailing lists, contractors, contract persons, pre-employment background checks conducted by TBIS on operations applicants, and incoming correspondence received.

Disposition: **TEMPORARY**. Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is later.

3. Outputs

The system is used to search and generate reports pertaining to Approved Ordinances, Ordinance Amendments and Age, TBIS Correspondence and Statistics, Approved Management Contracts, and Tribal Operations by state. The system also generates labels for Gaming Tribes, Gaming Commission, Gaming License, Gaming Operation, and Gaming Requests.

Disposition: **TEMPORARY**. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes. (GRS 20/5)

4. System Documentation

Disposition: **TEMPORARY**. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. (GRS 20/11a1)

Item C: National Indian Gaming Commission (NIGC): Peachtree Accounting

The Peachtree Accounting System is an agency-wide system restricted to authorized users. The purpose of this system is to record, process and report all financial transactions for internal accounting purposes as well as external reporting. The system generates reports that originate from historical and transaction data from Federal Financial System (FFS) check receipts and invoices created by the NIGC based on FBI reports for fingerprints and fee worksheets submitted by tribes. This system is an integral part of the agency's mission to participate in the regulation of gaming on Indian lands. Specifically, it allows the agency to track fees due from tribes in accordance with 25 CFR, part 514, as well as meet the performance budgeting requirements of the Government Performance and Results Act (GPRA).

1. Inputs

The data originates from historical and transaction data from FFS check receipts, and invoices created by the NIGC based on FBI reports for fingerprints and fee worksheets submitted by the casinos. The input is keyed and downloaded into the system.

Disposition: **TEMPORARY**. Delete when data have been entered into the master file and verified, or when no longer needed to serve as a backup to the master file, whichever is later. (GRS 20/2c)

2. Master File

The Peachtree Accounting System maintains historical and transaction data from FFS, check receipts, and invoices created by the NIGC based on FBI reports for fingerprints and fee worksheets submitted by casinos which is migrated from the NIGC Tracking Database to update Peachtree Accounting customer account information on a monthly basis.

Disposition: **TEMPORARY**. Cut off files at the end of the calendar year in which a final fee rate has been issued by the Commission. Destroy 20 years after cutoff.

3. Outputs

The system is used to generate general ledger reports, trial balances, customer ledgers, check receipt journals, aged receivables, income statements, balance sheets, fee statements, fingerprint invoices, and fingerprint statements.

Disposition: **TEMPORARY**. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes. (GRS 20/5)

4. System Documentation

Disposition: **TEMPORARY**. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. (GRS 20/11a1)