

INDIAN AFFAIRS RECORDS SCHEDULE

3300 Series

EMPLOYMENT ASSISTANCE

SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3300

Employment Assistance

3300-P5 **Program Correspondence and Policy/Directives Files**

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

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Employment Assistance 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.

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b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Employment Assistance 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: 3300

Employment Assistance

- 3301-P5 Employment Assistance Case Files
- NARA JOB #
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- a. Employment Assistance Case Files - Eligible
Contents: Records include information relating to an individual Indian given assistance for direct employment or adult vocational training. Includes application and financial assistance record, training objective, course, counsel and guidance service, housing, employment referral and placement record. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange by case number.
- Official File:** Official record copy maintained at office of origin.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when eligible applicant case is completed. 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.
- SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-23).**
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- b. Employment Assistance Case Files - Ineligible or Canceled
Contents: Records include on-site applications relating to an individual Indian requesting assistance for direct employment or adult vocational training that are determined ineligible or have been canceled. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange by case number.
- Official File:** Official record copy maintained at office of origin.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end in which applicant is determined ineligible to receive services or application has been canceled. 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.
- SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-23).**

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- 3302-P5 [Employment Assistance Report Files](#)
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- Contents:** Records include consolidated annual narrative and statistical report showing: program plan, objective, activity and progress of the Bureau-wide program. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Official record maintained by Central Office, Office of Economic Development.
- 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.

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3303-P5 [Client Register Log Files](#)

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Contents: Records include a list of clients by case number and fiscal year. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained at originating office.

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.

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3304-P5 [Work Order Register Log Files](#)

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Contents: Records include a list of assigned work order number for client payments by fiscal year. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained at originating office.

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.

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Employment Assistance

3305-P5 [Job Placement/Training Information Collection Requirement \(ICR\) Regulation Files](#)

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Contents: Records include draft documents of revisions and approvals relating to ICR requirements and clearance of "Application for Training" or "Employment Assistance" form(s). Collection requirement in accordance with 25 CFR Part 26 – Employment assistance for adult Indians and 25 CFR Part 27 – Vocational training for adult Indians. Office work file is part of National Performance Review (NPR) requirement. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange appropriately.

Official File: Official ICR record is maintained by Central Office, Office of Management and Administration.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when process is completed and the Office of Management and Budget approves. 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.