

# Midwest Region Land Titles and Records Office

## LTRO Mission Statement:


“To provide accurate, timely and cost-effective federal land title services to Indian individuals and Tribes”

# Employees

- Beth Wenstrom – Chief, Division of Land Title & Records – Washington, DC
- Wendy Meierotto – LTRO Manager
- Heidi Gordon – Supervisory Legal Instruments Examiner
- Lenore Plucinski – Legal Instruments Examiner
- Laurie LePlavy – Legal Instruments Examiner
- Tyler Gordon – Legal Assistant



Since 1960 the Land Titles and Records  
Office was located in Aberdeen, South  
Dakota at the Great Plains Regional  
Office



Through the years and with much persistence from Diane Rosen, Tammie Poitra and others the Midwest Region was able to establish the opening of the Midwest LTRO.

On June 1, 2015 the Midwest LTRO opened its doors to serve the Midwest Region.







The Midwest LTRO staff were able to work with the Northwest, Southern Plains and Great Plains Regions each of them giving technical support.



In May of 2015 LTRO records moved to their permanent home now located at the Great Lakes Agency, in Ashland, Wisconsin









# LTROs Major Functions

- Record land title documents and convey and/or encumber Indian trust land
- Provide *certified* TSRs that show legal descriptions current ownership & and liens (of record)
- Maintain the Bureau's official automated land ownership database known as TAAMS
- Prepare Certified Inventories
- Maintain land owner status maps/plats
- Certify land title documents (of record)

# Interesting facts about LTRO's

- LTRO's serve as a FEDERAL REPOSITORY for all title and Encumbrance documents that affect Indian land
- By Federal regulation they have been designated the official office of record
- The LTRO Manager is the custodian of the records
- LTRO Manager is the certifying official for those documents
- NOTE: These certified documents are admissible into a court of law

## **LTRO's are Unique Offices**

- Serve as Register of Deeds Office
- Act as Title Abstract Office
- Title Insurance Company

## **What constitutes a Certified Title Status Report?**

- Must have proper legal description
- Must show all current owner(s)
- Must include any liens/encumbrances that have been recorded against the property
- Must indicate the date of examination
- Must be certified by the LTRO Manager

## **How long does a TSR certification take?**

A TSR can take a day to several weeks.

**It really depends on the following factors:**

- Last time the TSR was examined for certification
- Number of documents that have been recorded/posted since the last certification
- Type of documents that require examination (i.e. Deeds, Probates etc.)
- Type of tract (Allotted vs. Tribal)
- PRESENT WORKLOAD

# 188 Files

Currently there are **16,500** 188s on file at the MWLTRO

- The Midwest LTRO utilizes a manual chaining system
- There is a 188 file for EVERY tract of land within the Midwest Region
- The chaining sheet is used to manually track documents affecting ownership of a tract of land
- The 188 files are filed according the Reservation Code & Tract Number
- The chaining sheet is utilized in the process of preparing the certified TSR. Each document received in the LTRO for a tract of land is written on the chaining sheet (We previously discussed this about LCP and LBB Deeds)
- The 188 files are used in conjunction with a TSR received from TAAMS

# Current Completed Statistics

● Probates	650
● Deeds	125
● Conveyance Documents	133
● Legal Documents	310
● Realty Documents	47
● Certified TSRs	208

# LTRO Database of Requests

Requests logged requests: 4627

Requests completed: 4347

# Current PENDING Statistics

Deeds.....	10
Probates.....	69
Probate Modification.....	44
Surveys.....	17
Mortgages.....	5
Mortgage Satisfaction.....	4
Lease .....	3
Forms C.....	24
Global.....	62
TSRs .....	10
Tract Breakouts.....	8



# EXPECTATIONS OF THE MIDWEST LTRO




Mail



More

COMPOSE

Inbox (11)

Chats

Sent Mail

Drafts (1)

Assigned

CLOSED

CNI

Completed

DEFECTED

IA Emails (33)

Info required from r...

Old Completed

Pending

Pending CNI Check

Protrac Reports (6...

Recorded

Research required



Estes, Teresa

Form A.1 F53-2016-010 Legal Documents - MNA - Attached for processing is Form



Valeske, Marion

Assigned

Pending

Waiting on Agency

Cert Inv - Requesting certified BIA-INV for the



Valeske, Marion

Assigned

Pending

Waiting on Agency

Cert Inv - Requesting certified BIA-INV for the



Valeske, Marion

Assigned

Pending

Waiting on Agency

Cert Inv - Requesting certified BIA-INV for the



Grage, Lori

Assigned

Pending

Re: Nelson H Pay Pay, 340U006305, P000029546 - Please send



Estes, Teresa

Assigned

Pending

Form C 4490 MNA - Contractor ID Cleanup - Form C 4338 - MN



Gesinger, Courtney

Assigned

Pending

402 T1019 - An updated certified TSR is needed for the above tr



Strom, Rita

Assigned

Pending

432 13512 GLA Richard Street - Land Area Code: 432 Doc Num



Valeske, Marion

Assigned

Pending

TSR - Requesting certified TSR for the following Decedent's nam



Valeske, Marion

Assigned

Pending

TSR - Requesting certified TSR for the following Decedent's nam



Gallagher, Sandra

Assigned

Pending

Global Request Miskoo Benasche Petite MIA - Land Area Code:



Gallagher, Sandra

Assigned

Pending

Global Request Wicahpi Ska Win Petite MIA - Land Area Code:



Gallagher, Sandra

Assigned

Pending

Global Request Anpao Mani Win Petite MIA - Land Area Code:



Subject Line:

Land Area Code:

Document No:

Tract No.

Document Type

Document Class

Mortgage Document No.

Lease No

Number of pages

Remarks:

**FORM A.1**

**BUREAU OF INDIAN AFFAIRS**  
Midwest Region



To: Land Titles & Records – Ashland, WI Date: \_\_\_\_\_  
Wanda Meleroth, Land Title and Records Manager  
From: Great Lakes Agency POC: \_\_\_\_\_

**Encoding**

Agency Document Log No. \_\_\_\_\_

1. Contract Type: Leasing ☐ ROW ☐ Other ☐ \_\_\_\_\_

2. Agency Assigned Contract Number: \_\_\_\_\_

3. **RECORD** document in TAAMS Module: Yes \_\_\_\_\_ No \_\_\_\_\_

Check appropriate contract type:

Indicate Number of Tracts \_\_\_\_\_ Total Acres \_\_\_\_\_

File Name \_\_\_\_\_

Old BIA/LTRO Number \_\_\_\_\_

4. LTRO Document Record Number \_\_\_\_\_

Indicate **NONE**, if not recorded in LTRO. If **NONE**, forward to LTRO for recording.

Date Recorded in LTRO: \_\_\_\_\_

5. **EXPIRE** LTRO document number in TAAMS Legal Doc: Yes \_\_\_\_\_ No \_\_\_\_\_

6. Attach comments/issues:

MIDWEST REGION  
TRUST ASSET ACCOUNTING MANAGEMENT SYSTEM  
THIS FORM IS NOT TO BE CHANGED OR MODIFIED.  
Last Updated: 01/2016

For tracking purposes only:

Document \_\_\_\_ of \_\_\_\_



## United States Department of the Interior

Bureau of Indian Affairs

Agency: \_\_\_\_\_

### Agency Encoding Error (EE) Action for TAAMS Realty Document

Agency Document Tracking Number: \_\_\_\_\_

TAAMS Contract Number: \_\_\_\_\_

Contract Type: Mineral ☐ Business ☐ ROW ☐ Forestry ☐ Surface ☐ Receivable Doc ☐

Contract Name: \_\_\_\_\_

### Agency Encoding Error TAAMS Action Required

The subject TAAMS contract has been reviewed and it has been determined that an Encoding Error action is required for the following: (Narrative)

Original Document Approval Date: \_\_\_\_\_

Approving Official Title: \_\_\_\_\_

Approving Official Name: \_\_\_\_\_

### Agency Encoding Error Document Encoded to TAAMS

TAAMS Revision encoded by: \_\_\_\_\_ (name & date)

TAAMS Revision encoding reviewed by: \_\_\_\_\_ (name & date)

TAAMS Revision Approved by Approving Official in TAAMS:

\_\_\_\_\_

date

\_\_\_\_\_  
Signature of Approving Official

**TAAMS OWNERSHIP UPDATE: FORM C  
INTER-OFFICE TRANSMITTAL**

TO: Land's Title Records Office, Ashland, WI  
For Attention of: LIRO / MW Region

Agency Document Log Number:

Priority: Title Clean-up

Agency: Great Lakes Date:

Signed: \_\_\_\_\_  
Requestor

Agency POC:

Allocation/Tract #:

Tract Description:

Types of Correction: Title Reconciliation

Detailed Description of Problem: (Name, ID #, Document #, etc.)

***Agency***

Date Recd from LIRO: \_\_\_\_\_

ID Expired in TAAMS on: \_\_\_\_\_

ProTrac Scanned on: \_\_\_\_\_

ID Expired in TAAMS by: \_\_\_\_\_

RealtyFileLog Updated on: \_\_\_\_\_

OST Memo to Close Acct Required: ☐

TAAMS Correction Verified by: \_\_\_\_\_

OST Memo sent on: \_\_\_\_\_

TAAMS Correction Verified on: \_\_\_\_\_

JV Needed: ☐ JV #: \_\_\_\_\_

Agency Notes:

IM A/C Closed on: \_\_\_\_\_

**NOTE: Proper documentation must be recorded in LIRO prior to any ownership changes(s).**

## What the LTRO would like to see

- Legal Descriptions in Word if possible to ease the LIE
- Each request should be its own email
- If not supplied it takes the LTRO time to look up information not included thereby taking longer to finalize transactions



# GLOBALS



# VARIANCE Reports

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[illegible]

# Special Projects

- Labels
- OTRA – week of September 13-22, 2016
- Menominee
- LBBP

# LTRO Points of contact

- Wendy Meierotto – LTRO Manager 715-685-2403
- Heidi Gordon – Supervisory LIE 715-685-2404
- Lenore Plucinski – Legal Instruments Examiner 715-685-2406
- Laurie LePlavy – Legal Instruments Examiner 715-685-2405
- Tyler Gordon – Legal Assistant 715-685-2407

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# Questions and Comments