

# INDIAN AFFAIRS RECORDS SCHEDULE

3400 Series  
HOUSING

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3400**

## Housing

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**3400-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 Housing 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  
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3/31/2005**

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 Housing 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

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**SERIES: 3400**

### **Housing**

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- 3401-P5      [Home Improvement Program \(HIP\) Applicant Case Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include tribal enrollment information; condition of existing housing, family size and composition, income, inability of applicant to secure housing from other sources, and evidence that applicant has not received HIP assistance after July 1, 1975. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange numerically by case number.
- Official File:** Record copy maintained by 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.
- SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-10).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3400**

### Housing

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- 3402-P5      [Consolidated Home Improvement Program \(HIP\) Report Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include the consolidated annual periodic narrative and statistical report on the Bureau-wide Housing Improvement 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:** Record copy maintained by Central 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.