

INDIAN AFFAIRS RECORDS SCHEDULE

3700 Series
TRIBAL GOVERNMENT

SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

- 3700-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 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 Tribal Government 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 #**
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- 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 Tribal Government 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 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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3701-P5 [Tribal Customs and History Files](#)

NARA JOB #
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Contents: Records include studies and reports concerning tribal customs and history. 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 chronologically.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when study or report is issued. 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: 3700

Tribal Government

3702-P5

Tribal Corporate Charter and Constitution Files

**NARA JOB #
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Contents: Records include tribal corporate charter, constitutions, Indian Board of Indian Appeals (IBIA) decisions, amendments, election procedures, voting results, and petition for incorporation. 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.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when decision on incorporation is made. 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: 3700

Tribal Government

3703-P5 [Tribal Council Minutes and Resolution Files](#)

NARA JOB #
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Contents: Records include official record copy of tribal council meeting minutes and resolutions and council membership. 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 Agency or Region.

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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3704-P5

Tribal Membership Rolls Files

**NARA JOB #
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Contents: Record include list of tribal members showing name, reservation, agency, sex, degree of blood, residence, allotment status, and general dockets for tribal citizenship courts, births, marriage, per capita rolls, and death records. 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.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when tribal membership roll is complete. 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-7).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3705-T3F [Tribal Fund Ledgers](#)

NARA JOB # Refer to 3706-P5 – [Tribal Budget and Allotment Files](#)

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

- 3706-P5 [Tribal Budget and Allotment Files](#)
- NARA JOB #**
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- Contents:** Records include printouts of the status of tribal funds in the U.S. Treasury Federal Finance System (FFS) which give descriptions of the transactions, debits, credits, and current balances, annual estimates of income, and budgets prepared by the tribes and approved by the Area Director. 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.
- Official File:** Record copy maintained at Area.
- 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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3707-P5 [Tribal Attorney Contract Files](#)

NARA JOB #
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Contents: Records include approved contracts between attorneys and Indian tribes for general counsel, special counsel, or claims 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 attorney's name or numerically by contract number.

Official File: Record copy maintained by Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when contract 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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3708-P5 [Trader License Files](#)

NARA JOB #
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Contents: Records include case files on individual traders, applications, bond forms, and copies of licenses. 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 case number or alphabetically.

Official File: Record copy maintained Agency.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when license 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-9).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3709-P5 [Alaska Native Enrollment Case Files](#)

**NARA JOB #
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Contents: Records include ancestry, vital information, eligibility criteria for Alaska Natives, and covers applicants who: reside in Alaska and claim residence; reside in Alaska and claim out-of-state residence; reside outside Alaska and claim residence, and reside outside of Alaska and claim out-of-state residence. Maintain files to allow updating of individual records with information such as appeal decisions, changes in residence, changes as a result of administrative finds, and to produce Certificates of Indian Blood (CIB). 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 individual.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when enrollment period is complete. 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-7).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3709a-P5 [Alaska Native Enrollment Files \(Printout/paper copies of Master file used as record copies\)](#)

NARA JOB # Refer to 3709-P5 [Alaska Native Enrollment Case Files](#)
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3709b-T0 [Alaska Native Enrollment Files \(Magnetic tape data\)](#)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
Approved
3/31/2005

3709c-T4 [Alaska Native Enrollment Files \(Recovery tape used to show each transaction\)](#)

NARA JOB # To Be Determined for Scheduling
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RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

- 3710-P5 [Navajo Membership Case Files](#)
- NARA JOB #**
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- Contents:** Records include files pertaining to each Navajo Tribal member residing on the Navajo reservation, tribal enrollment information showing tribe, individual and family identification number; relation to family head; type of roll; area, agency, state, and reservation code; resident status; parent and tribe identification number; sex code; date of birth and death; Indian status code; blood degree; and name. 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 individual.
- Official File:** Record copy maintained by Regional Office.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end in which enrollment is updated. 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-7).**

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3710a-P5 Navajo Membership Files (Printout/paper copies of Master Files)

NARA JOB # Refer to 3710-P5 Navajo Membership Case Files
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3710b-T0 Navajo Membership Files (Magnetic tape master file data)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
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3/31/2005

3710c-T4 Navajo Membership Files (Recovery tape used to show each transaction)

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3711-P5 [Judgment Roll Case Files](#)

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Contents: Records include distribution of monies to Indian tribes or descendants of Indian tribes. The files show judgment identification code; the dollar amount of each payment; individual name; sex; identification number; Social Security Number (SSN); address; enrollment date, date of birth (DOB), date of death (DOD), ancestor name and roll number; status code, and may include Indian blood quantum. 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 individual.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when enrollment period is complete. 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-7).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3711a-P5 Judgment Roll System Files (Printout/paper copies of final payment used as record copies)

NARA JOB # Refer to 3711-P5 Judgment Roll Case Files
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3711b-T3 Judgment Roll System Files (Magnetic tape data produced for final payment)

NARA JOB # To Be Determined for Scheduling
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3711c-T1 Judgment Roll System Files (Regional Disbursing Office tape)

NARA JOB # To Be Determined for Scheduling
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RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

- 3712-P5 [Per Capita Membership Case Files](#)
- NARA JOB #**
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- Contents:** Records include enrollment information showing tribal, individual, and family identification number; area, agency, state, and reservation code; resident status, allotment number, parent, and tribe identification numbers; sex code; date of birth and death; resolution data; Indian status code; blood degree; maiden name; and family history. 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 individual.
- Official File:** Record copy maintained at Agency or Region.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end in which membership 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-7).**

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3712a-P5 [Per Capita Membership Master Files \(Printout/paper copies used as record copy\)](#)

NARA JOB #
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3/31/2005

Refer to 3712-P5 [Per Capita Membership Files](#)

3712b-T0 [Per Capita Membership Master Files \(Magnetic tape of Master file\)](#)

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

To Be Determined for Scheduling

3712c-T1 [Per Capita Membership Master Files \(Regional Disbursing Office tape used to produce checks\)](#)

NARA JOB #
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To Be Determined for Scheduling

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3713-P5 Per Capita Payment Record Files

NARA JOB #
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Contents: Records include annuity payrolls and other records reflecting the distribution of payment to members of Indian tribes, applications for payments, disbursement returns including ledger books, supporting vouchers, exhibits, schedules, changes of address, returned notices/mail when addressee has moved, and materials related to stop payments of checks issued and cancelled checks as appropriate. 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 individual.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when per capita payments are disbursed to tribal members. 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-3).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

- 3714-P5 [Indian Court Record Case Files](#)
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- a. **Civil Case Files (New)**
Contents: Record includes individual case file involving civil litigation under 25 CFR § 13 – Tribal re-assumption of jurisdiction over child custody proceedings relating to divorce, guardianship, name change, marriage licenses issued and other related issues and information. 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 at CFR Court having jurisdiction.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when 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.
- NARA JOB #**
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3/31/2005
- b. **Criminal Case Files (New)**
Contents: Record includes criminal case file involving an individual of a misdemeanor offense committed under 25 CFR § 11 – Law and order on Indian Reservations. 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 at CFR Court having jurisdiction.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when 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).**

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

(Continuation) **Indian Court Record Case Files**

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

c. Juvenile Case Files (New)

Contents: Records include case files involving minor in juvenile court under 25 CFR § 11 – Law and order on Indian Reservations. 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 at CFR Court having jurisdiction.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when 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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d. Appeal Case Files (New)

Contents: Records include Court of Indian Appeals case filed under 25 CFR § 11 – Law and order on Indian Reservations, and appeal decision in a Court of Indian Offenses at Agencies within the jurisdiction of the Regional Office. 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 at CFR Court having jurisdiction.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when 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).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3715-P5 [Enrollment Appeal Case Files](#)

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

Contents: Record includes individual's appeal of a decision regarding denial of enrollment. 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 at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when decision is rendered. 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-7).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3716-P5 [Blood Degree Appeal Case Files](#)

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

Contents: Record includes individual's appeal of a decision regarding blood degree or quantum. 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 individual.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when decision is rendered. 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-7).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3717-P5 Judgment (Per Capita) Appeal Case Files

**NARA JOB #
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Contents: Record includes individual's appeal of a decision regarding a per capita distribution. 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 individual.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when decision is rendered. 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-7).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3718-P5 [Tribal Ordinance Files](#)

NARA JOB #
N1-075-05-1
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Contents: Record includes Tribal Ordinances and related ordinance documents passed by tribal governing bodies. 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 ordinance number.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when ordinance is superseded or cancelled. 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: 3700

Tribal Government

3719-P5 Taxation Case Files

NARA JOB # Refer to 3718-P5 Tribal Ordinance Files

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3720-P5 Abuse Investigation Case Files

NARA JOB # Refer to 3614-P5 Child Protective Services Files

N1-075-05-1

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RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3721-P5 Tribal Enrollment Applications

NARA JOB # No longer used
N1-075-05-1
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RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3722-P5

Enrollment Verification Case Files

**NARA JOB #
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Contents: Record includes material related to requests for and verification of tribal enrollment, membership, or blood quantum of individuals. Requests are generally for the purpose of verifying eligibility for a service/benefit or similar 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 alphabetically by individual.

Official File: Record copy maintained at Agency or Region.

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-7).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3723-P5 [Tribal Census Files](#)

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

Contents: Record includes books, ledgers, and other material related to the historical records of individuals for tribal census information. 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 Agency or Region.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when census is complete. 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-7).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3724-P5 [Alaska Native Claims Settlement Act \(Public Law 92-203\) \(ANCSA\) Files](#)

NARA JOB #
N1-075-05-1
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Contents: Record include Bureau's functions in carrying out its administrative and legal responsibilities for land benefit, land entitlement, protection of Native rights and determination of the Bureau's administrative land requirement from the public land surveyed under ANCSA. Includes studies, survey, investigation and other research project relating to the Bureau's responsibility to the Alaska Native under ANCSA. This series used only for functional areas not described in Parts 3725 through 3728. 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 land tract number.

Official File: Record copy maintained at Alaska Regional Office (Juneau).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when settlement or project is complete. 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-7).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3725-P5 [Alaska Native Claims Settlement Act \(ANCSA\) Enrollment Files](#)

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

Contents: Record includes information pertaining to the Bureau's Alaska Native Enrollment requirement and documents used to establish eligibility for benefits under this Act. 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 individual.

Official File: Record copy maintained at Alaska Regional Office (Juneau).

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-7).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3726-P5 [Alaska Native Claims Settlement Act \(ANCSA\) Eligibility Determination for Land Benefits Files](#)

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

Contents: Record includes documents created to carry out the Bureau's function to determine eligibility of ANCSA Village, Native Group, Primary Place of Residence, Cemetery Site and Historical Places, information printouts of site location and related transaction for land conveyance pursuant to this Act, field investigation report, finding of fact, certification, and any subsequent appeals. 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 village or native group.

Official File: Record copy maintained at Alaska Regional Office (Juneau).

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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

- 3727-P5 [Indian Judgment Fund Claims Case Files](#)
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- Contents:** Record includes documents on a tribal claim against the U.S. Government pursuant to the Indian Claims Commission Act, effective Secretarial plan, legislation that authorized distribution of funds, socio-economic report on tribe, tribal resolution and constitution, final report of BIA research identifying who will share in the award, and transcripts of hearing. 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 legislation name.
- Official File:** Record copy maintained at Agency or Region.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when plan/legislation is effective. 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: 3700

Tribal Government

- 3728-P5 [Indian Service Population and Labor Force Estimate Report Files](#)
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- Contents:** Record includes report showing estimated population and percentage employed per Tribe, Indian service area population, employment statistics, Indian Claims Commission (ICC) and US Court of Claims. 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.
- Official File:** Record copy maintained at by Central Office, Division of Tribal Services.
- 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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3729-P5 Stock Ownership Purchase Files

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

Contents: Record includes stock purchases in various Indian associations by individuals, tribes, or other business entity. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange as alphabetically by individual or tribe.

Official File: Record copy maintained at Agency or Region.

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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3730-P5 Gaming Management Files

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

Contents: Records relating to the Bureau of Indian Affairs' approval of contracts between tribes and organizations for the management of gaming operations. 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 contract number.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when contract is superseded or 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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3731-P5 [Tribal Election Files](#)

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

Contents: Record includes election procedures and voting results. 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.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end after election year. 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: 3700

Tribal Government

- 3732-P5 [Tribal Enrollment Case Files](#)
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- a. Individual Case Files**
Contents: Record includes correspondence related to the request, supportive documents such as a family tree chart, birth, marriage, or death records for an individual(s) and/or ancestors, and individual's Certificate of Degree of Indian Blood (CDIB). 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 individual's name.
- Official File:** Record copy maintained at Agency or Region.
- Disposition Instructions:** **PERMANENT.** Cut off at the close of the calendar year of issuance of CDIB. 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-7).**
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- b. Adoptee Case Files**
Contents: Record include confidential documents obtained from the state court or adoption agency providing birth parent names and other biological family history data, family tree chart, birth, marriage, or death records of biological family, and copy of individual's CDIB. 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 individual's name.
- Official File:** Record copy maintained at Agency or Region.
- Disposition Instructions:** **PERMANENT.** Cut off at the close of the calendar year of issuance of CDIB. 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-7) and restricted under the Indian Child Welfare Act (ICWA).**

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

(Continuation) **Tribal Enrollment Case Files**

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

c. Court and Adoption Agency Case Files

Contents: Record includes correspondence related to the request, family tree charts, birth, marriage, or death records for individuals and ancestors, may also contain confidential documents from the court or adoption agency identifying birth parent(s), and notification of non-identification of Indian ancestry. 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 individual's name.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end in which notification is issued. 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-7) and restricted under the Indian Child Welfare Act (ICWA).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3700

Tribal Government

3733-P5

Indian Labor Force Report Files

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

Contents: Record includes labor market information on the Indian labor force collected from the tribes biennially pursuant to Public Law 102-477. 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; then alphabetically by tribe.

Official File: Record copy maintained at Agency or Region.

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.