

BUREAU OF INDIAN AFFAIRS

LAND TITLES AND RECORDS

HANDBOOK

51 IAM 1-H



Bureau of Indian Affairs
Division of Land Titles and Records
1001 Indian School Road
Suite 350
Albuquerque, NM 87104

FOREWORD

This handbook documents the procedures required to implement the Bureau of Indian Affairs' (BIA) Division of Land Titles and Records (DLTR) program and policies, as documented in Part 51 of the Indian Affairs Manual (IAM). It supersedes any other procedures that may have been created and/or distributed throughout Indian Affairs (IA) previously.

The goal of DLTR is to efficiently manage a complex, multi-faceted title system that supports American Indian Tribes and individual American Indians. To that end, this handbook is intended to facilitate accurate, timely, and cost-effective federal land title services to Indian beneficiaries and Tribes.

Although this handbook is intended to primarily assist DLTR staff, it may also be informative for other IA employees and contracted/compacted Tribal staff.

Darryl LaCounte

Digitally signed by Darryl
LaCounte
Date: 2022.09.28 14:05:06 -04'00'

9/28/22

Darryl LaCounte
Director, Bureau of Indian Affairs

Date

TABLE OF CONTENTS

1.0	Introduction.....	1
1.1	DLTR-LTRO Overview.....	1
2.0	Encoding and Recording.....	1
2.1	Encumbrance Documents – Realty Module.....	1
2.2	Encumbrance Documents – Legal Module.....	3
2.3	Probate Documents.....	5
2.3.1	Probate Documents Process for Eastern Oklahoma.....	7
2.4	Probate Modification.....	8
2.5	Conveyance Documents (Non-Probate) (Non-Acquisition & Disposal (A&D)).....	10
2.6	A&D Conveyance Document.....	11
2.7	Fee to Trust (FTT) Conveyance Documents.....	13
3.0	Creating, Recording and Encoding of Corrects Encoding (CE) Documents.....	14
3.1	Realty Encumbrance Documents.....	14
3.2	Non-Probate and Probate Conveyance Documents.....	15
3.3	Legal Documents.....	17
4.0	TAAMS Image Repository.....	19
4.1	Imaging Contract/Legal, Non-Probate, and A&D, FTT Conveyance Documents.....	19
4.2	LTRO Required to Image.....	19
5.0	Recording of Owner Managed Status Applications and Leases.....	20
5.1	Owner Managed Applications.....	20
5.2	Owner Managed Leases.....	21
6.0	Process Probate Inventory Request (BIAINV).....	23
6.1	Part A – Pre-hearing.....	23
7.0	Title Examination for Issuance of a Title Status Report (TSR).....	24
7.1	Agency Requesting “Certified TSR”.....	24
7.2	LTRO Receiving and Assigning “Certified TSR”.....	24
7.3	Examination and Review of TSR.....	24
7.3	Examination Completion and Certifying a TSR.....	27
7.4	Creating, Examination Completion and Certifying a Managed Tract TSR.....	27
8.0	Mortgage TSR Process.....	28
8.1	Agency Requesting “Certified TSR”.....	28
8.2	LTRO Receiving and Assigning “Certified TSR”.....	28
8.3	Examination and Review of TSR.....	29
8.4	Examination Completion and Certifying a TSR.....	31
9.0	Global ID Change Process.....	32
9.1	Global ID Change Business Rules.....	32
9.2	ID Change Procedures.....	33

10.0	Ownership/Variance Update Form (Form C)	35
11.0	Appeals to the Interior Board of Indian Appeals in Probate Matters	36
11.1	LTRO Process to Conform Probate for IBIA.....	36
12.0	TAAMS Chain of Title	37
13.0	Preparation and Maintenance of Land Status Maps	39
14.0	Certification of Land Records and Title Documents	40
15.0	Legal to Lease Conversion Process (Form A)	41
	List of Acronyms	42
	Attachment 1 – Form A	43
	Attachment 2 – Form C	44
	Attachment 3 – Global ID Change Request Form	45
	Attachment 4 – Global ID Change Foreign LTRO Concurrence Form	46

1.0 Introduction

1.1 DLTR-LTRO Overview

The BIA DLTR, and its 18 Land Titles and Records Offices (LTROs), are the official federal offices-of-record for all documents affecting title to Indian lands. All title documents affecting Indian land are to be recorded in the Indian Land Record of Title. The DLTR-LTROs are responsible for determining, maintaining, and certifying land title ownership and encumbrances on Indian trust and restricted lands; maintaining the Indian Land Record of Title; and for examining and determining the completeness and accuracy of the records, certifying the findings of examination, and reporting the status of title to Indian trust and restricted lands. All title instruments affecting Indian trust land are to be recorded as stated in 25 CFR § 150.

Keeping title information current provides reasonable assurance that the Federal Government is: 1) distributing trust income timely and accurately, and 2) issuing Statements of Performance that are timely and accurate as well as complete.

This handbook provides guidance to LTRO staff that facilitates compliance with the CFR and other requirements through the timely recording/updating title documents and the maintenance and delivery of fully examined and accurate land title information. This requires that all title documents submitted by the BIA Agency Superintendents, field office representatives, or Regional Director (RD) to the DLTR for recording must be accompanied by the required authorizations that certify said documents are in conformity with existing laws and regulations.

DLTR is to provide accurate, timely and cost-effective Federal land title service to Indian beneficiaries and Tribes. This handbook documents the procedures and associated attachments (if applicable) for each standard operating procedure associated with the DLTR. The related policies are found in Part 51 of the IAM here: <https://www.bia.gov/policy-forms/manual>.

2.0 Encoding and Recording

2.1 Encumbrance Documents – Realty Module

BIA regional/agencies are responsible for preparing/creating, approving, scanning and encoding all encumbrance documents such as leases, rights-of-ways, timber contracts, and other legal documents pertaining to real estate transactions into the Trust Asset and Accounting Management System (TAAMS). Encumbrance documents grant a right of use to a particular part or whole tract of Indian Trust Land.

Once a document has been completed by an agency or regional Realty Office, they will provide notification to LTRO, by email or LTRO checks TAAMS Imaging Queue, that it is ready for examination and recording. Recordation is the acceptance of a title document by the LTRO. The purpose of recording is to: (1) provide evidence of a transaction, event, or occurrence that affects land titles; (2) to preserve a record of the title document; and (3) to give constructive notice of

the existence of encumbrances of the trust or restricted land. The only acceptable documents for recording purposes are: (1) the original document; (2) a duplicate with original signatures; (3) a certified copy; or (4) by electronic transmission of a digital image of the original title document.

Step 1: The BIA agency or regional Realty Office assigns a document number/recording number and scans the encumbrance document through the TAAMS Realty Document modules (the original document, a duplicate with original signatures, a certified copy, or an electronic transmission of a digital image of the original title document). See also section [4.0 TAAMS Imaging Repository](#) of this handbook for more details on the process for scanning & recording encumbrance documents.

Step 2: The BIA agency or regional Realty Office notifies LTRO an encumbrance document is scanned; or the LTRO Supervisor or point of contact (POC) for Realty encumbrance documents checks the TAAMS' Imaging Workflow – Unrecorded Documents queue daily.

Step 3: The LTRO Supervisor or POC will view the Imaging Workflow - Unrecorded Documents queue in TAAMS to locate document(s).

Step 4: The Supervisor or POC will log into the assignment database and make an assignment to the Examiner or other responsible LTRO staff. The document is then retrieved from the queue and a cursory review is performed to ensure complete and correct information has been entered. Specifically, the following items are reviewed:

- Contract/Recordation Identification number
- Land Area Code
- Type of Document
- Approving Official/Approval Date
- Contractor Name and Identification Number
- Allotment/Tract Number
- Legal Description
- Effective Date of Document
- Term of Document

Step 5: If a fatal error is detected, as noted in 51 IAM 2, then LTRO must notify the relevant BIA agency, by email, explaining the reason the encumbrance document is un-recordable.

If any non-fatal errors are detected, enter a Title Defect encumbrance on the document toolbar- Defect tab. Select the Defect Type from the drop-down list, enter Date Returned as the day you add the defect and route the document for Quality Assurance (QA). Enter Defect Remarks describing the error which was found. Prepare a title defect record by email to notify the originating office that a correction is required. Route to Supervisor or POC for review and approval of defect.

Step 6: The Examiner or other LTRO staff will record the document by attaching the recordation stamp to the electronic image of the document within the 48-hour time frame to meet the GPRA requirement.

Step 7: The Examiner or other LTRO staff will complete the recording process by filling out the following fields on the Recordation tab of the TAAMS Document Toolbar:

- Recording Date – The date the document is stamped as Recorded;
- Received Date – The date the document was received by LTRO;
- Imaged Date – Same as Recording Date;
- Imaged Number – The LAC and Document ID Number; and
- Imaged Pages – The number of pages contained in the scanned image.

Step 8: The Examiner or other LTRO staff will return the completed assignment notification and notification of any title defects found to the LTRO Supervisor or POC for routing to QA for final review. The Supervisor or POC will log completion information into the database.

Step 9: LTRO Supervisor or POC will forward the document information to Post QA for review.

Step 10: If a defect has been identified, and QA verifies the defect has been added to the document toolbar, notification of the defect is then sent via email to the agency POC by the LTRO Supervisor or POC.

Note: Compacted/contracted Tribes performing realty transactions who do not utilize TAAMS will forward the document to their respective BIA agency to scan or mail encumbrance document(s) to LTRO.

End of Process

2.2 Encumbrance Documents – Legal Module

Note: Compacted/Contracted tribes performing realty transactions who do not utilize TAAMS, will forward document to respective agency to scan or mail encumbrance document to LTRO.

Step 1: Agency or regional Realty Office assigns document number/recording number and scans encumbrance document (the original document, a duplicate with original signatures, a certified copy, or an electronic transmission of a digital image of the original title document) through TAAMS or mails the original document to the LTRO for scanning. (See [4.0 TAAMS Imaging Repository](#) for process for scanning & recording encumbrance documents)

Step 2: Agency or regional Realty Office notifies LTRO an encumbrance document is scanned via email, or the LTRO Supervisor or POC for encumbrance documents checks Imaging Workflow – Scanned Images queue daily.

Step 3: LTRO Supervisor or POC views the Imaging/Workflow – Scanned Images queue in TAAMS to locate document(s).

Step 4: LTRO Supervisor or POC will log into assignment database and assign an Examiner or other responsible LTRO staff to complete a cursory review of the following:

- Contract/Recordation Identification number;
- Land Area Code;
- Type of Document;
- Approving Official/Approval Date;
- Contractor Name and Identification Number;
- Allotment/Tract Number;
- Legal Description;
- Effective Date of Document; and
- Term of Document.

Step 5: Encode the document to TAAMS within 48-hours of receiving the assignment to meet the GPRA requirement. The Examiner will:

- Enter document information to TAAMS General Screen;
- Attach tracts on the “Tracts” tab of the document;
- Add encumbrance information using the drop-down list according to the document type (MG-Mortgage, AS-Assignment, OT-Other, etc.);
- Add approval information to “Approval” tab (Date, Title, Approving Officials Name); and
- Perform a Quality Check.

Step 6: If a fatal error, such as a missing approval signature or date, is detected, then LTRO must notify the relevant BIA Agency, by email, explaining the reason the encumbrance document is un-recordable.

If any non-fatal errors are detected, enter a Title Defect encumbrance on the document toolbar- Defect tab. Select the Defect Type from the drop-down list, enter Date Returned as the day you add the defect and route the document for QA. Enter Defect Remarks describing the error which was found. Prepare a title defect record for notification to the originating office that a correction is required. Route to Supervisor or POC for review and approval of defect.

Step 7: Record the document by attaching the recordation stamp to the electronic image of the document. Save recorded image into document repository

Step 8: Complete the recording process by filling out the following fields on the Recordation tab of the TAAMS Document Toolbar:

- Recording Date – The date the document is stamped as Recorded;
- Received Date – The date the document was received by LTRO;
- Imaged Date – Same as Recording Date;
- Imaged Number – The LAC and Document ID Number; and
- Imaged Pages – The number of pages contained in the scanned image.

Step 9: Return completed assignment notification and notification of any title defects to Supervisor or POC for QA or routing to QA for final review. LTRO Supervisor or POC will log completion information into their internal tracking database.

Step 10: Forward to Post-QA for review.

Step 11: If a defect has been identified and QA verifies the defect has been added to the document toolbar, notification of the defect is then sent via email to the Agency POC by the LTRO Supervisor or POC.

End of Process

2.3 Probate Documents

Note: For Eastern Oklahoma Probates, see [section 2.3.1](#).

Step 1: Receive probate case file image in the TAAMS Probate module from OHA.

Step 2: LTRO Supervisor or POC will log into assignment database and make assignment to Examiner or other responsible staff.

Step 3: Probate is assigned to an Examiner or other responsible staff who will:

- Log into TAAMS;
- Click on Conveyance Documents and select LTRO queues;
- Search for the assigned probate document by entering your regional information or by entering the probate document/case number;
- Click on (highlight) the document line and click Stamp Received button;
- Click Related Actions – Open Conveyance Document;
- Perform cursory review of probate image and TAAMS data fields;
- Click on the Images tab and double click the Image to open it;
- Ensure probate contains the Order, OHA-7, BIAINV, Death Certificate, and Will (if applicable) *Reorganize pages, as needed, in the following order:
 - OHA Order or Decision;
 - OHA-7 – Data for Heirship Finding (form);
 - BIAINV – Decedent's Inventory of Trust or Restricted Land;
 - Death Certificate; and
 - Will (if applicable).
- The following dates and information will need to be verified on the TAAMS General Screen:
 - **Document ID** – Probate Number
 - **Document Class** – Type 11 (original Decision)
 - **Conveyance Type** – IT (Intestate - no Will) TS (Testate - approved Will)
 - **LTRO** – Your LTRO
 - **Area** – Your Regional Office
 - **Agency** – Land Area decedent is enrolled at

- **Land Area** – Reservation Code decedent is enrolled at
- **Document Date** – date Decision/Order was signed by the Judge
- **Executed Date** – Enter the date of the original Probate Hearing
- **Approved Date** – date Decision/Order was signed by the Judge
- **Document Information** – Complete Document Information container by entering:
 - **Type Code** –select “Probate Document” from drop down menu
 - **Number** – Probate Document Number
 - **Remarks** – Decedents Name
- Place recording seal on Order/Decision image page 1;
- Click Save;
- Read the Order/Decision;
- Determine if Testate or Intestate. If Testate, ensure Will is cited in distribution and rest and residue clause is cited;
- Ensure applicable laws are listed: AIPRA, State, Tribal Probate Code;
- Review distribution table to ensure it coincides with applicable laws;
- Review OHA-7 for ID entry in TAAMS. *If not contact agency Probate POC via email to have ID Numbers entered to TAAMS or enter to TAAMS.
- Review included BIAINVs and order a new BIAINV or ITI to ensure interests match and required laws are listed in the Order/Decision;
- If any errors are found, notify the agency and draft a Judge’s Order request;
- Examiner will notify Supervisor/POC of completion of cursory review and probate will remain pending in the TAAMS Unapplied Conveyance queue until appeal period is expired; and
- LTRO Supervisor or POC will update the internal tracking logs in accordance with their regional business rules.

Step 4: TAAMS Encoding (After appeal period expires, the Examiner is notified by Supervisor/POC or other system notification that probate is ready for encoding).

- Examiner will re-verify the decedent’s BIAINV matches the decedent’s owned interests in TAAMS;
- Attach tracts on the Tracts tab of the document in TAAMS;
- On the Conveyance tab, add decedent (grantor) and heirs/devisees (grantees);
- Set Decedent and heirs/devisees (grantor/grantee’s) alias (as acquired name (AAN)), relationship code, and the numerator/denominator to coincide with the Order/Decision;
- Examiner will apply ownership;
- Examiner will add associated encumbrance information and Coded Remarks (Life Estate, Joint Tenant, etc.); and
- Perform Quality Check by reviewing decedent’s N&A record or order an Individual Tribal Interest Report (ITI) for verification.

Step 5: Notify the Supervisor/POC for completion information to be added to assignment database and the TAAMS Administration tab.

Step 6: Supervisor or POC will either complete the QA or forward to other responsible staff.

Step 7: When the original probate package is received at the LTRO, the Legal Instruments Clerk or other LTRO staff will:

- Add it to the mail log or other tracking system;
- Date stamp the Order/Decision with the same date as the image received date;
- Place the probate file in a probate cover, and write the probate number on the cover; and
- File the probate in accordance with the Indian Affairs Records Management Schedule.

End of Process

2.3.1 Probate Documents Process for Eastern Oklahoma

Step 1: Receive the District Probate Order/Revocable Trust from the Regional Legal Administrative Specialist (LAS) who receives the order from the Field Solicitor's Office, date stamp with received date, enter information to mail log, then give to Supervisor or Legal Instruments Examiner (LIE).

Step 2: Supervisor or LIE will log the Probate Order/Revocable Trust into the assignment database and assign an Examiner or other responsible staff.

Step 3: The Examiner or assigned staff will:

- Ensure probate contains the Probate Order and Will (if applicable) *Reorganize pages, as needed, in the following order:
 - Probate Order or Decision;
 - Will (if applicable); or
 - Ensure Revocable Trust contains the trust and approval memo.
- Scan into TAAMS TIR. See [4.0 TAAMS Imaging Repository](#) for process for scanning & recording probate documents;
- Retrieve the probate document from Scanned Images queue, which will open the General Screen and the Probate Image;
- Place recording seal on Probate Order/Decision image on page 1;
- Enter document data into TAAMS General screen. Document date, executed date, approval date, Intestate/Testate/Revocable Trust, Document Information: enter Type code 11- Probate Document, ID Number, Decedent's Name;
- Electronically record document on Recordation tab;
- Click Save;
- Perform cursory review by:
 - Reading the Probate Order/Decision/Revocable Trust;
 - Determine if Testate or Intestate. If Testate, ensure Will is cited in distribution and rest and residue clause is cited;
 - Ensure applicable laws are listed: State, Tribal Probate Code; and

- If any errors are found notify Regional LAS who will contact the Field Solicitor's Office so a request can be made to the private attorney to have a Nunc Pro Tunc completed through District Court.
- After recording the Probate Order/Decision/Revocable Trust, the Examiner or assigned staff will return the document to the Regional LAS who will send the Original District Court Order/Revocable Trust to the appropriate agency LAS or Tribal LAS to request a Report for Distribution (RFD).

Step 4: TAAMS Encoding (After the appeal period expires and Report for Distribution (RFD) is received, the Examiner is notified by Supervisor/LIE or other system notification that probate is ready for encoding.)

- The RFD is imaged into TAAMS as a non-recordable follow up document to the probate.
- Examiner will verify the ID numbers listed on the RFD are established in TAAMS and add alias if needed.
- Attach tracts on the Tracts tab of the document.
- On the Conveyance tab, add decedent (grantor) and heirs/devisees (grantees)
- Set Decedent and heirs/devisees (grantor/grantee's) alias (as acquired name-AAN), relationship code, and received numerator/denominator to coincide to Order/Decision/Revocable Trust.
- Examiner will apply ownership.
- Examiner will add associated encumbrance information and Coded Remarks (Life Estate, Joint Tenant, etc.).
- Perform Quality Check by reviewing decedent's Name & Address record or order an Individual Tribal Interest report for verification.
- Return to the Supervisor/LIE.

Step 5: The Supervisor/LIE will add the completion information to the assignment database and the TAAMS Administration tab, then perform a Post QA review or forward for QA to other responsible LTRO staff.

Step 6: The Examiner will place probate and RFD in Title file and file according to the Indian Affairs Records Management Schedule.

End of Process

2.4 Probate Modification

Process for Judge's Orders(JO)

Step 1: LTRO receives probate modification from OHA or the District Court, and date stamps with the received date, enters information into mail log, and gives the probate modification to the Probate Supervisor or POC.

Step 2: Probate Supervisor or POC will review the modification to determine if there will be a new conveyance created through the document or if it is only a follow up (i.e., adding out of area tracts/interests). Log into assignment database and make assignment to Examiner or other responsible LTRO staff.

Step 3: Probate Modification is assigned to an Examiner or other responsible staff who will:

- Scan/upload into TAAMS TIR;
- See [4.0 TAAMS Imaging Repository](#) for process for scanning & recording probate documents;
- Retrieve document from Scanned Images queue which opens General Screen and opens the Probate Modification Image;
- Place recording seal on Probate Modification image page 1;
- Enter document data into TAAMS General screen. Document date, executed date, approval date, Judges Order modifier (JO), Document Information: enter Type code 12 - Probate Document, ID Number, Decedent's Name;
- Electronically record document on Recordation tab;
- Click Save;
- Perform cursory review;
- Ensure modification is signed and dated by OHA;
- Read the Modified Order/Decision to determine intent of modification;
- Ensure applicable laws are listed: AIPRA, State, Tribal Probate Code;
- Review distribution table to ensure it coincides with applicable laws;
- If modification is adding land or interests, compare BIA Inventory (BIAINV) to Order/Decision to ensure all State laws, Tribal Probate codes, and/or AIPRA are cited in the original probate decision or on the modification;
- If modification is adding heir(s), verify Identification numbers of heirs are in TAAMS with the correct names. If not, contact agency Probate POC via email to have the ID Numbers entered to TAAMS;
- If any errors are found notify the agency by drafting a modification request; and
- Examiner will return to Supervisor/POC for filing until appeal period is expired.

Step 4: TAAMS Encoding (After appeal period expires, Examiner is notified by Supervisor/POC, or other system notice that modification is ready for encoding).

- Examiner will re-verify decedent's BIAINV still matches their owned interests in TAAMS, if applicable;
- Attach tracts on the Tracts tab of the document;
- On the Conveyance tab add decedent (grantor) and heirs/devisees (grantees);
- Set grantor/grantee's alias (as acquired name-AAN), relationship code, and received numerator/denominator to coincide to Order/Decision;
- Examiner will apply ownership; and
- Perform Quality Check by reviewing decedent's N&A record, order an ITI for verification.

Step 5: Return to Supervisor/POC for completion information to be added to assignment database and the TAAMS Administration tab line.

Step 6: The Supervisor or POC will perform post QA or will forward for QA to other LTRO staff.

Step 7: The clerk or other responsible staff will place the modification in the original probate cover or create a new one as required and file accordingly.

End of Process

2.5 Conveyance Documents (Non-Probate) (Non-Acquisition & Disposal (A&D))

Step 1: Document number/recording number is assigned by the agency, regional Realty, or the LTRO and the document is scanned into the conveyance (non-probate, non-A&D) document through TAAMS (the original document, a duplicate with original signatures, and/or a certified copy).

(See [4.0 TAAMS Imaging Repository](#) for process for scanning & recording non-probate conveyance documents.)

Step 2: The agency notifies LTRO that a document has been scanned or LTRO Supervisor or POC for conveyance documents checks the Imaging/Workflow queue - Scanned Images queue daily. Select Search Criteria and click Search.

Step 3: Supervisor or POC will log into assignment database and make assignment to an Examiner or other responsible staff.

Step 4: The Examiner or other responsible staff will select conveyance document from Scanned Images and review the following:

- Land Area Code;
- Document Type Code;
- Approving Official/Approval Date;
- Allotment/Tract Number;
- Grantor/Grantee Name(s);
- Grantor/Grantee ID Numbers;
- Legal Description;
- Verify statutes and authorities;
- Verify Notary Public has signed and stamped the document with official seal and the Notary's commission is in good standing. If not, notarized witnesses have signed and dated appropriately;
- Verify other attachments as applicable; and
- Note any title defects found.

If any errors are detected, enter a Title Defect encumbrance on the document toolbar- Defects tab. Select the Title Defect type from the drop-down list, enter a Remark to explain the defect cited. Notification of the title defect is then sent to originating office.

Step 5: The Examiner will open the TAAMS IMAGE and Affix the recordation stamp to the electronic image of the document and save the recorded image.

Step 6: TAAMS CONVEYANCE DOCUMENT TOOLBAR - Complete the General Screen tab and proceed with recording process by filling out the following fields on the Recordation tab of the TAAMS Document Toolbar:

- Recording Date – The date the document is stamped as Recorded;
- Received Date – The date the document was received by LTRO;
- Imaged Date – Same as Recording Date;
- Imaged Number – The LAC and Document ID Number;
- Imaged Pages – The number of pages contained in the scanned image; and
- Click Record Now button.

Step 7: The Examiner will encode the document to TAAMS and apply new ownership (if no fatal defects) within 48-hours:

- Attach tracts on the Tracts tab of the document;
- Add grantor and grantee(s) to the Conveyance tab;
- Set grantor/grantee's alias (as acquired name-AAN), relationship code, and received numerator/denominator to coincide to document;
- Examiner will apply ownership;
- Examiner will add associated encumbrance information and Coded Remarks (Life Estate, Joint Tenant, etc.); and
- Perform the Quality Check.

Step 8: Notify Supervisor or POC for concurrence on defects or routing to QA for final review. Supervisor or POC will log completion information into database.

Step 9: Forward to Post QA for review.

Step 10: LTRO notifies the originating office that document has been completed. If a defect has been identified and QA concurs, the Examiner will notify the originating office that a correction is needed.

End of Process

2.6 A&D Conveyance Document

Step 1: Agency scans A&D conveyance document through TAAMS A&D Module (the original document, a duplicate with original signatures, electronic submission of a digital image, and/or a certified copy).

The system will automatically assign the document number/recording number and . creates the recordable package which is then systematically added to the Conveyance Document toolbar for LTRO to review, accept for recording, and apply the ownership transfer.

Step 2: The agency notifies LTRO that an A&D document has been scanned or LTRO Supervisor or POC for A&D conveyance documents checks the A&D Work Queue – Unapplied Conveyances tab in the A&D module daily. Select Search Criteria and click Search.

Step 3: Supervisor or POC will log into assignment database and assign an Examiner or other responsible staff to review.

Step 4: The Examiner or other responsible staff will select the A&D document from the Unapplied Conveyances queue, click on Related Actions and select Open Conveyance. Open document image and review the following:

- Land Area Code;
- Document Type Code;
- Approving Official/Approval Date;
- Allotment/Tract Number;
- Grantor/Grantee Name(s) (as acquired name-AAN);
- Grantor/Grantee ID Numbers;
- Legal Description;
- Verify statutes and authorities; and
- Verify Notary Public has signed and stamped the document with official seal and the Notary's commission is in good standing.
- Note any title defects which are found

Step 5: TAAMS IMAGE – Affix the recordation stamp to the electronic image of the document. Save the recorded image.

Step 6: TAAMS CONVEYANCE DOCUMENT TOOLBAR - Complete the recording process by filling out the following fields on the Recordation tab of the TAAMS Document Toolbar:

- Recording Date – The date the document is stamped as Recorded;
- Received Date – The date the document was received by LTRO;
- Imaged Date – Same as Recording Date;
- Imaged Number – The LAC and Document ID Number;
- Imaged Pages – The number of pages contained in the scanned image; and
- Click Record Now.

**If any errors are detected, enter a Title Defect encumbrance on the document toolbar-Defects tab. Select the Title Defect type from the drop-down list, enter a Remark to explain the defect cited. Notification of the title defect is then sent to originating office.

Step 7: Compare the document, the Exhibit A, B, and C to the Conveyance Document toolbar entries. If no fatal defects are found, apply new ownership.

Step 8: Notify Supervisor or POC for concurrence on defects or routing to QA for final review. Supervisor or POC will log completion information into database.

Step 9: Forward to POC or other responsible staff for Post QA review.

Step 10: LTRO notifies originating office that document has been completed. If a defect has been identified and QA concurs, the Examiner will notify the originating office that a correction is needed.

End of Process

2.7 Fee to Trust (FTT) Conveyance Documents

Step 1: Agency scans FTT conveyance document through TAAMS FTT Module (the original document, a duplicate with original signatures, and/or a certified copy). The system assigns the document number/recording number. The system automatically creates the recordable package which is then added to the Conveyance Document toolbar for LTRO to review, accept for recording, and application of the ownership transfer.

(See [4.0 TAAMS Imaging Repository](#) for process for scanning & recording conveyance documents).

Step 2: The agency notifies LTRO that a FTT document has been scanned or LTRO Supervisor or POC for A&D conveyance documents checks the A&D Work Queue – Unapplied Conveyances tab in the A&D module daily. Select Search Criteria and click Search.

Step 3: Supervisor or POC will log into assignment database and assign an Examiner or other responsible staff.

Step 4: The Examiner or other responsible staff will select the FTT document from the Unapplied Conveyances queue, click on Related Actions and select Open Conveyance. Then, open document image and review the following:

- Land Area Code;
- Document Type Code;
- Approving Official/Approval Date;
- Allotment/Tract Number;
- Grantor/Grantee Name(s) (as acquired name-AAN);
- Grantor/Grantee ID Numbers;
- Legal Description;
- Verify statutes and authorities;

- Verifies Notary Public has signed and stamped the document with official seal and the Notary's commission is in good standing. If not, notarized witnesses have signed and dated appropriately;
- Verifies other attachments as applicable (e.g., Notice of Waiver), and
- Note any title defects which are found

Step 5: TAAMS IMAGE – Affix the recordation stamp to the electronic image of the document. Save the recorded image.

Step 6: TAAMS CONVEYANCE DOCUMENT TOOLBAR - Complete the recording process by filling out the following fields on the Recordation tab of the TAAMS Document Toolbar:

- Recording Date – The date the document is stamped as Recorded;
- Received Date – The date the document was received by LTRO;
- Imaged Date – Same as Recording Date;
- Imaged Number – The LAC and Document ID Number;
- Imaged Pages – The number of pages contained in the scanned image; and
- Click Record Now.

**If any errors are detected, enter a Title Defect encumbrance on the document toolbar-Defects tab. Select the Title Defect type from the drop-down list, enter a Remark to explain the defect cited. Notification of the title defect is then sent to originating office.

Step 7: Compare the document, the Exhibit A and B to the Conveyance Document toolbar entries. If there are no defects, apply new ownership.

Step 8: Notify Supervisor or POC for concurrence on defects or routing to QA for final review. Supervisor or POC will log completion information into database.

Step 9: Forward to Post QA for review.

Step 10: LTRO notifies originating office that document has been completed. If a defect has been identified and QA concurs, the Examiner will notify the originating office that a correction is needed.

End of Process

3.0 Creating, Recording and Encoding of Corrects Encoding (CE) Documents

3.1 Realty Encumbrance Documents

Step 1: Agency or LTRO identifies an error in TAAMS encoding.

- If the agency identifies the error, they create the CE document and email to LTRO POC.
- If LTRO identifies the error, they will notify the agency POC and request a CE be created and submitted for correction.

Step 2: The agency must do a TAAMS Revision/modification to the current document toolbar.

Step 3: The Supervisor or POC will log CE into assignment database and make assignment to Examiner or other responsible staff.

Step 4: The Examiner or other responsible staff will confirm the leasing document has been revised in TAAMS.

Step 5: The Examiner or other responsible LTRO staff will either print the CE form and date on the LTRO line or save and apply a digital signature and include the date to the document, then upload into TAAMS.

Step 6: The Examiner or other responsible LTRO staff will scan the CE document as a “Follow-up Leasing”, non-recordable (FALSE) document.

- CE forms are not trust records, but document a TAAMS correction.
- No recording seal is applied to the CE forms.

Step 7: Record the correction by completing the Recording Date, the Received Date, and the Imaged Date fields on the Recordation tab and click Record Now button

Step 8: Notify Supervisor or POC for routing to QA for final review. The Supervisor or POC will log completion information into database.

Step 9: Forward for post QA review.

Step 10: LTRO notifies the originating office via email that document has been completed.

End of Process

3.2 Non-Probate and Probate Conveyance Documents

Step 1: LTRO identifies an error in TAAMS.

Step 2: Insert a Coded Remark in the Remarks tab of the original document indicating an encoding error exists. Use Coded Remark code of EE-Encoding Error and include an explanation of the error and how the error will be corrected.

Ex: “This document contains an encoding error. Mineral interests should not have been conveyed to the grantee. See document dated (insert date of CE doc.) for correction.”

Step 3: Create Corrects Encoding document in TAAMS.

Document Icon (General Screen)

- Document ID, Document Class, Conveyance Type (CE), LTRO, Area, Agency, and Land Area will be identical to original document.
- Use the date that the encoding error document is being created as the Document, Executed, and Approved dates.
- Type Code (BIA, BLM, or Probate Document), Number (grantor ID number), and Remarks (grantor name) will be identical to original document.

Remarks Icon

Insert comments in the Remarks tab of the newly created encoding error document explaining the error and the method of correction.

Ex: “This document corrects encoding error of document dated (insert approval date of original document). Mineral interests should not have been conveyed to the grantee. Those interests will be returned to the grantor through this document.”

Tracts Icon

Add tract(s) which require ownership correction.

Conveyance Icon

Enter grantor/grantee information in Conveyance icon and click Apply to transfer ownership.

Recordation Icon

Record the correction by completing the Recording Date, Received Date, and the Imaged Date fields on the Recordation tab and click Record Now button.

X-Ref Icon

Cross reference the encoding error document to the original document through the X-Ref tab.

Step 4: Create the CE form using the Coded Remarks from the Remarks tab to explain the error and correction.

Step 5: Forward CE form and all supporting documentation, if applicable, to the supervisor who made the original assignment.

If the encoding error was associated with a Variance, Form C, or other type of formal correction request, attach the formal request with the encoding error and return to the appropriate supervisor or lead.

Step 6: The Supervisor logs CE document into appropriate log.

Step 7: The Supervisor or Lead performs post QA or forwards CE document to post QA staff.

Step 8: The Lead or other post QA staff returns reviewed encoding error and supporting material to the supervisor for approval signature.

Step 9: The Supervisor forwards CE form to the Examiner or other responsible LTRO staff for scanning or uploading to TAAMS.

Step 10: The Examiner or other responsible LTRO staff scans, or uploads CE form as a non-recordable follow-up image.

Step 11: The Examiner or other responsible LTRO staff returns scanned package to immediate supervisor for QA of scanning.

Step 12: Upon final QA approval of scanning, the completed CE form should be shredded.

End of Process

3.3 Legal Documents

Step 1: LTRO or Realty identifies an error in TAAMS.

Step 2: Insert a Coded Remark in the Remarks tab of the original document indicating an encoding error exists. Use Coded Remark code of EE-Encoding Error and include an explanation of the error and how the error will be corrected.

Ex: “This document contains an encoding error. Document has incorrect tract/legal description. See document dated (insert date of CE doc.) for correction.”

Step 3: Create Corrects Encoding document in TAAMS.

Document Icon (General Screen)

- Document ID, Document Class, Contract Number, Contract Type, Contract Dates, Encumbrance Holders, LTRO, Area, Agency, and Land Area will be identical to original document.
- Use the date that the encoding error document is being created as the Document, Executed, and Approved dates.

Remarks Icon

Insert comments in the Remarks tab of the newly created encoding error document explaining the error and the method of correction.

Ex: “This document contains an encoding error. Document has incorrect tract/legal description. See document dated (insert date of CE doc.) for correction.”

Tracts Icon

Add tract(s) which require encumbrance correction.

Encumbrance Icon

Enter encumbrance type, holder, and tracts in the Encumbrance icon and save.

Recordation Icon

Record the correction by completing the Recording Date, Received Date, and the Imaged Date fields on the Recordation tab and click Record Now button.

X-Ref Icon

Cross reference the encoding error document to the original document through the X-Ref tab.

Step 4: Create the CE form using the Coded Remarks from the Remarks tab to explain the error and correction.

Step 5: Forward CE form and all supporting documentation, if applicable, to the supervisor who made the original assignment.

If the encoding error was associated with a Variance, Form C, or other type of formal correction request, attach the formal request with the encoding error and return to the appropriate supervisor or lead.

Step 6: The Supervisor logs CE document into appropriate log.

Step 7: The Supervisor or Lead performs post QA or forwards CE document to post QA staff.

Step 8: The Lead or other post QA staff returns reviewed encoding error and supporting material to the supervisor for approval signature.

Step 9: The Supervisor forwards CE form to the Examiner or other responsible LTRO staff for scanning or uploading to TAAMS.

Step 10: The Examiner or other responsible LTRO staff scans, or uploads CE form as a non-recordable follow-up image.

Step 11: The Examiner or other responsible LTRO staff returns scanned package to immediate supervisor for QA of scanning.

Step 12: Upon final QA approval of scanning, the completed CE form should be shredded.

4.0 TAAMS Image Repository

4.1 Imaging Contract/Legal, Non-Probate, and A&D, FTT Conveyance Documents

Step 1: The agency notifies LTRO that a document has been scanned or LTRO Supervisor or POC checks the Imaging Work Queue tab daily.

Step 2: LTRO Supervisor/POC adds document information to assignment database/log, assigns document to an Examiner or other LTRO staff for processing.

Step 3: LTRO Examiner or other LTRO staff opens document image in TAAMS and reviews for complete and legible images.

Step 4: Examiner or other responsible LTRO staff records and processes the document. See document specific chapters on processing procedures.

End of Process

4.2 LTRO Required to Image

***If the situation arises where LTRO is required to image these documents, complete the following steps:**

Step 1: LTRO receives document from agency or regional office.

Step 2: The document is given a received date stamp, logged into the mail log, and assigned a recording number by the Supervisor or other LTRO staff.

Step 3: The LTRO Supervisor or POC adds document information to assignment database/log, assigns document to Examiner or other responsible LTRO staff for scanning and processing.

Step 4: Open Kofax Thin Client host application, and complete the following steps:

- Select appropriate Document Separator Sheet;
- Identify the type of Document as a New, Follow-Up, or Owner document under the appropriate module;
- Enter the Document ID listed on the physical document in the Document ID field;
- Enter the Land Area Code (i.e., 696) in the Land Area Code field;
- Enter other required fields in accordance to the type of document; and
- Click Submit to send the document image to TAAMS.

End of Process

5.0 Recording of Owner Managed Status Applications and Leases

5.1 Owner Managed Applications

Step 1: Once an application for Owner Managed Status is approved by the RD or Superintendent, it must be sent to LTRO for Recording. The agency scans an approved Owner-Managed Status application into TAAMS, which includes the original document, a duplicate with original signatures, electronic submission of a digital image, and/or a certified copy.

Step 2: The agency notifies LTRO that an application has been scanned or LTRO Supervisor or POC for encumbrance documents checks Imaging Workflow Scanned Images queue daily.

Step 3: Supervisor or POC will log into assignment database and assign the document to an Examiner.

Step 4: The Examiner will select the encumbrance document and perform cursory review of the following:

- Contract/Recordation Identification number;
- Land Area Code;
- Type of Document is 30 – Agreement;
- Contract Type is SL – Sublease Agreement (proposed OM through CR-DRES);
- Approving Official/Approval Date;
- Allotment/Tract Number;
- Legal Description;
- Effective Date of Document (Date of Application Approval Letter by the Superintendent); and
- Term of Document (Up to 10 years, see lease if received).

Step 5: The application(s) and the owner managed status approval letter(s) are encoded in LTRO as a Legal Document.

- LTRO will add a Tract Note to the TSR – Remark code #36. The note should read: See Owner Managed Lease application recorded as legal document number (340-37595) dated (12/16/2010).
- LTRO will change the Tract “Management Status” on the Title Tract General Screen to “OWN- Owner Managed Status.”

Step 6: Record the document by attaching the recordation stamp to the electronic image of the document. Save recorded image into document repository.

Step 7: Complete the recording process by filling out the following fields on the Recordation tab of the TAAMS Document Toolbar:

- Recording Date – The date the document is stamped as Recorded;
- Received Date – The date the document was received by LTRO;

- Imaged Date – Same as Recording Date;
- Imaged Number – The LAC and Document ID Number; and
- Imaged Pages – The number of pages contained in the scanned image.

Step 8: Forward to Post QA for review.

Step 9: After QA review, the Supervisor or POC will enter completion information into the assignment database/log.

End of Process

5.2 Owner Managed Leases

*If the **Owner Managed Lease** is received from the owners/agency, then LTRO will follow the Recording and Encoding of Encumbrance Documents process.

Step 1: The BIA agency or regional Realty Office assigns a document number/recording number and scans the encumbrance document through the TAAMS Surface Document modules (the original document, a duplicate with original signatures, a certified copy, or an electronic transmission of a digital image of the original title document). See also section [4.0 TAAMS Imaging Repository](#) of this handbook for more details on the process for scanning & recording encumbrance documents.

Step 2: The BIA agency or regional Realty Office notifies LTRO an encumbrance document is scanned; or the LTRO Supervisor or point of contact (POC) for Realty encumbrance documents checks the TAAMS' Imaging Workflow – Unrecorded Documents queue daily.

Step 3: The LTRO Supervisor or POC will view the Imaging Workflow - Unrecorded Documents queue in TAAMS to locate document(s).

Step 4: The Supervisor or POC will log into the assignment database and make an assignment to the Examiner or other responsible LTRO staff. The document is then retrieved from the queue and a cursory review is performed to ensure complete and correct information has been entered. Specifically, the following items are reviewed:

- Contract/Recordation Identification number;
- Land Area Code;
- Type of Document;
- Approving Official/Approval Date;
- Contractor Name and Identification Number;
- Allotment/Tract Number;
- Legal Description;
- Effective Date of Document; and
- Term of Document.

Step 5: If a fatal error is detected, as noted in 51 IAM 2, then LTRO must notify the relevant BIA agency, by email, explaining the reason the encumbrance document is un-recordable.

If any non-fatal errors are detected, enter a Title Defect encumbrance on the document toolbar- Defect tab. Select the Defect Type from the drop-down list, enter Date Returned as the day you add the defect and route the document for Quality Assurance (QA). Enter Defect Remarks describing the error which was found. Prepare a title defect record by email to notify the originating office that a correction is required. Route to Supervisor or POC for review and approval of defect.

Step 6: The Examiner or other LTRO staff will record the document by attaching the recordation stamp to the electronic image of the document within the 48-hour time frame to meet the GPRA requirement.

Step 7: The Examiner or other LTRO staff will complete the recording process by filling out the following fields on the Recordation tab of the TAAMS Document Toolbar:

- Recording Date – The date the document is stamped as Recorded;
- Received Date – The date the document was received by LTRO;
- Imaged Date – Same as Recording Date;
- Imaged Number – The LAC and Document ID Number; and
- Imaged Pages – The number of pages contained in the scanned image.

Step 8: LTRO will verify the Tract “Management Status” on the General Screen shows “OWN-Owner Managed Status”.

- Contract numbers on Owner Managed Leases should be in this 10-character format:
 - 1###OM1020
 - 1 – Agriculture Lease
 - ### = a 3-digit sequential number determined by the agency
 - OM = signifies Owner Managed
 - 1020 = beginning and end year. Will vary with the contract
 - Owner managed leases shall be recorded in the LTRO, if one is provided to BIA.

Step 9: The Examiner or other LTRO staff will return the completed assignment notification and notification of any title defects found to the LTRO Supervisor or POC for routing to QA for final review. The Supervisor or POC will log completion information into the database.

Step 10: LTRO Supervisor or POC will forward the document information to Post QA for review.

Step 11: If a defect has been identified, and QA verifies the defect has been added to the document toolbar, notification of the defect is then sent via email to the agency POC by the LTRO Supervisor or POC.

Note: Compacted/contracted Tribes performing realty transactions who do not utilize TAAMS will forward the document to their respective BIA agency to scan or mail encumbrance document(s) to LTRO.

End of Process

6.0 Process Probate Inventory Request (BIAINV)

6.1 Part A – Pre-hearing

Step 1: LTRO Supervisor or INV Coordinator will receive an INV request from an agency through the TAAMS Probate Module and assign to the Legal Instrument Clerk/Examiner for verification and processing.

Step 2: BIAINV report is requested and viewed or printed from TAAMS by the Legal Instruments Clerk, Examiner, or other responsible LTRO staff. Verify updated information appears on the BIAINV:

- Names/aliases;
- Owner ID;
- DOB;
- DOD;
- Owned tract interest(s); and
- Life Estates/joint tenant interest(s) will need to be expired/conveyed to the remainder interest holders prior to final BIAINV being completed.

Step 3: If Life Estates/joint tenant interest(s) are found, a LIE will need to expire/convey the remainder to the interest holders.

Step 4: If multiple owner IDs are discovered for a decedent, they must be combined prior to the issuance of a certified INV.

Step 5: The final BIAINV report is given a digital signature by the LTRO Manager (or in their absence, the Acting LTRO Manager) through the TAAMS Probate module by clicking the SIGN BIAINV button found in the SIGNED BIAINV REQUEST tab under the LTRO Queue.

Step 6: The BIAINV is then electronically uploaded to the Images tab under BIA Queues – Case Prep.

End of Process

7.0 Title Examination for Issuance of a Title Status Report (TSR)

7.1 Agency Requesting “Certified TSR”

Step 1: Retrieve the “TSR Request Page.”

Step 2: Select the Land Area Code.

Step 3: Add the Tract/Allotment Number.

Step 4: Select “Add to List.”

Step 5: Insert Due Date, Purpose, and Purpose Type.

Step 6: Verify Requestor Information is complete.

Step 7: Select “Request Certification.”

End of Process for Agency

7.2 LTRO Receiving and Assigning “Certified TSR”

Step 1: Open TSR Request module and click on Examination Request.

Step 2: Select Office Code, then click “Search.”

Step 3: Highlight the Request.

Step 4: Enter the TAAMS User ID of the Examiner the request is assigned to in the “Assigned User” field.

Step 5: Enter the TSR request information into TSR log or database.

Step 6: Then the Examiner is notified of a pending TSR certification.

7.3 Examination and Review of TSR

Step 1: Examiner will review the tract ID, the legal description and the acreage listed on the TSR request:

- Order TSR from TAAMS;
- Retrieve “188 files” (or the tract folder) by Land Area Code (LAC) and Tract Number(s) that may have partitions/split-offs that match the description on TSR request;

- If the 188's do not match description/acreage on request, check Title Tract documents in TAAMS to check if a new survey was submitted and not encoded or call sender to discuss request; and
- If tract(s) are in fee status, **DO NOT** examine and notify the supervisor to cancel request in TSR log. The supervisor will notify the initiating agency.

Step 2: If posting to Land Index files (or the "125" files) is still done at your LTRO, retrieve the file(s) by LAC, Section, Township, and Range to review document(s). Verify legal description and documents that impact the tract since last certified TSR was done.

If posting is no longer done at your LTRO, move to Step 3.

Step 3: Perform the Document-Retrieval:

- Select Title Tract in TAAMS;
- Select Documents tab and view documents; and
- Pull or view all new documents for examination from last certified TSR.

Step 4: Examine ownership Documents thoroughly to ensure that the appropriate conveyance of land and interests were made. The following are a few of the more important items to be aware of during the examination of ownership documents, but should not be limited to:

- Proper identification of grantor/decedent and grantee/heir/beneficiary;
- Proper legal description and allotment/tract number;
- Correct fractional interests;
- Review all modifications (i.e., Administrative/correction, redetermination, and other Administrative Law Judge Orders);
- Check for partitioning of allotment/tract (i.e., acreage, surface or mineral);
- Reservations and exceptions, and statute citations;
- Nature of estate (i.e., trust, restricted, fee simple etc.);
- Special interests (i.e., life estates, joint tenancy, dower, right of use);
- Verify life estate holder(s) is alive or deceased; and
- Approval dates and signatures.

Step 5: Examine Legal Encumbrance Documents thoroughly to determine that all required information is included. Verification of data should include the following, but is not limited to:

- Land Area Code;
- Contract Number;
- Document Type;
- Contract Number/Name field;
- Document Status;
- Contractor Number, Type (lessee, permittee, etc.), Name;
- Contract Date;
- Term;
- Term Type;

- Approval Date;
- Beginning/Effective Date;
- Ending/Expiration Date;
- Tract Number(s) and legal description;
- Approval Date, Approving Official's Title, Approving Officials Name; and
- Recordation tab information.

Step 6: Examine Realty Documents encoded by Realty, Range, and Forestry to determine that all required information is included. Verification of data should include the following but is not limited to:

- Land Area Code;
- Contract Number;
- Document Type;
- Contract Number/Name field;
- Document Status;
- Contractor Number, Type (lessee, permittee, etc.), Name;
- Contract Date;
- Term;
- Term Type;
- Approval Date;
- Beginning/Effective Date;
- Ending/Expiration Date;
- Tract Number(s) and legal description;
- Approval Date, Approving Official's Title, Approving Officials Name;
- Recordation tab information; and
- Duplication of document Realty vs Legal Document. Notify the agency if document is on TSR multiple times by e-mail. Agency will submit the Form A to correct a TSR.

Step 7: Update TAAMS, if needed, to reflect an accurate account of the documents impacting the allotment/tract. The TSR should reflect current and accurate data contained in the document being examined.

- Encode any new ownership or encumbrance document omitted from TAAMS.
- Encode appropriate notes for document defects.

Step 8: If errors or discrepancies are found during the title examination, make any needed corrections or advise the agency that a corrective document or TAAMS encoding correction is needed.

Step 9: The required information that is typically noted on the manual chain of title (i.e., chaining sheet) includes the proper notations and cross-referencing. The required information that is typically noted on the manual chain of title is as follows, but not limited to:

- Owner identification information (i.e., identification number and name);
- Fractional share being conveyed and received;

- Document information (i.e., document type and document recording number); and
- Document description (i.e., Ag lease, 5 years, exp: 8/14/2024).

Step 10: Print or electronically submit TSR to the Supervisor or POC for Post QA.

7.3 Examination Completion and Certifying a TSR

Step 1: When post QA review is completed, the Supervisor or POC will notify the Examiner to complete examination in the TSR Module - Examination Request tab.

Step 2: The Examiner will go to the TSR Request – Examination Request tab, select TSR request, and review. Once the Examiner has completed their review, they must click the Complete Examination button, then notify the Supervisor that examination is complete.

Step 3: The Supervisor or POC will go into TSR Request module and perform the final cursory review:

- On Post QA tab enter Post QA information;
- On Certification of TSR tab find and click Certify Tract;
- On Signature of Certification tab Report Options select General, Public or Individual TSR; and
- Click Print Signed Certified TSR button which will place the TSR in the Title Tract Images tab and send the TSR to the Actuate Print Queue.

Step 4: The Final Certified TSR is marked complete in TSR log/database, and the requestor is notified via email that the certified TSR is available in the Title Tract Images tab. TSRs sent to third parties must be encrypted when sent via email.

7.4 Creating, Examination Completion and Certifying a Managed Tract TSR

Step 1: A request for a managed tract is received by LTRO via email from the Home Agency.

Step 2: The LTRO Title Examination Unit Supervisor or other LTRO management assigns a cartographer to verify the legal description. If legal description is correct, it is assigned to an Examiner to create the tract. If legal description contains errors, it is remanded to the Home Agency for correction.

Step 3: The Examiner creates a new managed tract in TAAMS.

Step 4: LTRO emails request to Home Agency to add the tract to the TSR Request module in TAAMS.

Step 5: Once the Home Agency has added it to the TSR Request module, LTRO Title Examination Unit Supervisor or other LTRO management assigns the tract to an Examiner to complete examination and certification following the steps outlined in the Title Examination chapter (insert chapter).

Step 6: TSR request is completed in TSR Request module and LTRO notifies the Home Agency.

End of Process

8.0 Mortgage TSR Process

8.1 Agency Requesting “Certified TSR”

Step 1: Retrieve the “TSR Request Page.”

Step 2: Select the Land Area Code.

Step 3: Add the Tract/Allotment Number.

Step 4: Select “Add to List.”

Step 5: Insert the Due Date, Purpose, and Purpose Type.

Step 7: Verify Requestor Information is complete.

Step 8: Select “Request Certification.”

End of Process for Agency

8.2 LTRO Receiving and Assigning “Certified TSR”

Step 1: Open TSR Request module and click on Examination Request.

Step 2: Select Office Code, then click “Search.”

Step 3: Highlight the Request.

Step 4: Enter the TAAMS User ID of the Examiner assigned to in the “Assigned User” field.

Step 5: Enter the TSR request information into TSR log or database.

Step 6: Then the Examiner is notified of a pending TSR certification.

8.3 Examination and Review of TSR

- Step 1:** Examiner will review the tract ID, the legal description and the acreage listed on the TSR request form
- Order TSR from TAAMS;
 - Retrieve “188 files” (or the tract folder) by Land Area Code (LAC) and Tract Number that may have partitions/split-offs that match description on TSR request;
 - If 188 files do not match the description/acreage on the request, check the Title Tract documents in TAAMS to determine if a new survey was submitted and not encoded, or call requestor to discuss the request; and
 - If tract(s) are in fee status, **DO NOT** examine, and notify the supervisor to cancel request in TSR log. Supervisor will notify the initiating agency of the cancellation.

- Step 2:** If posting to Land Index files (aka “125 files”) is still done at your LTRO, retrieve the file(s) by LAC, Section, Township, and Range to review document(s). Verify legal description and documents that impact the tract since last certified TSR was done.

If posting is no longer done at your LTRO, move to Step 3.

- Step 3:** Perform a Document-Retrieval:
- Select the Title Tract in TAAMS;
 - Select the Documents tab and view documents; and
 - Pull or view all new documents for examination from last certified TSR.

- Step 4:** Examine Ownership documents thoroughly to ensure that the appropriate conveyance of land and interests are made. The following are a few of the more important items to be aware of during the examination of ownership documents, but should not be limited to:
- Proper identification of grantor/decedent and grantee/heir/beneficiary;
 - Proper legal description and allotment/tract number;
 - Correct fractional interests;
 - Review all modifications (i.e., Administrative/correction, redetermination, and other Administrative Law Judge Orders);
 - Check for partitioning of allotment/tract (i.e., acreage, surface or mineral);
 - Reservations and exceptions, and statute citations;
 - Nature of estate (i.e., trust, restricted, fee simple etc.);
 - Special interests (i.e., life estates, joint tenancy, dower, right of use);
 - Verify life estate holder(s) is alive or deceased; and
 - Approval dates and signatures.

- Step 5:** Examine Legal Encumbrance documents thoroughly to determine that all required information is included. Verification of data should include the following, but is not limited to:
- Land Area Code;

- Contract Number;
- Document Type;
- Contract Number/Name field;
- Document Status;
- Contractor Number, Type (lessee, permittee, etc.), Name;
- Contract Date;
- Term;
- Term Type;
- Approval Date;
- Beginning/Effective Date;
- Ending/Expiration Date;
- Tract Number(s) and legal description;
- Approval Date, Approving Official's Title, Approving Officials Name; and
- Recordation tab information.

Step 6: Examine Realty documents encoded by Realty, Range, and Forestry to determine that all required information is included. Verification of data should include the following but is not limited to:

- Land Area Code;
- Contract Number;
- Document Type;
- Contract Number/Name field;
- Document Status;
- Contractor Number, Type (lessee, permittee, etc.), Name;
- Contract Date;
- Term;
- Term Type;
- Approval Date;
- Beginning/Effective Date;
- Ending/Expiration Date;
- Tract Number(s) and legal description;
- Approval Date, Approving Official's Title, Approving Officials Name;
- Recordation tab information; and
- Duplication of document Realty vs Legal Document. Notify the agency if the document is on the TSR multiple times by e-mail. The agency will submit Form A to correct the TSR.

Step 7: Update TAAMS, if needed, to reflect an accurate account of the documents impacting the allotment/tract. The TSR should reflect current and accurate data contained in the document being examined.

- Encode any new ownership or encumbrance document omitted from TAAMS.
- Encode appropriate notes for document defects.

Step 8: If errors or discrepancies are found during title examination, make any needed corrections or advise the agency via email that a corrective document or TAAMS encoding correction is needed.

Step 9: The required information that is typically noted on the manual chain of title (chaining sheet) includes the proper notations and cross-referencing. The required information that is typically noted on the manual chain of title is as follows, but not limited to:

- Owner identification information (i.e., identification number and name);
- Fractional share being conveyed and received;
- Document information (i.e., document type and document recording number); and
- Document description (i.e., Ag lease, 5 years, exp: 8/14/2024).

Step 10: Print or electronically submit TSR and submit to Supervisor or POC for Post QA.

8.4 Examination Completion and Certifying a TSR

Step 1: When the post QA review is completed, the Supervisor or POC will notify the Examiner to complete examination in the TSR Module – Examination Request tab.

Step 2: The Examiner will go to TSR Request – Examination Request tab, select the appropriate TSR request and click Complete Examination button then notify Supervisor that examination is complete.

Step 3: The Supervisor or POC will go into TSR Request module and complete the following:

- On the Post QA tab enter Post QA information;
- On the Certification of TSR tab, find and click Certify Tract;
- On the Signature of Certification tab Report Options, select whether it's a General, Public or Individual TSR; and
- Click the Print Signed Certified TSR button which will place the TSR in the Title Tract Images tab and send the TSR to the Actuate Print Queue.

Step 4: When the final Certified TSR is marked complete in TSR log/database and requestor is notified via email that the certified TSR is available in the Title Tract Images tab

- LTRO will send hard copy or digital copy via mail or email to the agency, HUD, lender, or financial institution.
- TSRs sent to third parties must be encrypted when sent via email.

End of Process

9.0 Global ID Change Process

9.1 Global ID Change Business Rules

- For Global ID changes in which the **old** number is under one LTRO and the **new** number is under another LTRO, the LTRO that has jurisdiction of the **new** number will be designated the home LTRO and perform the Global ID change and coordinate with the foreign LTRO(s).
- Each LTRO will designate a primary and back up user that will have authority to the global ID change functionality.
- LTRO Managers may request other access for supervisors and leads as needed for reporting and/or review requirements.
- All requests must be submitted in writing, using the [TAAMS Global ID Change Request Form](#), via email to the LTRO POC and/or LTRO Management by the home agency's Trust Program Field Staff.
- All requests must be entered into the "Global ID Change Requests" TEAMS library in Microsoft OneDrive.
- All requests must be imaged in TIR and attached to the Name & Address record of both the OLD and NEW ID Number and cross-referenced (XREF).
- Coded Remarks must be entered as follows: Enter code ID – ID Number Change, enter remarks "GID change completed for John Doe from "old ID number" to "new ID number", per request from _____, dated xx/xx/xxxx, your TAAMS User ID, date."
- Global ID changes affecting more than one LTRO must be documented on a "[TAAMS Global ID Change Foreign LTRO Concurrence Form](#)." Contact the necessary LTRO(s) for written consent PRIOR to processing a proposed Global ID change that affects their office, by emailing the completed "[TAAMS Global ID Change Foreign LTRO Concurrence Form](#)" with supporting documentation to the foreign LTRO for signature. Foreign LTRO's will respond to concurrence request within **48 hours** of receipt. NOTE: Global ID changes will NOT be performed unless written consent is received from all affected LTRO's
- For non-Indian individuals with multiple owner ID's, all ID numbers will be globalized to the lowest "X" ID number that exists for the individual. Upon completion, all unneeded "X" numbers will be expired in Name & Address.
- Alias on the Old ID number must be verified to ensure no erroneous or comingled owner names are found.
- In instances where comingled owners are found, the documents must be corrected using Tract Maintenance to correct the owner ID and the alias prior to the global ID change being completed.
- Global ID changes must be completed for decedents who are assigned multiple ID numbers at the time of their death prior to the home agency submitting the probate package to the Office of Hearings and Appeals (OHA) in order to provide a proper certified probate inventory (INV).
- After completion of the global ID change, LTRO is required to certify the tracts in accordance with GPRA Reporting Requirements (GPRA 2173) within 48 hours after completion.

9.2 ID Change Procedures

Step 1: LTRO Receives “[TAAMS Global ID Change Form](#)” from Trust Program Field Staff:

- “[TAAMS Global ID Change Form](#)” must be completed by Trust Program Field Staff and emailed to the LTRO for action; and
- Supporting documentation to justify the ID change must accompany the request form. No Global ID change request will be approved/completed without justification and documentation to show the change is needed. Examples of documentation include but are not limited to: CIG, Relinquishment documents, ITI’s, Tribal Membership documentation, or other documentation.

Step 2: LTRO Logs in ID Change Request to their internal Tracking System located in Microsoft OneDrive

Step 3: LTRO researches the request to determine the following appropriate method to complete the ID number change:

Option 1 – OWNERSHIP MAINTENANCE (SELECTIVE) ID UPDATE:

Example: Two comingled people/property under one ID number. An Ownership Maintenance (selective) ID update will be performed to separate the comingled property to the correct ID numbers. The Home LTRO will coordinate with foreign LTRO(s) for Out of Area (OOA) property if necessary.

Option 2 – CORRECTS ENCODING FOR ID NUMBER CHANGE:

This change must be done at the document level and not by utilizing the global ID change functionality.

Example: To follow the current ID number policy, the ID number should be changed from U to L or X to B. A Corrects Encoding Form will be completed, and a conveyance document encoded to convey the appropriate interest(s) from the U number to the L number, etc. The conveyances will be performed per document associated with new ID number. The completed Corrects Encoding Form will be imaged and recorded in the Conveyance module.

Option 3 – GLOBAL ID CHANGE:

Example: The requested ID Change requires the complete replacement of one ID number with another (N to U or MOID). Follow instructions outlined below for completing the Global ID change.

LTRO initiates the ID Change Request Action as Option 3 – Global ID Change:

If enough documentation is received to justify the ID change request and written consent is received from all affected LTRO’s, then enter the approval date for the

Global ID change into the GLOBAL ID TRACKING SHEET. However, if the Global ID change is not approved (supporting documentation is insufficient or foreign LTRO does not concur) enter disapproval date into the GLOBAL ID TRACKING SHEET. If Global ID change is not approved, document the reason for disapproval in the Remarks section on the GLOBAL ID TRACKING SHEET, and notify the Requesting Office of reason for disapproval.

- Step 4:** LTRO will open the TAAMS Name and Address Module, and complete the following:
- Retrieve **OLD ID NUMBER** record;
 - Request TAAMS Reports (before change): BEFORE Individual Tribal Interest (ITI) report (Old ID Number) and the Owner Documents Report (ODR) for verification of historical as acquired names (AAN) from the Reports Selection tab;
 - Check the General & Alias tabs to ensure that multiple individuals are not associated with the same number. If no other individuals are associated, , process with OPTION 2 OR 3 noted above in Step 3. If “Yes”, STOP and complete request with Option 1: Ownership Maintenance (Selective) ID Update as referenced above;
 - Verify all as acquired names from the alias tab of the old number are also on the alias tab of the new number; and
 - In the Remarks Tab, enter coded Remarks “ID” detailing what, why, who & when (example: Global ID change completed for John Doe from 801N000001 to 801U000001 per request from Superintendent dated 12/01/20. JALLEN 01/02/21).

- Step 5:** Open TAAMS Name and Address Module:
- Request TAAMS Reports (before change): BEFORE ITI (New ID Number) to verify no other owners are currently using this number;
 - Retrieve **NEW ID NUMBER** record;
 - Add any additional applicable aliases from the Old ID number to the alias tab for the new ID number; and
 - In the Remarks Tab, enter coded Remarks “ID” detailing what, why, who & when (example: Global ID change completed for John Doe from 801N000001 to 801U000001 per request from Superintendent dated 12/1/20. JALLEN 01/02/21).

- Step 6:** Execute TAAMS Global ID Change function:
- In TAAMS, click “System maintenance”, then “Owner Maintenance;”
 - Retrieve Old number record and go to Global ID Update tab;
 - Enter new ID number and click Update Now;
 - Double Check ID number BEFORE selecting “YES;”
 - Expire old ID number. If the old ID number is able to be expired, put the date of expiration in the N&A Remarks. If the Old ID number is unable to be expired because of an active IIM account, enter in the N&A Remarks; and
 - Click Save.

- Step 7:** Set the AAN for each tract under your jurisdiction according to the “BEFORE” reports.

Step 8: Complete the Conveyance Maintenance Action by setting the as AAN for each grantor/grantee document record under your jurisdiction according to the ‘Before’ reports.

Step 9: Verify all updates have been completed by ordering and viewing/printing the following updated reports (after change): Global N&A Replacement Report, Old ID Number ITI, Old ID Number ODR, New ID Number ITI, New ID Number ODR, New Id Number DSR(s).

Step 10: Upon completion of the ID change request, scan the following completed documentation into the N&A record of the new ID number:

- 1) [TAAMS Global ID Change Request Form](#);
- 2) All supporting documentation for justification;
- 3) [TAAMS Global ID Change Foreign LTRO Concurrence Form](#) (if applicable); and
- 4) Global N&A Replacement Report.

Step 11: Send email notification of completed Global ID Change to ALL affected parties (including appropriate BTFA personnel) stating that the change is complete, and documentation can be found in the NEW ID Number Images tab. Scanned documentation can be used by foreign LTRO to re-set as acquired names on the documents and tracts under their jurisdiction. Also, disclose if the Old ID number was expired in TAAMS N&A. If the Old ID number was not able to be expired due to an active IIM account, request that BTFA provide notification upon closure of account so the ID number can be expired in TAAMS N&A.

Step 12: Update completed ID Change information in Global ID Tracking Sheet.

Step 13: Send to Post QA for review.

Step 14: Perform any follow up actions regarding expiration of old ID number, if necessary.

End of Process

10.0 Ownership/Variance Update Form (Form C)

Step 1: Receive [Ownership/Variance](#) Form request from agency by mail, e-mail or fax.

Step 2: Supervisor or POC will log request into tracking database/log and assign to an Examiner. Examiner determines if variance is valid (see applicable section relating to variance). If the LIE determines a variance exists, go to step 4. If no variance exists, LIE will notify Supervisor or POC. The Supervisor or POC will notify the agency that no variance exists by returning Variance Form with statement/explanation and then Variance Form is logged out.

Step 3: If the LIE determines that the variance is invalid, go to Step 6

Step 4: The LIE will conduct a review of variance:

- Review attachments attached to the Variance Form, if applicable;
- Review TAAMS data;
- Retrieve the documents/images/film;
- Retrieve the Tract folder; and
- Validate review information against the variance request.

Step 5: The LIE will make all corrections in TAAMS and review for accuracy.

Step 6: The Supervisor or POC will review explanation/documentation and corrections conducted by LIE for QA.

Step 7: Log out of tracking system and return Variance Form with explanations and all necessary documents to the agency.

End of Process

11.0 Appeals to the Interior Board of Indian Appeals in Probate Matters

Step 1: Receive Pre-docketing Notice from IBIA via mail or email.

Step 2: LTRO will stamp with Received stamp, log into the tracking system and give to Supervisor or POC for assignment to an Examiner or clerk.

Step 3: Examiner or clerk will review document, apply the manual recording stamp, scan to TAAMS as a Follow Up Conveyance and attach it to the original Probate (11).

Step 4: Examiner or clerk will add a Coded Remark to the original Probate (11). Use CE-CONTINGENT EVENT with the remark reading “See notice of appeal dated ##/##/#### in Images tab.” (*Note: LTRO has requested adding AP for Appeals, which was pending at the time of the issuance of this handbook.*)

End of Process

11.1 LTRO Process to Conform Probate for IBIA

Step 1: If a transcript of the hearing was not prepared, the judge must have a transcript prepared and forwarded to the LTRO within 30 days after receiving a copy of the notice of appeal. The LTRO must include the original transcript in the record.

Step 2: Upon receipt of the newly created transcript or if there is already a transcript within the original probate record, the LTRO must do the following:

- Prepare a table of contents for the record;
- Make two complete copies of the original record, including the transcript, if available, and the table of contents;
- Certify that the record is complete;
- Forward the certified original record, together with the table of contents, to the IBIA by certified mail or other service with delivery confirmation; and
- Send one copy of the complete record to the agency, retaining the other copy at the LTRO.

End of Process

12.0 TAAMS Chain of Title

Step 1: Receive Notice of Chain of Title error (may be project based).

Step 2: Log into tracking spreadsheet/database (may be project based).

Step 3: There are two tabs used to locate and correct Chain of Title errors. (*You will need to decide which tab will work for the case you are working on.)

- Errors Tab – Allows users to use selection criteria of office area, document ID, tract ID, error code, or a combination of these, to filter information to be displayed.
- Tract Validation Tab – Allows users to initiate Chain of Title processing for a selected tract or tracts.

Step 4: **Using the Errors Tab** – After adding selection criteria and clicking the Search button, the documents corresponding to the selection criteria are loaded in the Error container

- Clicking on an item displays instructions for handling the error or may offer suggestions on what to look for when researching the problem. For instance, it may be suggested that the grantor's ID number was entered incorrectly on a transaction or note that a grantor is missing on a document.
- Right-clicking on an item in the search results displays a popup menu with several options to opening the toolbars of the associated documents.

Step 5: **Using the Tract Validation Tab** – After adding selection criteria and clicking the Search button or the Add to List button, the tract/s will be added to the list container on the Tract Validation tab.

- To initiate the Chain of Title process for the selected tracts, click the Verify button. The program will run, and any errors found will be placed in the Errors container on the Errors tab.
- Right-clicking on an item in the search results displays a popup menu with a number of options to opening the toolbars of the associated documents.

Step 6: Researching and Correcting Errors - There are many different methods can be used for researching and correcting errors. Some problems can be located easily by displaying the associate TAAMS documents; others involve going back to the original document from which the TAAMS record was created. When you right click on an item in the Errors container, a popup menu is displayed with the following options that can be used to research and correct the listed error:

- Open Conveyance Maintenance Toolbar;
- Open Conveyance Toolbar;
- Open Tract Maintenance Toolbar;
- Open Tract Toolbar; and
- Save to Excel Tab Separated File.

Step 7: Determine the best method for researching the error identified.

Step 8: Complete research through TAAMS document images and toolbars to determine the nature of any needed corrections.

Step 9: Make the needed corrections through the determined TAAMS module.

Step 10: Re-verifying a Corrected Item – After corrections have been made for a listed error, the Chain of Title program must be rerun to verify the problem has been fixed. Reverification can be done from either the Chain of Title Maintenance screen or from the Tract History screen if that is where the correction was made.

- Re-verification on the Chain of Title Maintenance Screen – To initiate re-verification process from here, select an item from the Errors container and click on the Re-verify button. The program will verify that the correction has been made. If the problem has been fixed, the error will not appear in future search results.
- Re-verification on the Tract History Screen – To initiate the re-verification process from here, select an item from the upper container and click on the Re-verify button.
- When the chain of title is completed for a tract, the tract maintenance and conveyance maintenance documents for that tract will be locked to ensure that the ownership created for the tract does not get changed again except through a proper conveyance document.

Chain of Title Bypass – *The Chain of Title program searches all of the Conveyance documents for a selected tract and stops when it finds an error. However, a document can be marked for bypass when the Chain of Title process is run. This must be done through the Conveyance Maintenance module and is not available on the regular Conveyance Document screen. Only users who have the proper authority in their TAAMS User Profile have access to the Maintenance module.*

End of Process

13.0 Preparation and Maintenance of Land Status Maps

Step 1: Receive request or updated information from project or the LIE for creation or revision of base maps, segment maps, township plats, lot maps, government lot maps, township, subdivision maps, section maps and tract maps. Verify that the request was not previously completed.

Step 2: Collect source material related to the creation or revision of existing maps, plats or charts.

Step 3: Collect additional material used to create new maps (i.e., aerial photographs, surveys, etc.).

Step 4: Initiate action and/or prepare specifications for obtaining desired coverage. Map contains, but is not limited to:

- Tract Number;
- Quarter-quarter, section, township and range breakdowns (legal);
- Encumbrances;
- Adjacent properties and ownership next to parcels; and
- Optional information upon request.

Step 5: Compile material from rough sketches, surveyor's field notes, general land office (GLO/BLM) plats of survey, land records, metes and bounds surveys, aerial photo right of way plats of record, quadrangle sheets, cadastral surveys and automated land records systems. Determine whether additional materials are of value to be considered for use in conjunction with specific product specification.

Step 6: Determine the correct land description(s) and status of lands (See ownership status listed below):

- Trust – Individually-owned Indian allotment or tract;
- Trust – Tribally owned;
- Trust – Tribally owned in Reserve status;
- Fee;
- Tribal Fee (if provided);
- Government Owned – BIA;
- Government Owned – Other Federal agency; and/or
- Public Domain.

Step 7: Plot metes and bounds appearing on legal instruments to determine accuracy and location of the land using available methods listed below. Compute acreage and review metes and bounds to ensure closure. Make mathematical computations to convert map to scale by the following methods:

- Manual, or
- Approved drafting software such as:

- AutoCAD
- Other Geographic Information System (GIS)
- Environmental Systems Research Institute (ESRI) software, or
- Other equivalent drafting software.

Step 8: Digitize or encode the land description information which finalizes the document, and the database is updated.

Step 9: Establish, organize and maintain a source materials library for previous editions, related maps, right of way maps, maps from other agencies, aerial photographs, field survey data, master title plats, supplemental survey plats from BLM, cartographic manuals and reference guides, to be used in reference and verifying product already complete. Test new methods, devise and recommend new techniques, equipment or materials, for mapping.

End of Process

14.0 Certification of Land Records and Title Documents

Step 1: Receive request for authenticating and certifying copies of BIA title records and log into tracking database.

Step 2: Review certification request to determine if enough information is provided to process request and determine if requestor meets the FOIA/Privacy Act requirements.

Step 3: Copy, print, or reproduce title document(s) from existing media.

If using a Certified Copy stamp, stamp “Certified True Copy” on 1st page (stamp on all pages optional). Stamp “Page(s) _____ of _____” on all subsequent pages of document copy.

Step 4: Complete page numbering of all pages of the copied document.

Step 5: Stamp BIA seal stamp on first page of the copied document.

Step 6: LTRO Manager or the Acting LTRO Manager will sign as the certifying officer.

Step 7: If using a Certification form, complete Certification Form on office letterhead. Certifying Officer signs. Attachment Certification Form for single documents or Attachment Cover Letter for Certification of multiple documents. Stamp Bureau of Indian Affairs seal stamp Certification form. Bind Certification form, if used, and document copy together.

End of Process

15.0 Legal to Lease Conversion Process (Form A)

Step 1: Receive [Form A](#) request from an agency by mail, e-mail, or fax.

Step 2: Supervisor or POC will log request into tracking database/log and assign to an Examiner or other responsible LTRO staff.

Step 3: Examiner or other responsible staff reviews the [Form A](#), the Legal document, and the new Realty document in TAAMS:

- Ensures the images are attached to the converted Realty document;
- Reviews the attachments sent with [Form A](#), if applicable;
- Reviews the TAAMS data;
- Retrieves documents/images/film, if needed; and
- Validates information against [Form A](#) request.

Step 4: The Examiner or other responsible staff will record the converted Realty document and inactivate the previously recorded Legal document. The Form A will be scanned to the converted Realty document Images tab and the Legal and Realty documents will be cross referenced using the XREF tab.

Step 5: Upon completion, the Examiner or other responsible staff will send to Post QA.

Step 6: The Supervisor, POC, or others performing the post QA will review documentation and actions taken by the Examiner or other responsible staff.

Step 7: Log out of tracking system and email the agency providing notification of completion.

End of Process

List of Acronyms

A&D	Acquisition and Disposal
AAN	Acquired Name(s)
AIPRA	American Indian Probate Reform Act
AM	Administrative Modifications
BIAINV	BIA Inventory
BTFA	Bureau of Trust Funds Administration
CE	Corrects Encoding
DSR	Document Search Report
FTT	Fee-to-Trust
IBIA	Interior Board of Indian Appeals
ID	Identification
INV	Inventory
ITI	Individual Tribal Interest Report
JO	Judge's Order
LAC	Land Area Code
LAS	Legal Administrative Specialist
LIE	Legal Instrument Examiner
LTRO	Land Titles and Records Office
N&A	Name and Address
ODR	Owner Document Report
OHA	Office of Hearing and Appeals
POC	Point of Contact
QA	Quality Assurance
RFD	Report for Distribution
TAAMS	Trust Asset and Accounting Management System
TIR	TAAMS Image Repository
TSR	Title Status Report

Attachment 1 – Form A

BUREAU OF INDIAN AFFAIRS FORM A – Legal to Lease Conversion



TAAMS Business, Homesite, and ROW Encoding Tracking Document

Encoding

1. Ensure that the contract is complete; ensure the following is included in the case file.
 - a. Business/Homesite/ROW contract
 - b. Bonding information (If Required)
 - c. Location/map sheet
 - d. Stipulations (If Required)
 - e. MAD land schedule

2. Agency Assigned Contract Number: _____
Check appropriate contract type:
Business _____ Homesite _____ ROW _____
Indicate Number of Tracts _____ Total Acres _____

3. LTRO Document Record Number _____
Indicate **NONE**, if not recorded in LTRO. If **NONE**, forward to LTRO for recording.

Date Recorded in LTRO: _____

4. Encoding performed by: _____ Date _____

5. Time Started _____ Time Completed _____

6. Attach comments/Issues:

Review, Quality Assurance, Approval, and Recordation.

7. Agency QA: _____ Date: _____

8. Superintendent (or designee): _____ Date: _____

9. LTRO: _____ Date: _____

10. Attach Corrective Action/Comments.

Attachment 2 – Form C

FORM C (OWNERSHIP/VARIANCE UPDATES)

AGENCY DOCUMENT LOG NUMBER: _____

Agency: _____ Tract: _____	
WHO: _____	
Date: _____	
LTRO	
Date Received: _____	Date Assigned: _____
LTRO POC: _____	Date Completed: _____
Date Returned to Agency: _____	
Notes: _____ _____	
Agency	
Date Received From LTRO: _____	
Agency POC: _____	
Agency Data Recordation:	
Log:	_____
File:	_____
Other:	_____

NOTE: Proper documentation must be **recorded** in LTRO prior to any ownership change(s).
Version 2: March 30, 2006

Attachment 3 – Global ID Change Request Form



TAAMS Global ID Change Request Form

Date of Request: _____

Requestor: _____

Location: _____

From Name & ID: _____

To ID: _____

of Tracts Affected: _____

List of Regions and Land Areas Affected:

Justification:

Please email completed form and supporting documentation to your appropriate LTRO

Superintendent

Date

Attachment 4 – Global ID Change Foreign LTRO Concurrence Form



TAAMS Global ID Change Foreign LTRO Concurrence Form

Date of Request: _____

Requestor: _____

Location: _____

Name of Individual:

From ID:

To ID:

of Tracts Affected:

List of Regions and Land Areas Affected:

Justification:

Multiple Owner ID – see supporting documentation attached

LTRO Concurrence:

Name	Location	Date
_____	<u>Southern Plains Region</u> _____	_____
_____	<u>Great Plains Region</u> _____	_____