

# INDIAN AFFAIRS RECORDS SCHEDULE

100 Series

GENERAL ADMINISTRATIVE

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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101-T0      Files Maintenance and Disposition Plans

NARA JOB #      Refer to GRS 16/7 Records Management

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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102-T1      Reading or Chronological Files

NARA JOB #      No Longer Used  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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103-T0      Suspense (Tickler) Files

NARA JOB #      Refer to GRS 23/6a Suspense Files

N1-075-05-1

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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104-T0      Temporary Correspondence

NARA JOB #      Refer to GRS 23/7 Transitory Files

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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105-T1      Requisition Files (Office Copies)

NARA JOB #      Refer to GRS 3/8a Inventory Requisition File

N1-075-05-1

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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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106-T0      Office Organization Reference Files

NARA JOB #      Refer to the Program Correspondence and Policy/Directives Files for your program (program specific)

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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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107a-T1      Time and Attendance Reports (T&A) (Carbon copies of timesheets, include leave request (SF-71) forms when timesheet has been initiated by employee)

NARA JOB #      Refer to GRS 2/6a Leave Application Files

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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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107b-T3      Time and Attendance Reports (T&A) (Leave request (SF-71) forms when time sheet has not been initiated by employee)

NARA JOB #      Refer to GRS 2/6a Leave Application Files  
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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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108-T0      Supplemental Employee Personnel Folders (SEPF)

NARA JOB #      Refer to GRS 1/18a Supervisors Personnel Files and Duplicate OPF Documentation  
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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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109-T4      Employee Travel Files (Duplicates)

NARA JOB #      Refer to GRS 9/3a Noncommercial, Reimbursable Travel Files (

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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110-T0      [Trip Reports](#)

NARA JOB #      Refer to GRS 9/3a Noncommercial, Reimbursable Travel Files (Use applicable item)

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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111-T0      [Policy Files](#)

NARA JOB #      Refer to the [Program Correspondence and Policy /Directives Files](#) for your program (program specific)

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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112-T0      Directives – Reference Copies

NARA JOB #      No longer used (non-record material)

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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113-T0      Confidential Document Access Files

NARA JOB #      Refer to GRS 18/7a Classified Document Container Security Files

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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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114a-T3      Annual Records Report (Reports prepared by Central Office)

NARA JOB #      Refer to GRS 16/4 Records Holdings Files (Use applicable item)

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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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114b-T2      Annual Records Report (Area and agency reports)

NARA JOB #      Refer to GRS 16/4 Records Holdings Files (Use applicable item)

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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115-T0      Records Disposition Authorization Files

NARA JOB #      Refer to GRS 16/2 Records Disposition Files (Use applicable item)

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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116-T0      Technical Reference Material

NARA JOB #      No longer used (non-record material)

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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117-T0      Equipment Manuals and Operating Instructions

NARA JOB #      No longer used (non-record material)

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3/31/2005

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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118-T0      Payroll Detail Reports (Office Copies)

NARA JOB #      Refer to GRS 2/22b Payroll System Reports

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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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119a1-P3      Program "Mission" Correspondence Files (Division Level or above)

NARA JOB #      Refer to the Program Correspondence and Policy/Directives Files for your program (program specific)

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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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119a2-T3      Program Mission Correspondence Files (Branch Level or below)

NARA JOB #      Refer to the Program Correspondence and Policy/Directives Files for your program (program specific)

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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119b1-T3      Administrative Mission Correspondence Files (Division Level and above)

NARA JOB #      Refer to GRS 23/1 Office Administrative Files

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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119b2-T3      Administrative Mission Correspondence Files (All other levels)

NARA JOB #      Refer to GRS 23/1 Office Administrative Files

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