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Evaluation Required Documents

?	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
1a	If no, please explain how the Tribe determines land ownership.			Click to add comments
2	25 CFR §1000.355(d)(7) Do you maintain a log to document every transaction that generates trust income? (25 CFR §1000.355(d)(7))			Click to add comments
2a	If yes, please upload log of approved transactions within scope of review.		Yes	Click to add comments
3	25 CFR §1000.350(e)(7) Do you utilize an internal control to help ensure accuracy in the processing of trust transactions? (e.g. policy, checklist, desk operating procedures) (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	25 CFR §150.6 Are trust transactions submitted to the Land, Title, & Records Office (LTRO) to be recorded? (25 CFR §150.6)			Click to add comments
4a	If yes, does the Tribe or the BIA send trust transactions to the LTRO?			Click to add comments

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Sand & Gravel Evaluation
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Hello Tweety Bird - Tribal Employee

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5 25 CFR §1000.355(d)(7)		Do you maintain originals/copies of all processed/approved documents? (25 CFR §1000.355(d)(7))			Click to add comments
5a		If no, please explain.			Click to add comments
6 25 CFR §1000.355(d)(7)		Are key duties and responsibilities divided or segregated among different people to reduce the risk of error, waste, or fraud, i.e., no one person is allowed to control all key aspects of a transaction? (25 CFR §1000.355(d)(7)) (GAO Internal Control Manag			Click to add comments
6a		If yes, upload Tribe's policy or desk operating procedures.		Yes	Click to add comments
6b		If no, please explain.			Click to add comments
7 25 CFR §1000.355(d)(7)		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
7a		If yes, upload a copy.		Yes	Click to add comments
7b		If no, please explain.			Click to add comments
8 25 CFR §1000.355(d)(7)		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

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Evaluation	Required Documents	Response	Upload Required	Comment
8a	Question			Click to add comments
8a1	If no, has the Tribe developed its own policies and procedures?		Yes	Click to add comments
9	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
9a	If yes, please upload Tribe's policies and procedures.			Click to add comments
10	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
10a	If yes, please explain.			Click to add comments
11	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
11a	Are you aware of any instances of fraud, waste or abuse?			Click to add comments
12	If the highest bid is below fair market value, does the Secretary advise the Indian mineral owner of the results of the bidding and obtain consent to approve the lease. (25 CFR §211.20(c)) (25 CFR §212.20(b)(2))			Click to add comments
12a	If no, please explain.			Click to add comments
13	Is Secretarial approval obtained for all trust transactions? (25 CFR §211.20(a) & 25 CFR §212.20(c))			Click to add comments

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13a If no, under what authority are the trust transactions approved.			Click to add comments
14 25 CFR §211.24 25 CFR §212.24 Is a bond collected on all leases? (25 CFR §211.24 and §212.24)			Click to add comments
14a If no, please explain.			Click to add comments
15 25 CFR §211.40 25 CFR §212.40 Prior to production, are production bonuses and rental fees collected by the superintendent or area director? (25 CFR §§211.40 and 212.40)			Click to add comments
15a If no, please explain.			Click to add comments
16 25 CFR §211.55 25 CFR §212.55 Have there been any lease violations? (25 CFR §211.55 and §212.55)			Click to add comments
16a If yes, if lease violations were not corrected within 30 days, did management cancel the permit/lease, or issue an order of cessation of operations? (25 CFR §§211.54 and 212.54)			Click to add comments
16a1 If no, please explain.			Click to add comments
17 25 CFR §211.7 25 CFR §212.7 Do you have an approved National Environmental Policy Act (NEPA) document or decision document for each trust transaction (Environmental review)? (25 CFR §211.7 and §212.7)			Click to add comments

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