

INDIAN AFFAIRS RECORDS SCHEDULE

2700 Series
PERSONNEL

SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

- 2700-P5 Program Correspondence and Policy/Directives Files
- NARA JOB #
N1-075-05-1
Approved
3/31/2005
- a. Program Correspondence Files – Official Files
Program correspondence that are created; received and where action is taken; or have the primary responsibility for the documentation of activities which relate directly to the Personnel program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #
N1-075-05-1
Approved
3/31/2005
- b. Program Policy/Directives Master Set with Case History Files – Official Files
Files created and related to the internal program policy, guidance and regulations of daily operations for the Personnel program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange alphabetically by subject then chronologically.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2701-P3

Personnel Security Clearance Case Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 18/22a Personnel Security Clearance Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2702-T0

Personnel Security Clearance Status Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 18/23 Personnel Security Status Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2703a-T0 [Personnel-Payroll Master File \(Printout/paper copies\)](#)

NARA JOB # Refer to GRS 2/1b [Individual Employee Pay Record](#)
N1-075-05-1
Approved
3/31/2005

2703b-T0 [Personnel-Payroll Master File \(Magnetic tape data\)](#)

NARA JOB # Refer to GRS 2/1/a [Individual Employee Pay Record](#)
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2704-T1

Final Salary Clearance Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/1 Official Personnel Folders (OPFs) (Use applicable item)

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2705a-P0 Official Personnel Folders (Transferred to Another Agency)

NARA JOB # Refer to GRS 1/1a Official Personnel Folders (OPFs)
N1-075-05-1
Approved
3/31/2005

2705b-P0 Official Personnel Folders (Separated Employees)

NARA JOB # Refer to GRS 1/1b Official Personnel Folders (OPFs)
N1-075-05-1
Approved
3/31/2005

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2706-T1 Official Personnel Folders (Temporary Materials)

NARA JOB # Refer to GRS 1/10a Temporary Individual Employee Records

N1-075-05-1

Approved

3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2707-T3

Service Record Card Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/2 Service Record Cards (Use applicable item)

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2708-T2

Personnel Statistical Reports

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Refer to GRS 1/16 Personnel Operations Statistical Reports

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2709-T2

Notification of Personnel Action Files

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Refer to GRS 1/14 Notifications of Personnel Actions (Use applicable item)

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2710-T2

Merit Promotion Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/32 Merit Promotion Case Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2711-T2

Promotion Opportunity Bulletins (POB)

NARA JOB #

N1-075-05-1

Approved

3/31/2005

No longer used – Non-record Material

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2712a-T0 [Vacant Position File \(Printout/paper copies used as record copy\)](#)

NARA JOB # Refer to GRS 1/3 [Personnel Correspondence Files](#)
N1-075-05-1
Approved
3/31/2005

2712b-T0 [Vacant Position File \(Magnetic tape data\)](#)

NARA JOB # Refer to GRS 1/3 [Personnel Correspondence Files](#)
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2713-T0

Position Identification Strip Files

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Refer to GRS 1/11 Position Identification Strips

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2714-P0

Personnel Investigative Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 18/22b Personnel Security Clearance Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2715-T0

Applicant Supply File - Active

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/33I (1) Examining and Certification Records

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2716-T2

Applicant Supply File - Inactive

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Refer to GRS 1/33I (2) Examining and Certification Records

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2717-T2

Incentive Awards Case Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/12 Employee Award Files (Use applicable item)

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2718-T2

Incentive Awards Report Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/13 Incentive Awards Program Reports

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2719-T2

Performance Ratings

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Refer to GRS 1/23 Employee Performance File System Records (Use applicable item)

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2720-T1

Performance Rating Appeal Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/9 Performance Rating Board Case Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2721-T5

Position Description Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/7b Position Classification Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2722-T5

Position Classification Surveys

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Refer to GRS 1/7c Position Classification Files (Use applicable item)

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2723-T3

Reorganization Proposals Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/7a through c Position Classification Files (Use applicable item)

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2724-T3

[Classification Appeal Files](#)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Refer to GRS 1/7d [Position Classification Files](#) (Use applicable item)

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2725a-T2 Reduction-in-Force Files (Retention registers)

NARA JOB # Refer to GRS 1/17b Correspondence and Forms Files (Use applicable item)
N1-075-05-1
Approved
3/31/2005

2725b-T0 Reduction-in-Force Files (Work cards)

NARA JOB # Refer to GRS 1/17b Correspondence and Forms Files (Use applicable item)
N1-075-05-1
Approved
3/31/2005

2725c-P0 Reduction-in-Force Files (Notice to Employees and related papers)

NARA JOB # Refer to GRS 1/17b (1) Correspondence and Forms Files
N1-075-05-1
Approved
3/31/2005

2725d-T2 Reduction-in-Force Files (Placement files)

NARA JOB # Refer to GRS 1/17b (1) Correspondence and Forms Files
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2726-T7

Appeals and Grievances Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/30 Administrative Grievance, Disciplinary and Adverse Action Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2727-T2

Employee Financial Statement Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 25/2 Financial Disclosure Reporting Files (Use applicable item)

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2728-T0

Employee Interview Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/8 Interview Records

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2729-T4

Discrimination Complaint (EEO) Case Files

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Refer to GRS 1/25 Equal Employment Opportunity (EEO) Records (Use applicable item)

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2730a-P0 Health Record Case Files (Pre-employment physical examination, Health Qualification Placement Records, disability retirement examination, and fitness for duty examination)

NARA JOB # Refer to GRS 1/21 Employee Medical Folder (Use applicable item)
N1-075-05-1
Approved
3/31/2005

2730b-T5 Health Record Case Files (All other papers)

NARA JOB # Refer to GRS 1/21 Employee Medical Folder (Use applicable item)
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2731-T3

Individual Employee Training Files

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Refer to GRS 1/29b Training Records (Use applicable item)

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2732-T0 [Training Report Card Files](#)

NARA JOB # Refer to GRS 1/29b [Training Records](#)
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2733-T5 Training Report Files

NARA JOB # Refer to GRS 1/29a Training Records (Use applicable item)
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2734-T3

Tuition Assistance Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/29b Training Records

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2735-T0

Career Development Files

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Refer to GRS 1/18a Supervisors' Personnel Files and Duplicate OPF Documentation

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2736-T5

Training Program Administrative Files

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Refer to GRS 1/29a Training Records (Use applicable item)

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2737-T3

Health Insurance Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/22 Statistical Summaries

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2738a-T0 Bond Master File (Printout/paper copies)

NARA JOB # Refer to GRS 2/14 Savings Bond Purchase Files (Use applicable item)
N1-075-05-1
Approved
3/31/2005

2738b-T3 Bond Master File (Magnetic tape data)

NARA JOB # Refer to GS 2/14 Savings Bond Purchase Files (Use applicable item)
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2700

Personnel

2739a-T0 [Personnel Action File \(Printout/paper copies\)](#)

NARA JOB # Refer to GRS 1/16 [Personnel Operations Statistical Reports](#)
N1-075-05-1
Approved
3/31/2005

2739b-T3 [Personnel Action File \(Magnetic tape data\)](#)

NARA JOB # Refer to GRS 1/16 [Personnel Operations Statistical Reports](#)
N1-075-05-1
Approved
3/31/2005

RESERVED