



My Workspace
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- Land Title and Records Office**
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Question	Response	Upload Required	Comment
1 Do tribal employees have access to Trust Asset & Accounting Management System (TAAMS) at the Tribe's location for this particular program?			Click to add comments
2 Do you maintain a log to document every transaction that affects land title? (25 CFR §1000.355(d))			Click to add comments
2a If yes, please upload log of approved transactions within scope of review.		Yes	Click to add comments
3 Do you utilize an internal control to help ensure accuracy in the processing of trust transactions (e.g. policy, checklist, DOP)? (25 CFR §1000.355(d)(7))			Click to add comments
3a If yes, please upload what is utilized.		Yes	Click to add comments
3b If no, please explain how the Tribe ensures accuracy in the processing of trust transactions.			Click to add comments
4 Do you maintain originals/copies of all processed/approved documents? (25 CFR §1000.355(d)(7))			Click to add comments
4a If no, please explain.			Click to add comments

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Land Title And Records Office Evaluation
18-001T CY Justin's Rancheria

Hello Tweety Bird - Tribal Employee

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5 <small>25 CFR §1000.355(d)(7)</small>	Question Are key duties and responsibilities divided or segregated among different people to reduce the risk of error, waste, or fraud, i.e., conflicts of interest or no one person is allowed to control all key aspects of a transaction? (25 CFR §1000.355(d)(7)) (GAO Internal Control Management and Evaluation Tool)			Click to add comments
5a	If yes, upload Tribe's policy or DOP that is in place that confirms this.		Yes	Click to add comments
5b	If no, please explain.			Click to add comments
6 <small>25 CFR §1000.355(d)(7)</small>	Do you have a policy that establishes the timeframes for the processing of trust transactions? (25 CFR §1000.355(d)(7))			Click to add comments
6a	If yes, please upload copy of the policy.		Yes	Click to add comments
7 <small>25 CFR §1000.355(d)(7)</small>	Do you utilize Bureau of Indian Affairs (BIA) handbooks for policies & procedures in managing this function/program? (25 CFR §1000.355(d)(7))			Click to add comments
7a	If no, has the Tribe developed its own policies and procedures?			Click to add comments
7a1	If yes, please upload Tribe's policies and procedures.		Yes	Click to add comments

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7b		If yes, please upload Tribe's policies and procedures.		Yes	Click to add comments
8	25 CFR §1000.355(d)(7)	Do you preserve, protect, and manage all fiduciary trust records created and/or maintained by the Tribe during management of trust programs? (25 CFR §1000.355(d)(7), MYFA Trust Programs Section - Trust Records Management)			Click to add comments
8a		If yes, please explain.			Click to add comments
9	25 CFR §1000.355(d)(7)	Is there a policy and/or procedures that restricts trust records so that only authorized personnel have access to them? (25 CFR §1000.355(d)(7))			Click to add comments
10		Are you aware of any instances of fraud, waste or abuse?			Click to add comments
11		Do you have policies and/or procedures to address title defects?			Click to add comments
11a		If no, please explain how title defects are handled.			Click to add comments
11a1		If yes, upload title defect documents during the scope of review, i.e., conveyances, mortgages, etc.		Yes	Click to add comments
11b		If yes, please upload policies and/or procedures.		Yes	Click to add comments

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