

INDIAN AFFAIRS RECORDS SCHEDULE

3500 Series

LAW ENFORCEMENT

SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3500

Law Enforcement

- 3500-P5 [Program Correspondence and Policy/Directives Files](#)
- NARA JOB #**
N1-075-05-4
Approved
10/24/2005
- 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 documentation of the activities which relate directly to the Law Enforcement 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 calendar 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 #**
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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 Law Enforcement 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 calendar year end when superceded 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.

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Law Enforcement

3501-P5	<u>Law Enforcement Case Files</u>
NARA JOB # N1-075-05-4 Approved 10/24/2005	<p>Contents: Records include case reports prepared by law enforcement officers involving cases such as murder, suicide, liquor violations, illegal drugs and related activities. Includes witness statements, statutes involved, place and nature of offense, evidence seized, photographs, and final disposition reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.</p> <p>Filing Arrangement: Arrange numerically by case number.</p> <p>Official File: Action (originating/receiving) Office. Record copy retained in law enforcement office having jurisdiction and responsibility for investigation.</p> <p>Disposition Instructions: PERMANENT. Cut off at calendar year end in which case is closed. 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.</p> <p>SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-18).</p>

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3502-P5 [Tribal Law and Order Record Files](#)

NARA JOB #
N1-075-05-4
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Contents: Records include tribal law and order codes, ordinances, and resolutions, requiring approval and/or review by the bureau. 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 tribe then numerically by law and order codes, ordinances, or resolutions.

Official File: Action (originating/receiving) Office. Record copy retained by Central Office.

Disposition Instructions: PERMANENT. Cut off at calendar year end in which codes, ordinances, and resolutions are rescinded or superseded. 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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3503-P5

Security Violation Files

NARA JOB #
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Contents: Records include reports relating to investigations of alleged security violations including those of sufficiently serious nature to be classified as felonies. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphanumerically by case number.

Official File: Action (originating/receiving) Office.

Disposition Instructions: **PERMANENT.** Cut off at calendar 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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3503a-P3 Security Violations Files (of Sufficiently Serious Nature)

NARA JOB # Refer to 3503-P5 Security Violation Files
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3503b-T2 Security Violations Files (Other Files)

NARA JOB # Refer to 3503-P5 Security Violation Files
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3504-P5 [Law and Order Report Files](#)

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Contents: Records include periodic statistical and other reports by local agency Law Enforcement Offices to Central Office containing such information as number of Indian court civil and criminal cases; number and type of offenses, number arrested, convicted, and penalties imposed. 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 by date then alphabetically by report name.

Official File: Action (originating/receiving) Office. Record copy retained by local agency office.

Disposition Instructions: **PERMANENT.** Cut off at calendar 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-18).

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Law Enforcement

- 3505-P5 [Indian Police Academy Student Case Files](#)
- NARA JOB #**
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- Contents:** Records include information on student application for admission into the academy, certificate of completion, transcript, and other related correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by student name or numerically by class number.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions:** **PERMANENT.** Cut off at calendar year end in which student completes training. 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-18).**

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Law Enforcement

3505a-P3 [Indian Police Academy Student Case Files \(Paper Copies\)](#)

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Approved
10/24/2005

Refer to 3505-P5 [Indian Police Academy Student Case Files](#)

3505b-T0 [Indian Police Academy Student Case Files \(Microfiche or other automated/machine readable copies\)](#)

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Refer to 3505-P5 [Indian Police Academy Student Case Files](#)

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Law Enforcement

3506-P5

Indian Police Academy Instructor Training Material Files

**NARA JOB #
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Contents: Records include lecture notes, outlines, and other materials used by police academy instructors for training purposes. 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 training class name or numerically by training class number.

Official File: Action (originating/receiving) Office.

Disposition Instructions: **PERMANENT.** Cut off at calendar 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-18).

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- 3507-P5 [Indian Police Academy Class Work Files](#)
- NARA JOB #**
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- Contents:** Records include class roster, reports on disciplinary actions, separation, awards, end of class reports, class photos, daily activity reports, medical/injury reports, and other related documents on classes at the Indian Police Academy. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.
- Filing Arrangement:** Arrange chronologically by date then numerically by class number.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions:** **PERMANENT.** Cut off at calendar year end in which class ends. 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-18).**

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3508-P5

Indian Police Academy Administrative Investigation Files

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Contents: Records include documents such as disciplinary actions, investigations on violations of academy rules/regulations and other related documents pertaining to students of the Indian Police Academy. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

Filing Arrangement: Arrange alphabetically by student name.

Official File: Action (originating/receiving) Office.

Disposition Instructions: PERMANENT. Cut off at calendar year end in which investigation case file is closed. 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-18).

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3509-P5 [Special Law Enforcement Commission Files](#)

NARA JOB #
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Contents: Records include appointments of Special Law Enforcement Commission to qualified full-time state, county, municipal and tribal law enforcement officers providing authority for the execution of law enforcement duties in Indian country. 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 name.

Official File: Action (originating/receiving) Office.

Disposition Instructions: **PERMANENT.** Cut off at calendar year end in which appointment expires. 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-18).

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3510-P5 [Call Log Files](#)

NARA JOB #
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Contents: Records include logs or registers which detail incoming calls for law enforcement assistance. Include dispatch/radio calls made to law enforcement officers or other officials in response to calls. 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 by date.

Official File: Action (originating/receiving) Office.

Disposition Instructions: **PERMANENT.** Cut off at calendar 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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- 3511-P5 [Cross-Deputization Agreement Files](#)
- NARA JOB #**
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- Contents:** Records include agreements between Bureau of Indian Affairs and a state and local law enforcement agency for the provision to deputize qualified full-time state, county, municipal, and tribal law enforcement officials to execute law enforcement duties in Indian country under federal jurisdiction. 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 law enforcement agency then alphabetically by name.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions: PERMANENT.** Cut off at calendar year end in which agreement expires. 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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3512-P5

Juvenile Report Files

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Contents: Records include reports prepared by law enforcement involving a civil, criminal and child abuse cases (neglect, deprivation, molestation, and abandonment). Report includes witness statement, statute involved, place and nature of offense, seized evidence, photographs and final disposition. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange in alphabetical or numerical order according to juvenile report file.

Official File: Action (originating/receiving) Office.

Disposition Instructions: PERMANENT. Cut off at calendar year end in which case is closed or juvenile reaches the age of 18 years. 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-18).

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3513-P5

Adult Detention/Booking Inmate Case Files

**NARA JOB #
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Contents: Records include personal information such as: name, birth date, social security number, address, booking data with date/time, nature of offense, charge, location of arrest, booking and arresting officer's name, application for health care, medical questionnaire/clearance, suicide prevention screening, medication log, refusal of medical treatment, fingerprint card, photo (mug shot), state of intoxication (if applicable), inmate property inventory, orientation verification, length of stay, inmate worker application/contract/assignment, condition of confinement, inmate request for service, grievance, escape documentation, incident/disciplinary reports, criminal history, voluntary statements, date/time of release and condition of final release, release on personal recognizance agreement, cash amount removed at the time of booking, amount received during incarceration, and amount returned at the time of release, extradition, and inmate mail notification and disposition. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange in alphabetical or numerical order according to inmate case file.

Official File: Action (originating/receiving) Office.

Disposition Instructions: **PERMANENT.** Cut off at calendar year end in which case is closed. 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-18).

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3514-P5 Juvenile Detention/Booking Inmate Case Files

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Contents: Records include printout reports from the Juvenile Incarceration Log that includes personal identification such as: name, birth date, social security number, address, name of parent(s) or guardian(s), booking data with date/time, nature of offense, charge, location of arrest, booking and arresting officer's name, application for health care, medical questionnaire/clearance, suicide prevention screening, medication log, refusal of medical treatment, request for medical assistance, state of intoxication (if applicable), inmate property inventory, orientation verification, length of stay, conditions of confinement, inmate request for service, grievance, escape documentation, incident/disciplinary reports, media request and waiver, criminal history, voluntary statements, date/time of final release, condition of final release, cash amount removed at the time of booking, amount received during incarceration and amount returned at the time of release, extradition, and inmate mail notification or disposition. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange in alphabetical or numerical order according to juvenile case file.

Official File: Action (originating/receiving) Office.

Disposition Instructions: **PERMANENT.** Cut off at calendar year end in which juvenile reaches the age of 18 years old or deemed by court order. 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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3515-P5 Evidence Control Files

NARA JOB #
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Contents: Records include information describing evidence that was logged and tagged prior to storage. Evidence is received during a booking or crime investigation or other events. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange according to document control number and date (case number is cross-referenced).

Official File: Action (originating/receiving) Office.

Disposition Instructions: PERMANENT. Cut off at calendar year end in which related case is closed. 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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3516-P5 [Administrative Detention Files](#)

NARA JOB #
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10/24/2005

Contents: Records include monthly incarceration record and booking sheet, cell check log, temporary holding logs, inmate alpha roster, facility incident report such as assault, escape, suicide attempt, facility evacuation, theft, staff misconduct and any other incident that warrants a report. 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 by date.

Official File: Action (originating/receiving) Office.

Disposition Instructions: **PERMANENT.** Cut off at calendar year end. Maintain in the 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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3517-P5 [Crime Reporting Files](#)

NARA JOB #
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10/24/2005

Contents: Records include printouts from the Indian Law Enforcement Information Network (INCLINE) system or the comparable National Incident Based Reporting System (NIBRS) that compiles and tracks law enforcement incident, annual crime and drug statistical reports. Printout reports are provided to the department's Law Enforcement Reporting System. 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 tribe or agency location.

Official File: Action (originating/receiving) Office.

Disposition Instructions: **PERMANENT.** Cut off at calendar 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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3500

Law Enforcement

3518-P5 [Internal Affairs Investigation Case Files](#)

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Contents: Records include disciplinary actions, investigation on violations of Law Enforcement rules/regulations and other related documents pertaining to Law Enforcement employees. 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 employee name.

Official File: Action (originating/receiving) Office.

Disposition Instructions: **PERMANENT.** Cut off at calendar year end in which case is closed. 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-18).

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Law Enforcement

3519-P5 [Volunteer/Service Provider Case Files](#)

NARA JOB #
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Contents: Records include volunteer or service provider application, background security checks, consent for release of employment records, educational records, personal history, disciplinary actions, investigation on violations of Law Enforcement rules/regulations and other related documents pertaining to the volunteer or service provider. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

Filing Arrangement: Arrange alphabetically by volunteer or service provider's name.

Official File: Action (originating/receiving) Office.

Disposition Instructions: PERMANENT. Cut off at calendar year end in which case is closed. 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-18).

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SERIES: 3500

Law Enforcement

3520-P5

Detention Program Activity Files

**NARA JOB #
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10/24/2005**

Contents: Records include activity schedules, curriculums, lesson plans, supply list, and information related to activities held at the detention center. 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 program activity.

Official File: Action (originating/receiving) Office.

Disposition Instructions: PERMANENT. Cut off at calendar 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.