



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Washington, D.C. 20240

National Policy Memorandum

Office of Trust Services Division of Land Titles and Records

Number: NPM-TRUS-41

Effective: 5/18/21

Expires: 5/18/22

Title: Creation of Owner Identification Numbers for Probate Distribution

1. Purpose

This memorandum establishes guidance for the creation of owner identification (owner ID) numbers to facilitate probate distribution. Specifically, Land Titles and Records Office (LTRO) staff may be required to create owner ID numbers in the Trust Asset and Accounting Management System (TAAMS) for probate and probate modification orders, or decisions that are received from the Office of Hearings and Appeals (OHA).

2. Scope

This policy applies to the Bureau of Indian Affairs (BIA) LTROs that manage the recording and encoding of probate documents in TAAMS. This policy does not affect the BIA's Division of Probate's roles or responsibilities relative to establishing name and address records in TAAMS.

3. Policy and Procedure

BIA's Division of Probate agency staff are tasked with entering the owner ID numbers of heirs or devisees into ProTrac and TAAMS within ten days of receipt of a final probate order or decision in accordance with the BIA Probate Process Business Flowchart. However, there are occasions when those numbers do not get created in TAAMS as required.

The probate appeal period expires on the 46th day after the approval date of a probate order or decision. The Division of LTR (DLTR) requires that owner ID numbers be available after the appeal period expires to allow for timely distribution of the decedent's owned interests to the heirs or devisees. Previously, if the owner ID was not found in TAAMS on that day, LTRO staff was instructed to contact the BIA Probate agency staff and request that the number(s) be created. However, this process sometimes caused delays in the LTRO's ability to timely distribute the interests within the 48-hour period required by its Government Performance and

Results Act (GPRA) performance measure requirement.

In order to facilitate timely processing and distribution of the probate inventory, LTRO staff may create any missing owner ID numbers in TAAMS which they are able to locate in ProTrac or on OHA's Probate Order or Decision form (OHA-7 form). When owner ID numbers are created by LTRO in TAAMS, LTRO staff will also notify the Probate agency office via email that the number(s) has been created. The email will include the name, owner ID number, date of birth (DOB), and any other vital information that was used in the creation of the ID number.

4. Roles and Responsibilities

- A. **Deputy Bureau Director (DBD), Office of Trust Services (OTS), BIA** is responsible for providing oversight and guidance to the Director, DLTR in the fulfillment of its mission and responsibilities.
- B. **Director, DLTR, BIA** is responsible for administering this policy, and providing oversight of, and guidance to, LTRO functions and staff.
- C. **LTRO staff** are responsible for the creation of owner ID numbers for heirs or devisees which are found in the probate order or decision but are not currently found in TAAMS.

5. Approval

Darryl LaCounte Digitally signed by Darryl LaCounte
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Darryl LaCounte
Director, Bureau of Indian Affairs

Date