

Oneida Tribe of Indians of Wisconsin

Post Office Box 365

Phone: (414) 869-2214

Oneida, WI 54155



UGWA DEMOLUM YATEHE
Because of the help of
this Oneida Chief in
cementing a friendship
between the six nations
and the colony of
Pennsylvania, a new
nation, the United States
was made possible.



Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

RESOLUTION # 8-27-03-B

WHEREAS, the Oneida Tribe of Indians of Wisconsin is a federally recognized Indian government and a treaty tribe recognized by the laws of the United States, and

WHEREAS, the Oneida General Tribal Council is the governing body of the Oneida Tribe of Indians of Wisconsin, and

WHEREAS, the Oneida Business Committee has been delegated the authority of Article IV, Section 1, of the Oneida Constitution by the General Tribal Council, and

WHEREAS, in 1995, the Oneida Tribe of Indians signed its first compact agreement for Realty Services with the Bureau of Indian Affairs, and

WHEREAS, since January 1996, Realty Services on Oneida land held in trust has been managed by the Division of Land Management, and extensive procedures have been developed to process all transactions and maintain an accurate record of these transactions, and

WHEREAS, on July 28, 2003, the Division of Land Management received a letter from the BIA-Great Lakes Agency (Exhibit A attached) informing the Oneida Tribe that tribal land records would be sent to the National Archives and Records Administration located in Lee's Summit, Missouri, and

WHEREAS, the Division of Land Management has adequate, secure space for the filing of documents (Exhibit B), as well as procedures for safeguarding records (Exhibit C) and a data base for tracking documents in each file (Exhibit D), and

WHEREAS, the Division of Land Management file room personnel has received Certificate's of Training in "Indian Affairs Basic Records Management" through the Office of Special Trust for American Indians - Office of Trust Records; (Exhibit E) and

WHEREAS, the Oneida Land Management Division's handling of the trust functions compacted under a Self-Governance agreement is audited annually, and thus far no indication has been found of imminent jeopardy to any trust resources; (Exhibit F)

WHEREAS, the Oneida Tribe of Indians of Wisconsin supports the goal of maintaining and managing all Oneida land title documents in a secure, accessible environment within the Division of Land Management, and

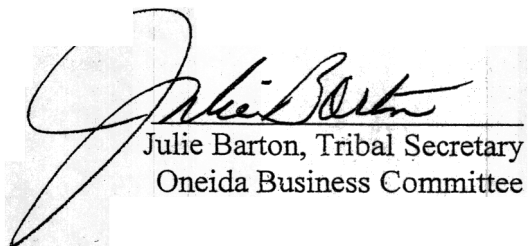
NOW THEREFORE BE IT RESOLVED: that the Business Committee requests a waiver of such Department of Interior or Bureau of Indian Affairs regulations which require that retired documents be sent to the National Archives and Records Administration located in Lee's Summit, Missouri, as Exhibit A suggests, and

BE IT FURTHER RESOLVED: that all retired documents within any agency of the Bureau of Indian Affairs, which document land title transactions of the Oneida Tribe, be routed to the Oneida Division of Land Management, Box 365, Oneida, WI 54155, for the purpose of permanent archival; and

BE IT FINALLY RESOLVED: that the Oneida Division of Land Management will inventory each document and file received and make this report a part of the annual "Trust Evaluation Report" done by the US Department of the Interior, Office of Trust Review and Audit, or to any other agency or office associated with the documentation of retired trust documents.

CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the Oneida Business Committee is comprised of 9 members of whom 5 constitute a quorum. 6 members were present at a meeting duly called, noticed and held on the 27th day of August, 2003; that the foregoing resolution was duly adopted at such meeting by a vote of 5 members for; 0 members against, and 0 members not voting; and that said resolution has not been rescinded or amended in any way.


Julie Barton, Tribal Secretary
Oneida Business Committee



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Great Lakes Agency
615 Main West
Ashland, Wisconsin 54806-0273

IN REPLY REFER TO:

4609 Realty

July 23, 2003

Ms. Christine Doxtator
Director, Oneida Division of Land Management
PO Box 365
Oneida, WI 54155

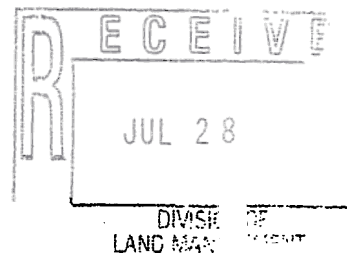
Dear Ms. Doxtator:

Please be advised that this office is in the process of sending retired documents to the National Archives and Records Administration located in Lee's Summit, Missouri. Currently we have 11 boxes of documents containing Oneida land transactions, which we anticipate on sending out in 60 days. If you plan on making copies of these documents, please make arrangements to do so within the next 60 days. Please advise this office of the dates and times.

If you have any questions, please call Kim Bouchard, Assistant Realty Officer, at 715-682-4772

Sincerely,

Realty Officer



Local

Caretakers of the land



By Phil Wisneski

Kalihwisaks

Oneida, Wis - Oneida Business Committee members along with the Department of Land Management broke ground for the new expansion of the Land Management site on August 12.

The \$658,800 expansion project will add 5,846 square feet of office and record space. The addition also will include 430 square feet of fire proof record storage, fire sprinkler system, accessible rest rooms, a reception desk area, and additional Land Management offices and Finance Department offices.

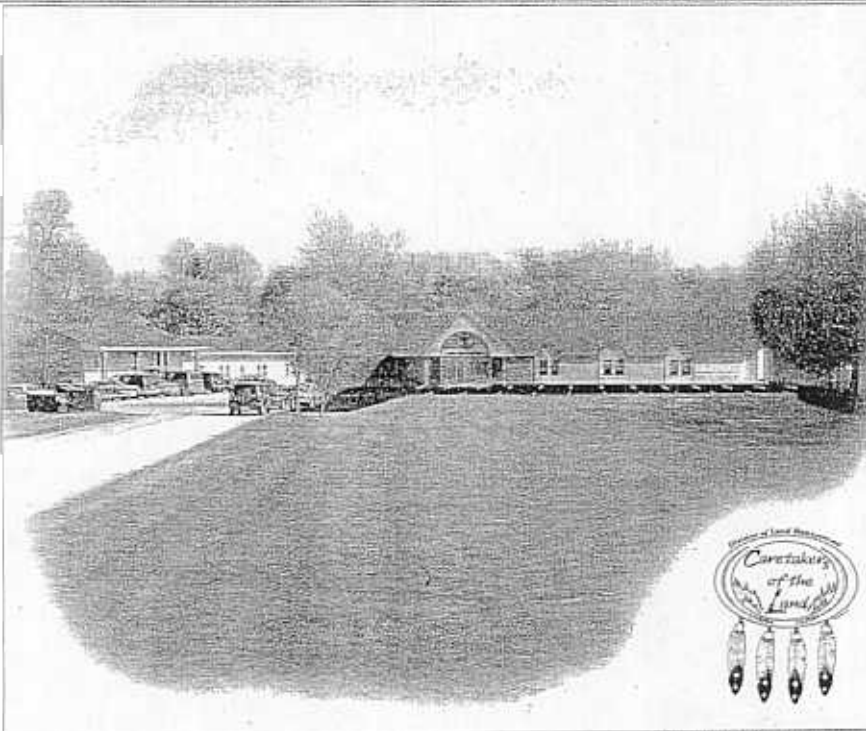
In addition to the expansion of the building, other site improvements will include utilities upgrade, widen the drive way, security lighting, storm water detention and landscaping.

The current facility holds 20 employees. Five others are in offices at Bay Bank. Those five employees will be moved to the new facility when it is completed.

The empty offices in Bay Bank will then allow the tribe to lease them out to other businesses.

"That will allow more money to go back into the fund," said Councilman Brian Doxtator.

Doxtator applauded the design in having the fire protection for the safe keeping of



Top photo by Phil Wisneski

Above, artist rendering by Troy Parr

Top: Oneida Business Committee members along with the Department of Land Management break ground for their new office expansion on August 12. Above: An artist rendition of what the new addition will look like after completion. The new addition will expand the current office space by 5,846 square feet.

Oneida land records.

"That in itself is going to be a huge management efficiency of records of our land titles and so forth," Doxtator added.

Currently there are over 7,000 records stored in the similar fire proof room at the

current facility.

Doxtator also said that although the project will cost the tribe money up front, the overall protection of tribal land records and titles is invaluable, and the project will also make money for the tribe through leasing of office

space at Bay Bank.

The Department of Land Management has been at its current site at 470 Airport Drive since 1994.

For more information on the Land Management expansion contact their office at 869-1690.

*Office of the Special Trustee for
American Indians*
Office of Trust Records

CERTIFICATE OF TRAINING

This is to Certify that

BEVERLY SKENANDORE

has successfully completed training in

Indian Affairs Basic Records Management

Oneida, WI
April 10, 2002

Jean Tuggle

for Director

4/10/02

Date

Office of the Special Trustee for
American Indians
Office of Trust Records

CERTIFICATE OF TRAINING

This is to Certify that

KAREN WURTH

has successfully completed training in

Indian Affairs Basic Records Management

Owida, WI
April 10, 2002

Jean Tuggle
Per Director
Date 4/10/02

ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: File Room Procedures	SOP NO. 67.1.3-3 DATE: 02/20/01 REVISION DATE: 07/24/03
DEPARTMENT: Administrative Support	APPROVED BY: Manager/Supervisor	DATE:
DIVISION: Land Management	APPROVED BY: Director	DATE:
AUTHOR: Beverly Skenandore	APPROVED BY: Board Chair/Other	DATE:
PAGE NO: 1 OF 12	REVIEWED BY: HRD	DATE:

Responsible parties will be the personnel from the following area's: Archive File Room, Register of Deeds and Loan Office

1. **Purpose:**
The purpose of Records Management is to maintain an organized and efficient system of all land records for the Division of Land Management. This system will identify, create, categorize, update, monitor, retrieve, reference, provide storage, protect and preserve the conclusive deposition of all records, documents and files.
2. **Definitions:**
NARA-National Archives and Records Administration-Oversees the management of Federal Government records and, historic correspondence.
16 BIAM-(Bureau of Indian Affairs Manuel)-16 refers to the 16th chapter in the BIA Manuel. The 16th chapter deals with management of records.
DOLM- Division of Land Management
3. **Confidentiality:**
All staff are required to adhere to the confidentiality of all land records. All files, records, documents and information contained herein are the property of the Oneida Tribe of Indians of Wisconsin conserved within the Division of Land Management. All information is to be kept strictly confidential.
4. **File Procedures:**
Creation / Identification of File:
 - 4.1 **File:** A "Work Request Form" will be required to be completed and signed by DOLM Staff. Documentation will be placed in a file folder according to category and color. All files will consist of two folders: an inside folder (pliant) and an outside folder. When we have more then one file on a person in the file room and this will help us put the paperwork in the correct file.
 - 4.2 **Labeling:** Two labels will be typed with the following information: Last Name(s),

First Name (s), and Address Labels will vary with color striping for distinction. One label will be placed on the tab on the inside of the file folder jacket. The other label will be placed across the end tab of the outside file folder of the end tab approximately three inches upward from the right corner.

- 4.3 **Lettering:** All files will be filed alphabetically. The first two letters of the spelling of the last name or identifying name will be pasted on the outside file folder. The first letter placed will be the first letter of that file. They will be placed approximately two inches from the bottom of the end tab. Under the first letter, the second letter of that name will be pasted (i.e. the last name is Green. The top letter will be the 'G' and the bottom letter will be the 'R'.)

Same Names(s): In the event of similar names, the file will be filed by the last name and the first name alphabetically. If the first and last names are still similar, the file will be differentiated by address. Numerical addressing will be filed first, followed alphabetically by street name. Any additional breakdowns will be acted upon accordingly.

- 4.5 **Number(s):** All files will be created as needed by numbers. They will be placed approximately two inches from the bottom of the end tab folders (i.e. The number will be the "0" and the one "1" will be the bottom.)

5. **Categorizing:** Files will be filed according to two primary categories: 'Open' and 'Closed' (See Attachment list of color coding according to category.)

- 5.1 **Open:** All of the following: Abstracts, Active Files, Acquisitions, Agricultural Leases, Appraisals, Allotted Files, Business/Commercial Leases, Contracts, Half-Fair Rentals, Home Inspections, Indian Claims, OHA (Oneida Housing Authority) Project Files, Rentals, Residential, STR's (Section, Township and Range) Files, Satisfaction of Mortgage Files, Standard/Assignments, Surveys, TLC's (Tribal Loan Credit), Thrill's (Tribal Home Repair and Improvement Loans), Trailer Court Files, and Veterans Files.

Successors Forms and Employee files will be in the blue cabinet.

Closed: All Canceled Files.

- 5.3 **Locked Files:** Locked files include Wills and Cemetery files. See Land, Title & Trust Sop's for Wills.

6. **Updating Records:** All files should be sorted in order.

Departments will inform the Staff and the "Property Records Clerk" through the usage of a "Work Request Form" of all changes and updates. A copy of the "Work Request Form" will

be placed in the file. The original request will be placed in its own binder in the File Room. (See Attachment of the, 'Work Request Form'.)

- 6.1 **Insertion of Documentation:** *Documentation that needs to be inserted into a file* needs to be accompanied by a Work Request Form. Work Request needs a date as to when it is expected to be completed. The 'ASAP' will be acknowledged as a priority, if possible. If there is no date filled out on the form, it will be handled as first come, first serve basis.
- 6.2 **Multiple Work Requests:** The file room staff requests that each document have a Work Request Form for each file for insertion. There will be a Work Request Form to be filled out for each (10) ten documentation on a form and we will need the file person's name and what file it goes to. This will help the file room person.

File Room Personnel only will perform this duty.

Departments will be required to keep staff informed of all updates to the file(s).

Retrieval/Removal of Records: All files and all documents are required to be signed out from the File Room for usage only within the Division of Land Management.

7. **A Sign-Out Sheet for File(s),** (See Attachment of the, *Sign - Out Sheet*), will be maintained in the File Room. This form will be completed by the staff taking the file from the File Room to their work area/office.
- 7.2 **The Sign-Out Sheet for File(s)** is to be filled out accurately. The 1st column is for the date, the 2nd column is the date the file is to be returned, the 3rd column is for the name(s), the 4th column is the file type and the last column is for you (person signing the file out.) **Only the file personnel will put them back.**
- 7.3 **Request File Form:** This will be filled out when requesting more then (2) two files. The file room personnel will call to inform the staff to pick - up the files when they are ready. This will give the file person time to get the files ready. Return the Request Files Form with the files. We will sign your files back in on the sign-out Sheet.

(See Attachment of the, Request Files) The Request Files will be completed on a first come first serve basis.
- 7.4 All files will be required to be returned to the File Room within one week shown from that date the file is signed out. All Staff will be responsible for their own files to up - date them or return them.
 - 7.4.1 Email sent on Thursday to return files by Friday.

All files being returned are placed in the file cart on wheels. *Only the File Room Personnel will sign the file back in.*

All personnel with files signed out that are not returned will be verbally reminded to update their files. If no response is initiated, we will send a memo to you with a copy to the Office Manager and our Director.

7.7 If a file needs to be taken to another location, outside of the Division of Land Management, it must be signed out at desk and permission obtained for removal from the Director.

**Note: Division of Land Management Attorney has been the only person who can take a file from the Division of Land Management. All others should copy the file and take copies only.*

8. **Storage:** All land records, files and documentation will be stored in the File Room (fire-proof) within the Division of Land Management, 470 Airport Drive, Oneida, Wisconsin 54155. They will be placed accordingly within the metal, double sided cabinets on rollers. Classified files will be kept in the locked stationary cabinet.

Note: Keys for the locked cabinets will be kept by the Personnel responsible for the classified records.

9. **Protect and preserve the conclusive disposition of all files:** All land records, files and documentation will remain in the File Room until directed otherwise.

9.1 The File Room will be accessible only during normal business hours and locked during lunch time, non-business hours and on weekends.

9.2 Files will be handled in accordance to the following:
Freedom of Information Act A Federal Act, 5 U.S.C. 552, which provides a policy for making records of a government available to the public to the greatest extent possible, but lists exempt information.

We will also follow the 16 BIAM Records Control Schedule Items Superseded by NARA General Records Schedule.

The disposition of records will be followed in most instances. Some of our records may be kept longer then recommended in the 16 BIAM Records Control Schedule.

10. **Inventory of Files:** The File Room Personnel will perform an inventory of all files, records and documentation in the File Room at the end of every quarter. A report will be given to the Office Manager and Division Director of Land Management.

11. **Miscellaneous/Unknown Files & Documentation:** All miscellaneous or unknown files and documentation will be temporarily placed in a section marked 'Unknown' in the brown box in the File Room. We will hold them for (1) one week.

File Room Personnel will utilize tracking methods for placement (i.e. memos and requesting supervisor to present the problem at weekly Meetings for Department Heads).

If no response is still not received, a temporary file folder will be established and filed by category. This will be noted by File Room Personnel.

12. General Duties:

12.1 Keep supervisor informed at all times of your work activities.

Maintain confidentiality of all records, documents and files. Also in our daily communications keep your work confidential.

12.3 It is the responsibility of everyone to ensure safety precautions are exercised while performing our duties. You will find the emergency exit sign is located in the File Room. Please note the locations of all exits.

Report all accidents, no matter how minor to your supervisor.

Unlocking the file room will be the Office Manager or File Room Employee's duty.

All personal items need to be put away. Lost & Found items are to be turned in at the front desk.

After using the restroom, wash your hands before returning to work.

No drinking of beverages in the file room *unless* covered with a sealed lid and No eating in the file room at any time.

NO child(ren) or unauthorized people are permitted in the File Room. Only (i.e. ET's, JTPA & Occupational Health Employee's) will be permitted under the supervision of the File Room Personnel.

12.10 Check the 'Sign-Out Sheet for File(s) to insure timeliness of returns. We will keep (2) two sign-out sheets on the board to keep track of how many files are out there.

Check the 'Unknown' box. Inquire staff members to help with placement of any unknown files.

12.12 File Room Personnel will sign the file back in. In the event no one is in the File Room, the Office Manager has agreed to receive the files with the Work Request Form on the file or paperwork on the documentation.

12.13 Please ensure that files are in proper format by dates, sections and order.

Use 15 minutes at the end of your day to clean the work area, vacuum the file room as needed, take out the garbage, turn off the lights, turn off your PC, secure the File Room, turn off the shredder, turn off the coffee maker in the Conference Room, and make sure the exit doors (2) are locked before leaving work.

Assist at the front desk/reception as needed. Check the front calendar for kitchen duties.

13. **Simple Records Manager:**

The Simple Records Manager is available for Windows 95.

Entering and Leaving the software:

- 13.1 From the Program Manager double-click on the window icon for the SIMPLE Records Manager.
- 13.2 When the User Password screen appears, enter your password. If this is your first time using the software - the administrator will need to enter you into the system.
- 13.3 When you are finished using the software, it is very important you exit the software by either pressing the QUIT button from the LOG-IN Screen, or selecting Quit from the Program pull-down menu. Properly exiting the software will help insure that your data files will not become corrupted or lost.
- 3.4 **Additional Installation Options:** This area is only available to the Office Manager for security purposes.
- 13.5 **Logging Into The Software:**
 - 14.5.1 If this is the first time you are starting the software, the Administrator will need to entry you into the system. If you have already setup your security features for the SIMPLE Records Manager, select your User ID from the pull down list, and enter your password. Press the Quit Button to leave the software. For more information on setting up the security features of the SIMPLE Records Manager, see Office Manager.
- 13.6 **Understanding The Buttons:**
 - 13.6.1 The buttons below represent the standard interface buttons you will find on many of the screens throughout the software. The buttons function the same on all the screens.

TOP:	Takes you to the first record in the database.
Next:	Takes you to the next record in the database.
Prev:	Takes you to the previous record in the database.
End:	Takes you to the last record in the database.
Locate:	Display a Browse Windows that allows you to choose which record you want to view, edit or delete.

- Add:** Press this button to Add a record into the database. After pressing this button the cursor moves to the first field on the screen and is ready for you to enter the information you want to add. When you press this button, the add button becomes the Save button and the Edit button becomes the Cancel Button that isn't being used.
- Save:** After pressing the Add or Edit button, it saves. Press this button to save your changes, if you are editing a record, or to save your new record.
- Edit:** Press this button to edit an existing record in the database. After pressing this button the cursor moves to the first field on the screen and is ready for you to change the information.
- Cancel:** After pressing the Add or Edit buttons, the Edit button changes to the Cancel button. If you are editing an existing record, use this button to cancel your changes. If you are adding a record, press this button to not add that record to the database.
- Delete:** This button is not in use at this time.
- Print:** This button allows you to print a simple report without many of the options you would find from pressing the Reports button from the Main Menu.
- Close:** This button usually takes you back to the Main Menu. Press this button when you are finished.

Quick Data Entry:

- 13.7.1 Throughout the software you will notice the up arrow. Depending on what field you are in the software allows you to select from a list of entries that you have setup.
- 13.7.2 Division: Highlight your department number and hit select button. Don't hit cancel button, it will bring you back out.
- 13.7.3 Department: shows where you have more than one name in the box you can use the arrows to go up and down. Then highlight and hit select button. Don't hit Cancel button or you will be starting over.

Box Size Codes:

- 13.8.1 Whenever you are in a field that allows you to enter a Box Size Code,

you can push the up arrow to quickly select from a list of valid entries. Then hit select button. For more information on setting your list of valid box size code entries see Box Size Codes. **Do Not Touch-ask for help.**

13.9 Record Title Codes:

13.9.1 Whenever you are in a field that allows you to enter a Record Title Code, you can push the up arrow to quickly select from a list of valid entries. This screen also allows you to view the record title codes for a specific company and department, or all your records title codes. Hit select button. **Do Not Touch ask for help.**

13.10 Box Information:

13.10.1 From the Main Menu press the BOXES button.

13.10.2 This screen allows you to select the order in which you will see the information on the Box Information Screen. Use the radio button on the left to select which order, and enter a place to start.

13.10.3 For Example, if you wanted to see the information by box name, starting at box name, you would select box name using the radio buttons, and enter name into the field.

13.10.4 After making your selection press the CONTINUE button.

13.11 Box Information Screen:

13.11.1 Please Note: The software allows you to change the names of the fields on the Box Information screen. As such, this manual refers to each field by its original field name. **Need help ask for help.**

13.11.2 Adding a box: Press the Add button from the Box Information Screen. The cursor will appear in the Box Number Field. Type the information you want to add and press the Save Button when you are finished. If you want to cancel press the Cancel button.

13.11.3 Editing a box: Press the Editing button from the Box Information Screen. Use the mouse and / or Tab key to move between the field you want to change. Press the Save Button when you are finished. If you want to cancel press the Cancel button.

13.11.4 Deleting a box: Press the Delete Button from the Box Information Screen. This will delete your information. If you want to cancel press the Cancel button.

After the browse window is closed that record appears on the screen for you to view, edit or delete.

- 13. 1.5 Locating a box: Press the Locating Button from the Box Information Screen. A browse window appears. This gives a list of boxes to choose from. Using your left mouse button, click on the box you want to view, and close the browse window.

13.12 File Information:

- 13.12.1 From the Main Menu press the FILES button.
- 13.12.2 This screen allows you to select the order in which you will see the information on the File Information Screen. Use the radio button on the left to select which order, and enter a place to start.
- 13.12.3 For Example, if you wanted to see the information by file name, starting at file name, you would select file name using the radio buttons, and enter name into the field.
- 13.12.4 After making your selection press the CONTINUE button.

13.13 File Information Screen:

- 13.13.1 Please Note: The software allows you to change the names of the fields on the File Information screen. As such, this manual refers to each field by its original field name. **Need help ask for help.**
- 13.13.2 Adding a box: Press the Add button from the File Information Screen. The cursor will appear in the File Number Field. Type the information you want to add and press the Save Button when you are finished. If you want to cancel press the Cancel button.
- 13.13.3 Editing a box: Press the Editing button from the File Information Screen. Use the mouse and / or Tab key to move between the field you want to change. Press the Save Button when you are finished. If you want to cancel press the Cancel button.
- 3.13.4 Deleting a box: Press the Delete Button from the File Information Screen. This will delete your information. If you want to cancel press the Cancel button.
After the browse window is closed that record appears on the screen for you to view, edit or delete.
- 13.13.5 Locating a box: Press the Locating Button from the File Information Screen. A browse window appears. This gives a list of boxes to choose

from. Using your left mouse button, click on the box you want to view, and close the browse window. To close the File Information Screen click on the outside of the screen or press Escape button.

13.14 Checking A File Or A Box In:

13.14.1 The prompt on the face of this button changes based upon the status of what your in the File or the Box. If the file or the Box is checked out the button will display "Check the Files in, check the Box in". Likewise, if the file is currently in, the button will display "Check File In" or "Check Box In". Always hit Continue button to recheck. Then use the Cancel button to recheck their files who's on the list. To close out hit the icon on your left hand corner on your menu program.

13.14.2 Find the file that you want to check in and press the Edit button. Then press the check File in or the Box in. You can then enter the name of the individual to whom the file is being sent and the date the file is being checked in. Always hit Continue button. Then use the Cancel button to recheck the file request list. To close out hit the icon on your left hand corner on your menu program.

13.15 File Wait List:

13.15.1 Find the file that you want to check in and then press the File Wait List button. You can then enter the name of the individuals that are requesting the file. From here you can add individuals to the list. Hit Add to enter the name, Edit if you need to add more information and always hit close to save.

13.16 See File History:

13.16.1 Find the file that you want to check and this will show the entire history of the file. To close out hit the icon on your left hand corner of your menu program.

13.17 Retention Information Screen:

13.17.1 From the Main Menu press Retention button.

13. 7.2 This screen allows you to select the order in which you will see the information on the Retention Information Screen. Use the radio button on the left to select which one you need, and then hit Continue button.

3 7.3 Please Note: The software allows you to change the names of the fields on the Retention Information screen. As such, this manual refers to each field by its original field name. **Need help-ask for help.**

13. 7.4 Adding a box Press the Add button from the Retention File

Information Screen. The cursor will appear in the Retention Number Field. Type the information you want to add and press the Save Button when you are finished. If you want to cancel press the Cancel button.

13.17.5 Editing a box: Press the Editing button from the Retention Information Screen. Use the mouse and / or Tab key to move between the field you want to change. Press the Save Button when you are finished. If you want to cancel press the Cancel button.

3.17.6 Deleting a box: Press the Deleting Button from the Retention Information Screen. This will delete your information. If you want to cancel press the Cancel button. After the browse window is closed that record appears on the screen for you view, edit or delete.

13.17.7 Locating a box: Press the Locating Button from the Retention Information Screen. A browse window appears. This gives a list of boxes to choose from. Using your left mouse button, click on the box you want to view, and close the browse window. To close the Retention Information Screen click on the outside of the screen or press Escape button.

14. **Supplies**

14.1 The File Room Personnel will prepare a list of our supply needs and turn it in at the front desk.

15. **Sign-Out Sheet for Files:**

15.1 As each page is filled, all files signed out will be checked for their return. Files that are still signed out will be entered on the next page and/or updated accordingly.

The 'Sign-Out Sheets' will be maintained in its own binder in the File Room and placed in the cancel file at the end of the year for our records.

16. **Request:** All other employees of the Oneida Tribe of Indians of Wisconsin requesting information will require the permission from appropriate employee of the Division of Land Management for services. Justification for such services will be required and our 'Work Request Form' completed and signed. (See attached form.)

17. **Request and Copies:** (Also see Office Manager's SOP's)

Requests and copies of documents are subject to the approval of the Division of Land Management, appropriate staff. Justification for such services will be required prior to completing the File Room 'Requests for Files and Copies', the form needs to be completed and signed.

Location of requested files. There are (3) three squares to choose from.

One- File Room.
Two- Loan Office
Three- Register of Deeds.
Put a check mark in one of the boxes.

Complete the form.

Total the amount and put it on the line, then send the customers back to the front desk to pay for their copies. Property Records Clerk will bring up copies. Refer to Copy Charges SOP #.

Completed by: put your name on the line and date in the blank.
Bottom portion to be completed by Land Management Employee. Then put the original paperwork into the File Persons mail box.

18. Other Services:

18.1 Storage of Cemetery Information: At the present time we have one locked compartment for cemetery information. We have on hand a copy of the Cemetery Layout and as files start to come in we will work with the Cemetery Board to ensure that names are labeled appropriately in the various burial lots assigned.

**Note: This are not complete but will be after meetings are finished.*

19. Shredding:

19.1 Copies of memo's or letters that have originals. (Copies can be shredded. No originals will be shredded. All packets will be left together.

19.2 Before shredding two (2) people must verify that the documents are copies.

**Note: All precautions will be taken to ensure that no originals or certified copies will be shredded. Any questions regarding shredding will be referred back to corresponding department(s).*

Please let me know if you have any comments - Chris



UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF TRUST REVIEW AND AUDIT
7220 W. Jefferson Ste. #305
Lakewood, Colorado 80235

TELEFAX MESSAGE

August 5, 2003

To Chris Johns, Self-Governance Coordinator
Oneida Nation
From Brad Williams *BRAD*
Phone: (303) 969-5360 FAX: (303) 969-5364
Subject: 2002 Trust Evaluation Report

Dear Chris,

The following is a draft copy of the report for the Nation's 2002 trust evaluation. Would you please share it with staff and appropriate Tribal members then let me know if you have any questions or changes that you would like me to make to the draft.

Once your review is completed, I will make any necessary changes and send the draft forward so that the report can be finalized, signed, and formally mailed to the Nation. Proposed changes can be faxed to me, or if you have little or no comments, perhaps a simple phone call would do it. Whatever works for you, but I don't forward the report without the Nation's okay. I look forward to hearing from you.

I'm sorry I missed meeting you on my visit. Rest assured that Eleanora did a great job in getting me to the folks that I needed to speak with. Please pass on my thanks to her and my appreciation to those who took part of their day to share their thoughts and information.

4 Pages to follow



ONEIDA NATION
ANNUAL TRUST EVALUATION
CALENDER YEAR 2002

Introduction

In accordance with provisions of the Tribal Self-Governance Act of 1994, the annual trust evaluation of the Oneida Nation's (herein, the Nation) performance of trust functions assumed under its self-governance annual funding agreement with the Department of the Interior was performed by the Office of Trust Review and Audit (OTRA) on June 19, 2003. The OTRA was represented by Brad Williams who reviewed the Nation's appraisal, real estate services, wildlife and parks, and forestry programs. Because the Nation's self-governance coordinator was not available at the time of the review the evaluation took place in the offices of the land management division. Trust evaluation consisted of an entrance interview with the Tribe's assistant direct, land management, followed by discussions with appropriate staff from both the land management and conversation divisions. Interview discussions focused on management practices related to trust resources. A review of trust transaction files was conducted as part of the evaluation process and although no specific onsite inspection of trust lands was performed, a self-guided automobile tour through a portion of the Nation's lands was conducted.

Interviews

General

The OTRA understands that no requests were filed during the funding year for the waiver of federal regulations and no ordinances or resolutions were adopted by the Nation that would directly affect the administration of an assumed trust resource program.

Appraisals

The Nation reported that 18 appraisals were prepared during 2002; 15 were reviewed and approved by the Office of Special Trustee (OST) while the remaining three were not submitted until 2003. Appraisal work is sub-contracted by the Nation to one of two private companies who perform this service in conformation with the *Uniform Standards of Professional Appraisal Practice* (USAPAP).

Real Estate Services

The 15 appraisals noted above were for completed transactions involving gift conveyances and negotiated sales during the year. In addition, there were 12 residential and one commercial leases approved. Two rights-of-way were described as in-process.

No land acquisitions were completed in 2002 although the Nation maintains their focus on fee-to-trust transactions. According to the Nation, work on three tracts totaling 332.26 acres (the Wanish, Calaway, and Peterson properties) is being finalized and four new acquisition requests (Appleton, Robertson brothers, C. Harrison, and Vandebrogen properties) that would

incorporate another 1,136.5 acres are being prepared. To assist the Nation in their acquisition efforts, a Bureau of Indian Affairs (BIA) realty specialist has been imbedded with the land management division.

A pilot project is underway where the Nation plans to purchase allotted properties from tribal members and in turn issue life estate leases to the land owners. According to the Nation, consideration for the program is based on elderly status of the owners and on their desire to sell their property to the Nation. Two life estate leases were issued in 2002.

Probate

For 2002, the Nation reported a probate work load of 41 cases -- 33 pending cases (on-going), two hearings scheduled with the administrative law judge, two completed and on 60-day hold, and four new cases submitted. According to records of the Nation, 49 probates have been completed since they assumed the program in 1997.

Forestry

Although timber production is not a primary focus of the Nation, staff indicate that a Forest Management Plan is being developed to guide multiple-use management of the forest resource. A final draft is not expected for at least a year.

There were no timber transactions reported -- referred to by staff as rural forestry. A number of forest activities designed as residential improvement efforts (urban forestry), were cited by the Nation. In 2002, about 300 trees were planted in two sub-divisions: Cornelius Circle and Turtle-Where-It-Ends South. Also, about 150 trees were planted to establish an urban/rural interface in the Fox Tails Conversation Area and the Little Bear Business Park. Annually, 150 to 200 trees representing potential hazards in residential areas are removed, reduced to wood chips, and used for landscaping purposes in various parts of the reservation. Through an outside grant, there are plans to re-forest about 150 to 200 acres at several locations in 2003.

Transaction File Review

Appraisals

One appraisal package was compared against an OTRA checklist of USPAP standards: *Nicholas L. Anderson, no identifying number given*, an appraisal for mortgage to purchase. Generally, the appraisal met the requirements of USPAP, although there appeared to be no statement regarding the "appraiser's opinion of the highest and best use of the real estate" as required under USPAP standard rule 2-2(c)(ix).

Real Estate Services

Real estate services transactions reviewed as part of the trust evaluation included: one gift conveyance; six negotiated sales, one mortgage, and two non-agriculture leases (one residential and one commercial lease). The transactions are summarized below.

Gift conveyance - William (Little) Cornelius allotment, transfer of undivided interest from Loreta Skenandore Webster to Carol L. Elm (daughter). The transaction was completed without evidence that an environmental analysis and appropriate clearances (archaeological, endangered species, hazardous materials, etc.) had been completed (40 CFR Part 1500) or that the transaction was excluded from the NEPA process through completion of a categorical exclusion checklist as provided in 516 DM 6, Appendix 4. The file also failed to include a finding to the effect that conveyance was in the long-range best interest of the owner as required in 25 CFR 152.23. Compliance with all other federal legal and regulatory requirements was adequately documented in the file.

Negotiated sales - six individual sales consolidating divided interests in a .43-acre tract, number 433-1A. Documents were relatively complete except that there was no statement that the sale was in the long-range best interest of the owner, a requirement of 25 CFR 152.23, and there was no documentation in the file to verify recordation at the Land Title and Records Office (25 CFR 150.6). Staff did explain that documentation had been submitted as required but that time delays in receiving verification back from BIA were of a four- to eight-month duration. All other federal legal and regulatory requirements were adequately documented.

Mortgage - to Nicholas L. Anderson to purchase, in trust, tract 433-1A. Evidence of compliance with all other federal legal and regulatory requirements was noted in the file. Examination of the file showed evidence of compliance with all other federal legal and regulatory requirements.

Non-Agriculture lease (residential) - to Rick L. Prevost, N. 6672 Government Road, Seymour. This file also lacked documentation to indicate compliance with NEPA. All other federal legal and regulatory requirements were adequately documented.

Non-Agriculture lease (commercial) - a renewal of an existing lease to Airadigm Communications, Inc., encumbering 1,716 sq. ft. for a tower location. There was no evidence of an appraisal or any other mechanism to establish present fair annual rental, a condition described in 25 CFR 162.604(b). All other federal legal and regulatory requirements were adequately documented.

Probate

One probate file was examined, the estate of *John Denny, TC 382 S 99*. Based upon a review of the file, the probate package appeared complete and was properly documented.

Onsite Inspection

A cursory examination of a portion of the Nation's land holdings was performed during a self-guided automobile drive-through of the area near the Nation's administrative offices. The drive-through afforded a view of a variety of properties being managed by the Nation for a multitude of land-use purposes including: the elderly center, health care facility; Oneida business park; Standing Stone residential sub-division; and the Dexter Road Project, an open

space area. All of the areas appeared to be well managed and exhibited no signs of damage, loss, or wastage.

Findings

Based upon the results of the annual trust evaluation completed on June 19, 2003, for the Oneida Nation, it has been determined that:

- 1) The trust evaluation revealed no indication of imminent jeopardy to any trust resources assumed by the Nation under its 2002 annual funding agreement; and
- 2) The Nation satisfactorily performed all trust functions assumed pursuant to the terms of the 2002 annual funding agreement with the Department of the Interior.

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