

INDIAN AFFAIRS RECORDS

SCHEDULE

4400 Series

FORESTRY and FIRE

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4400-P5 Program Correspondence and Policy/Directives Files

NARA JOB #
N1-075-06-7
Approved
3/23/2006

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 Forestry and Fire 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 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 Forestry and Fire 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Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when superseded or rescinded.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 United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4401-P5

Forestry Management Plans

NARA JOB #
N1-075-04-2
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11/21/2003

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, conservation and utilization plans showing volume of timber growth and growth potential under different forms of management, NEPA documentation, allowable annual cut under sustained yield management, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by planning fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end of planning period. Maintain in office of record for a maximum of 5 years after cut off or until no longer needed; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

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Forestry & Fire

TR-4402-P5

Timber Sales

NARA JOB #
N1-075-04-2
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11/21/2003

Content: Include, but not limited to, the following records:

Pre-award: bidders listing/abstract, abstracted history of cutting, approved forest officer report, environmental assessment (EA), finding of no significant impact (FONSI), biological assessment (BA), archaeology and cultural surveys, endangered and threatened surveys/data, wetland surveys and reconnaissance, timber cruise data and reports, allottee power of attorney, tribal resolutions, timber appraisal, logging road engineering data and reports, layout and design, fee property road access agreements, advertisement and affidavit, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Decision: contract, modification(s), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Post-award: quarter/period stumpage re-adjustments or re-appraisals, log market appraisals, log valued reports, performance bond documents, inspection reports, ten-day timber scale report(s), consolidated scale reports, monthly check accuracy report (s), sale certificates, scale tickets, check scaling, waste scaling, statement of completion, sale certificates, scale tickets, log scale sheets, check scaling, waste scaling, data collection of wood analysis, footage cut, statement of completion, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Accounting: requests for check to pay stumpage, timber sale ledgers, transaction forms (work tickets), bill of collections, journal vouchers, check copies, public vouchers for refund, profit and loss statements, balance sheets, detailed operating statements, public vouchers, monthly spreadsheets, inventory lists, DAM's non-trust deposits, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by contract

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of contract completion, cancellation, or termination. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

4403

Timber Sales Data Files

NARA JOB #
N1-075-04-2
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11/21/2003

Refer to TR-4402-P5 – Timber Sales

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

4404

Timber Sale Ledgers

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Refer to TR-4402-P5 – Timber Sales

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4405-P5

Monthly Timber Cut Reports (Other than Individual Timber Sales or Permits)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: consolidated scale reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

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Forestry & Fire

TR-4406-P5

Cutting Permits

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records:

Pre-decision: advertisement, bid proposals, bid list/abstract of bids, bond authority to grant privileges on allotted land, authority document for restricted land or land without secure clear legal title, statements of completion, approval officer's reports, Environmental Assessment (EA), Notice of Availability, Finding of No Significant Impact (FONSI), Biological Assessment (BA), layouts and designs, logging an road plans, performance bond documents, fee property road access agreements, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Decision: permit, modifications, statement and certificate of award, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Post Decision: data collection of wood analysis, footage cut, log scale sheets, log value reports, log market appraisals, ten-day timber scale report(s), consolidated scale reports, monthly check accuracy report (s), operation reports, inspection reports, specific data and resulting reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Accounting: ledger sheets, profit and loss statements, balance sheets, detailed operating statements, inventory lists, requests for check to pay stumpage, monthly spreadsheets, payment receipts, public refund voucher, county treasurer deposits/receipts, historical transactions listings, journal vouchers, bill of collections, intra-bureau transaction forms, transmittal forms (work tickets), DAM non-trust deposits, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by permit

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when permit is cancelled, expired, or revoked. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

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Forestry & Fire

4407

Timber Cutting Permits

NARA JOB #
N1-075-04-2
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Refer to TR-4406-P5 – Cutting Permits

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INDIAN AFFAIRS RECORDS SCHEDULE

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Forestry & Fire

TR-4408-P5 Log Scale Sheets (Other than Individual Timber Sales or Permits)

NARA JOB # **Contents:** Include, but not limited to, the following records: log scale sheets, log value reports, log market appraisals, requests for
N1-075-04-2 check to pay stumpage, accounting monthly spreadsheets, supporting documentation, and related correspondence.

Approved
11/21/2003

Filing Arrangement: Numerical by logging unit

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when logging unit is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4409-P5 Forestry Scale Report (Other than Individual Timber Sales or Permits)

NARA JOB #
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Contents: Include, but not limited to, the following records: ten-day timber scale report(s), monthly check accuracy report, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4410-P5

Forestry Check Scale Report (Other than Individual Timber Sales or Permits)

NARA JOB #
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Contents: Include, but not limited to, the following records: monthly reports that check log scales and verify their accuracy, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

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Analysis of Obligations Report

NARA JOB #
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Refer to TR-4413P5 – Financial Statements (Indian-owned Operations)

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INDIAN AFFAIRS RECORDS SCHEDULE

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Forestry Working Papers

NARA JOB #
N1-075-04-2
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Refer to related TR-4400 Series

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Forestry & Fire

TR-4413-P5

Financial Statements (Indian-owned Operations)

**NARA JOB #
N1-075-04-2
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: ledger sheets; profit and loss statements; balance sheets; detailed operating statements; inventory lists; data collection of wood analysis, footage cut, market price, and other data; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Numerical by contract/lease

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of financial statement period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

4414

Financial Statements of Indian Lumber Companies

NARA JOB #
N1-075-04-2
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Refer to TR-4413-P5 – Financial Statements (Indian-owned Operations)

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4415-P5

Forestry Manuscript of Annotated Maps

**NARA JOB #
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11/21/2003**

Contents: Include, but not limited to, the following records: original maps showing reservation forest area, copies of allotment plat books for Indian lands, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence

Filing Arrangement: Geographical by reservation

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4416-P5

Fire Management Plans and Agreements

**NARA JOB #
N1-075-04-2
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, burn plan, fire control procedures, Normal Fire Year Plan (NFYP), Fire Planning Analysis records, NEPA documents, Cultural and ESA compliance documentation, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by planning fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of planning period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4417-P5

Individual Fire Reports

NARA JOB #
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Contents: Include, but not limited to, the following records: reports on individual fires, fire dispatch logs, weather reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4418-P5

Annual Forestry Reports

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: summary reports prepared by Agencies and Regional Offices for submission to Central Office, annual accumulative report prepared by Central Office, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by reporting year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

4419 Annual Area Forestry Report – CO/AO Copy

NARA JOB # Refer to TR-4418-P5 – Annual Forestry Reports
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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4420-P5

Timber Trespass

**NARA JOB #
N1-075-04-2
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: litigation documents concerning actions resulting from inadvertent or illegal removal of timber from Indian land, tender payment of trespass obligations, receipt of payment, claims, claim resolution(s), reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by tract

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when action is completed. Maintain files in office of record for a maximum of five (5) years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4421-P5

Fire Trespass

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: litigation documents concerning damage or destruction by fire to Indian-owned resources, tender payment of trespass obligations, receipt of payment, claims, claim resolution(s), reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by tract

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when action is completed. Maintain files in office of record for a maximum of five (5) years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4422-P5

Cumulative Forestry Comparative Statements

NARA JOB #
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11/21/2003

Contents: Include, but not limited to, the following records: expenditure and deduction, transaction records providing current and accumulated totals, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by statement fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when statement is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4423-P5

Timber Marketing

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, plans, marketing indexes, industry trend reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by marketing fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of marketing period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4424-P5

Fire Fighter Management

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records:

Fire Fighter Qualifications: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, consultations, results, reports, individual fire fighter physical examination, training, experience history, fire fighting history, performance evaluation and reviews, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Administrative Determined (AD) Hires and Payment Teams: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by fire fighting season

Official File: Action (originating/receiving) Office

Disposition: Permanent. Cut off at fiscal year end of fire fighting season. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4425-P5

Fire Dispatch Logs

NARA JOB #
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11/21/2003

Contents: Include, but not limited to, the following records: fire dispatch logs reporting notification of fire location and reported time to include fire name, Tribe or organization affected; invoice copies; maps; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by fire dispatch date

Official File: Action (originating/receiving) Office

Disposition: Permanent. Cut off at fiscal year end of fire fighting season. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4426a-P5 [Fire Facility Construction Program File](#)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4426b-P5 [Fire Facility Construction Project File](#)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, analyses, evaluations, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4427a-P5 [Interagency Dispatch Operations Program File](#)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4427b-P5 [Interagency Dispatch Operations Project File](#)

NARA JOB #
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Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4428a-P5 [Fire Equipment Program File](#)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; tests; assessments; field notes; audits; analyses; statements; evaluations; consultations; results; reports; requests and responses for program information from tribes, states, central office, other entities, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4428b-P5 [Fire Equipment Project File](#)

NARA JOB #
N1-075-04-2
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11/21/2003

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4429a-P5 [Rural Fire Assistance Program File](#)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4429b-P5 [Rural Fire Assistance Project File](#)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4430a-P5 [Wildland Fire Preparedness Program File](#)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4430b-P5 [Wildland Fire Preparedness Project File](#)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4431a-P5 [Wildland Fire Suppression Program File](#)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4431b-P5 [Wildland Fire Suppression Project File](#)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4432a-P5 [Wildland Urban Interface Program File](#)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4432b-P5 [Wildland Urban Interface Project File](#)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; tests; assessments; field notes; audits; analyses; statements; evaluations; consultations; results; reports; fuel complex defined by kind, arrangement, volume, condition, and location that forms a special threat of ignition and resistance to control; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4400

Forestry & Fire

TR-4433a-P5 [Hazardous Fuels Reduction Program File](#)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4433b-P5 [Hazardous Fuels Reduction Project File](#)

NARA JOB #
N1-075-04-2
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; tests; assessments; field notes; audits; analyses; statements; evaluations; consultations; results; reports; fuel complex defined by kind, arrangement, volume, condition, and location that forms a special threat of ignition and resistance to control; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: Permanent. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.