


ISSUING OFFICIAL SIGNATURE

(Part 2)

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**Indian Affairs Records Management
Policy & Procedures Manual**

Effective Date: October 09, 2015

Chapter: 6 Records Management Training and Technical Assistance

Section: 6.1 Requesting Records Management Training

Originating Office: Office of Trust Records

6.1.1 Purpose.

The purpose of this section is to establish policy and procedures when requesting records management training from the Office of Trust Records (OTR).

6.1.2 Scope.

The provisions of this section apply to Indian Affairs (IA) and the Office of the Special Trustee for American Indians (OST), hereinafter referred to as “bureaus.” The provisions of this section apply to other Bureaus and Offices within the Department of the Interior (DOI) that create, use, and manage Indian Fiduciary Trust Records (IFTR), hereinafter referred to as “trust bureaus.” The provisions of this section apply to Indian tribes, hereinafter referred to as “tribes.”

6.1.3 Authorities.

A. Statutes.

1. 25 U.S.C., § 4001, The American Indian Trust Fund Management Reform Act of 1994, Public Law 103-412

B. Regulations.

1. 36 CFR, Part 1224, Records Disposition Programs
2. 36 CFR, Part 1222, Creation and Maintenance of Federal Records
3. 36 CFR, Part 1220, Federal Records, General

C. Guidance.

1. 110 DM 26, Office of the Special Trustee for American Indians (November 24, 2009)
2. 303 DM 6, Indian Fiduciary Trust Records (September 5, 2003)
3. Executive Office of the President, Office of Management and budget, Memorandum for the Heads of Executive Departments and Agencies and Independent Agencies, M-12-18, Managing Government Records Directive (August 24, 2014)

6.1.4 Policy.

REGULATORY REQUIREMENTS

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- A. OTR shall provide guidance and training to bureaus and trust bureaus on their records management responsibilities, including identification of federal records in all formats and media (303 DM 6.6.B(3), 36 CFR 1220.34(f)).
- B. OTR shall provide records management training and information to all bureau staff on their responsibilities to keep accurate and complete records of their activities (303 DM 6.6.B(3), 36 CFR 1222.24(b)).
- C. OTR shall provide records management guidance and training to all bureau staff on records disposition requirements and procedures and other significant aspects of the records disposition program (303 DM 6.6.B(3), 36 CFR 1224.10(e)).

GUIDANCE

- D. OTR shall provide general and specialized records management training for paper copy and electronic records (110 DM 26.2.A(1)(a)).
- E. OTR shall provide general and specialized records management training to tribes, as requested (110 DM 26.2A(1)(a)).
- F. OTR shall provide adequate policy, guidance, procedures, and training to bureaus, trust bureaus, and tribes that create, manage, and use IFTR (303 DM 6.6 B(1)).
- G. OTR must continue to commit to the bureaus' effective records management practices and compliance by developing suitable records management training for bureau staff (M-12-18, Managing Government Records Directive).

6.1.5 Objectives.

- A. Provide a standardized approach to request records management training.
- B. Facilitate the coordination of records management training efforts between OTR, bureaus, trust bureaus, and tribes.
- C. Promote an active and continuing records management program for the economical and efficient management of records.

6.1.6 Responsibilities.

- A. Office of Trust Records (OTR). OTR shall provide records management training to bureaus, trust bureaus, and tribes.
- B. Bureaus. Bureaus, including all offices and programs under its jurisdiction, shall request training to ensure bureau staff receives required records management training.
- C. Trust Bureaus. Trust bureaus may request records management training for IFTR.
- D. Tribes. Tribes may request general or specialized records management training.

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6.1.7 Procedures.

- A. Submit a Request for Training. Bureaus, trust bureaus, and tribes shall contact the OTR Regional Records Liaison (RRL) or Records Management Specialist (RMS) by phone or in writing (i.e., electronic mail or letter) to obtain records management training. The request shall include:
1. Proposed date(s).
 2. Proposed location.
 3. Number of anticipated participants.
 4. Point of Contact (POC) responsible to coordinate the training event.
- B. Approval of Request for Records Management Training. OTR, RRL/RMS shall:
1. Review the request.
 2. Confirm the training schedule.
 3. Initiate a written response to the bureau, trust bureau, or tribe with the notification of the approved request.
 4. Coordinate all training activities with the POC.
- C. Conduct Records Management Training. OTR, RRL/RMS shall conduct the records management training for bureaus, trust bureaus, and tribes.