

# INDIAN AFFAIRS RECORDS SCHEDULE

100 Series

GENERAL ADMINISTRATIVE

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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101-T0      Files Maintenance and Disposition Plans

NARA JOB #      Refer to GRS 16/7 Records Management

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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102-T1      Reading or Chronological Files

NARA JOB #      No Longer Used  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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103-T0      Suspense (Tickler) Files

NARA JOB #      Refer to GRS 23/6a Suspense Files

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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104-T0      Temporary Correspondence

NARA JOB #      Refer to GRS 23/7 Transitory Files

N1-075-05-1

Approved

3/31/2005

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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105-T1      Requisition Files (Office Copies)

NARA JOB #      Refer to GRS 3/8a Inventory Requisition File

N1-075-05-1

Approved

3/31/2005

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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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106-T0      Office Organization Reference Files

NARA JOB #      Refer to the Program Correspondence and Policy/Directives Files for your program (program specific)

N1-075-05-1

Approved

3/31/2005

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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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107a-T1      Time and Attendance Reports (T&A) (Carbon copies of timesheets, include leave request (SF-71) forms when timesheet has been initiated by employee)

NARA JOB #      Refer to GRS 2/6a Leave Application Files

N1-075-05-1

Approved

3/31/2005

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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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107b-T3      Time and Attendance Reports (T&A) (Leave request (SF-71) forms when time sheet has not been initiated by employee)

NARA JOB #      Refer to GRS 2/6a Leave Application Files  
N1-075-05-1  
Approved  
3/31/2005

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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108-T0      Supplemental Employee Personnel Folders (SEPF)

NARA JOB #      Refer to GRS 1/18a Supervisors Personnel Files and Duplicate OPF Documentation  
N1-075-05-1

Approved  
3/31/2005

**RESERVED**

## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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109-T4      Employee Travel Files (Duplicates)

NARA JOB #      Refer to GRS 9/3a Noncommercial, Reimbursable Travel Files (

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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110-T0      [Trip Reports](#)

NARA JOB #      Refer to GRS 9/3a Noncommercial, Reimbursable Travel Files (Use applicable item)

N1-075-05-1

Approved

3/31/2005

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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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111-T0 [Policy Files](#)

NARA JOB # Refer to the [Program Correspondence and Policy /Directives Files](#) for your program (program specific)

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3/31/2005

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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112-T0      Directives – Reference Copies

NARA JOB #      No longer used (non-record material)

N1-075-05-1

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3/31/2005

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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113-T0      Confidential Document Access Files

NARA JOB #      Refer to GRS 18/7a Classified Document Container Security Files

N1-075-05-1

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3/31/2005

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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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114a-T3      Annual Records Report (Reports prepared by Central Office)

NARA JOB #      Refer to GRS 16/4 Records Holdings Files (Use applicable item)

N1-075-05-1

Approved

3/31/2005

**RESERVED**



## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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114b-T2      Annual Records Report (Area and agency reports)

NARA JOB #      Refer to GRS 16/4 Records Holdings Files (Use applicable item)

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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115-T0      Records Disposition Authorization Files

NARA JOB #      Refer to GRS 16/2 Records Disposition Files (Use applicable item)

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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116-T0      Technical Reference Material

NARA JOB #      No longer used (non-record material)

N1-075-05-1

Approved

3/31/2005

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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117-T0      Equipment Manuals and Operating Instructions

NARA JOB #      No longer used (non-record material)

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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118-T0      Payroll Detail Reports (Office Copies)

NARA JOB #      Refer to GRS 2/22b Payroll System Reports

N1-075-05-1

Approved

3/31/2005

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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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119a1-P3      Program "Mission" Correspondence Files (Division Level or above)

NARA JOB #      Refer to the Program Correspondence and Policy/Directives Files for your program (program specific)

N1-075-05-1

Approved

3/31/2005

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## Indian Affairs Records Schedule

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**SERIES: 100**

### General Administrative Files

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119a2-T3      Program Mission Correspondence Files (Branch Level or below)

NARA JOB #      Refer to the Program Correspondence and Policy/Directives Files for your program (program specific)

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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119b1-T3      Administrative Mission Correspondence Files (Division Level and above)

NARA JOB #      Refer to GRS 23/1 Office Administrative Files

N1-075-05-1

Approved

3/31/2005

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## Indian Affairs Records Schedule

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**SERIES: 100**

**General Administrative Files**

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119b2-T3      Administrative Mission Correspondence Files (All other levels)

NARA JOB #      Refer to GRS 23/1 Office Administrative Files

N1-075-05-1

Approved

3/31/2005

**RESERVED**

SERIES: 1000

Executive Management

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# INDIAN AFFAIRS RECORDS SCHEDULE

1000 Series  
EXECUTIVE MANAGEMENT

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

## **Executive Management**

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1200-P5 Program Correspondence and Policy/Directives Files

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

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Executive Management program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by subject.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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

b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Executive Management program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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- 1201-P5      [Assistant Secretary Correspondence Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include copies of incoming and outgoing Assistant Secretary's correspondence, significant letters, memoranda, and/or manuals dispatched by other offices but forwarded to the Assistant Secretary for information as well as correspondence pertaining to individual Indians and tribes on various Bureau of Indian Affairs programs and other subjects. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by region or tribe.
- Official File:** Record copy maintained by the Central Office program office of origin.
- 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-20.**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1202-P5 [Congressional and White House Correspondence Files](#)

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

**Contents:** Records include copies of correspondence, reports, and other papers issued in response to Congressional, White House and tribal inquiries, includes papers containing policy which document relations with the Executive Office of the President and Congress. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange chronologically then alphabetically by subject.

**Official File:** Record copy maintained by program office originating correspondence.

**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-20).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1203-P5      [Bureau Controlled Correspondence Office Files](#)

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

**Contents:** Records include copies of priority correspondence to U.S. Senators, Congressmen, and Indian leaders. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange numerically by control number.

**Official File:** Record copy maintained by Central Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-21).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1204-P5 Regional Director Reports to Central Office Files

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

**Contents:** Records include annual narrative reports prepared by Regional Directors to Central Office, with related data on regional activities and programs to include narrative and statistical accounts of the history of regional and agency/field offices as well as significant, special or non-recurring reports concerning direction of the Bureau of Indian Affairs program operations, reports, maps of building locations on agency compounds. 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 subject or location.

**Official File:** Record copy maintained by Central Office unit requesting report and/or maintained by office of origin.

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

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**SERIES: 1000**

**Executive Management**

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1205-P3      BIA Historical Reports

NARA JOB #      Refer to 1204-P5 Regional Director Reports to Central Office Files  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1206-P3 [Area and Field Office History files](#)

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

Refer to 1204-P5 [Regional Director Reports to Central Office Files](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1207-P5 Bureau Committee Management Files

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

**Contents:** Records include documents created in Central Office, Regional and field offices for the establishment of committees, including task forces, councils, boards, commissions, panels, and special projects or initiatives as well as committee establishment proposals, approvals, reports, minutes, papers reflecting changes in committee membership, committee charters, and terminating issuances. 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 committee topic.

**Official File:** Record copy maintained by office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when committee is discontinued. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1208-T3

Area and Field Office Committee Management Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to 1207-P5 Bureau Committee Management Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1209-P5      [Bureau Directives – Master Set with Case History Files](#)

NARA JOB #      Refer to 1200b-P5 [Program Policy/Directives Master Set with Case History Files – Official Files](#)

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1210-T3      [Bureau Directives – Case History Files](#)

NARA JOB #      Refer to 1200b-P5 [Program Policy/Directives Master Set with Case History Files – Official Files](#)  
N1-075-05-1

Approved

3/31/2005

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## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1211-T5

Forms and Reports Numerical Files

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

Refer to GRS 16/3 Forms Files and GRS 16/6 Reports Control Files (Use applicable item)

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## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1212-T0

Forms and Reports Registers

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 23/9 Finding Aids (or Indexes)

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## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1213-P5      Reorganization Planning Files

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

**Contents:** Records include documents relating to change in organization structure or function that affect the management and operation of the Bureau of Indian Affairs as well as staffing studies, minutes of meetings, study reports, organizational charts and copies of policy implementing changes. 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 organization.

**Official File:** Record copy maintained by Central Office, Office of Management and Administration.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when change is completed or withdrawn. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1214-P5      Long-Range Development Plan Files

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

**Contents:** Records include long-range development plans for 10 and 20 years such as Tribal Plans, Fund Distribution Plans and other types of comprehensive development plans prepared by the Bureau or the tribe or jointly and having importance to Bureau mission accomplishments. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangements:** Arrange alphabetically by tribe.

**Official File:** Record copy retained by office of origin.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when change is completed or withdrawn. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1215-T3

Program Evaluation Plans

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 16/14 Management Control Records

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1216-T3

Management Improvement Case Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 16/14 Management Control Records

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1217-P5      [Strategic Plan Files](#)

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

**Contents:** Records include documents accumulated to develop short and long range plans for Bureau programs that include fund distribution plans in accordance with the Government Performance Results Act (GPRA) Chief Financial Officer's Act (CFOA) Government Management Reform Act (GMRA), Federal Manager's Financial Integrity Act (FMFIA), Information Technology Management Reform Act (ITMRA), and other pertinent legislation. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained by Central Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when plan is completed or superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1218-P5 Biographical Files

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

**Contents:** Records include biographies, photographs, newspaper clippings, and related items pertaining to Bureau of Indian Affairs Assistant Secretary. 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:** Biographical file for the Assistant Secretary-Indian Affairs (AS-IA) is maintained by the Department.

**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

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**SERIES: 1000**

### **Executive Management**

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1219-P5      [Speech Files](#)

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

**Contents:** Records include originals of speeches delivered by Bureau of Indian Affairs officials such as the Assistant Secretary and heads of Central and Regional Offices. 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 topic or title of speech then chronologically.

**Official File:** Record copy maintained by Central Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when speech is given. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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- 1220-P5      News and Press Releases
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Documents pertaining to the preparation and dissemination of information to any public communications media. The files include drafts, clearance documents, formal press releases, and related papers. Record set is retained by the Public Affairs 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 alphabetically by topic then chronologically.
- Official File:** Records copy maintained by Central office.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of records for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1221a-T3      [Freedom of Information Act Request Files \(Approved and denied requests which do not result in appeals or litigation\)](#)

NARA JOB #      Refer to GRS 14/11 [FOIA Requests Files](#) (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

1221b-T6      [Freedom of Information Act Request Files \(Denied requests resulting in appeals or litigation\)](#)

NARA JOB #      Refer to GRS 14/12 [FOIA Appeals Files](#) (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1222-T5      Freedom of Information Act Report Files

NARA JOB #      Refer to GRS 14/14 FOIA Reports Files

N1-075-05-1

Approved

3/31/2005

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1223-T3

Privacy Act Records Systems

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 14/25 Privacy Act Reports Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1224-T5

Privacy Act Disclosure Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 14/23 Privacy Act Accounting of Disclosure Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1225-T4

Privacy Act Case Files

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

Refer to GRS 14/21 Privacy Act Requests Files and GRS 14/22 Privacy Act Amendment Case Files (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1226-T2

Privacy Act Report Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 14/25 Privacy Act Reports Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1227-P5      Congressional Investigative Case Files

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

**Contents:** Records include results of investigations and studies of Bureau of Indian Affairs (BIA) activities by Congressional committees as well as papers relating to the conduct of the investigation, activities of Investigating Committees committee reports, recommendations, and BIA replies. 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 or alphabetically by report type.

**Official File:** Record copy maintained by office of origin.

**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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1228-P5      [Litigation Case Files](#)

NARA JOB #      Refer to 1401-P5 [Investigative and Litigation Case Files](#)

N1-075-05-1

Approved

3/31/2005

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1229-P5      [Legal Activity Reports to Central Office](#)

NARA JOB #      Refer to 1402-P5 [Legal Activity Report Files](#)

N1-075-05-1

Approved

3/31/2005

RESERVED



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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- 1230-P5      [Legislative Review Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include original documents created in preparing, reviewing, and commenting on proposed legislation, Executive Orders, proclamations, and reports relating to Bureau of Indian Affairs activities as well as background materials, drafts, reviews, minutes of meetings and position papers. 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 Act number.
- Official File:** Record copy maintained by office/location completing review for Bureau.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when legislation is enacted or withdrawn. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1231-T5

Information Collection Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 16/12 Information Collection Budget Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1232a-T0      Internal Audit Case Files (Office working/informational copies)

NARA JOB #      Refer to GRS 16/14 Management Control Records (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

1232b-T3F      Internal Audit Case Files (Office copy maintained by office responsible for audit control at Central Office)

NARA JOB #      Refer to GRS 16/14 Management Control Records (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1233-P5      [External Audit Report Files](#)

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

**Contents:** Records include copies of the final audit report files of any tribal operation or tribal contract as well as correspondence and related papers concerning the review reconciliation of recommendations and other responses/clearance documents, and planned corrective actions. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by tribe then numerically by audit number.

**Official File:** Record copy maintained by originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when corrective actions are completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### Executive Management

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1233a-T0      [External Audit Report Files \(Office working/informational copies\)](#)

NARA JOB #      Refer to 1233-P5 [External Audit Report Files](#)  
N1-075-05-1  
Approved  
3/31/2005

1233b-T3F      [External Audit Report Files \(Official copy maintained by office responsible for audit control at Central Office\)](#)

NARA JOB #      Refer to 1233-P5 [External Audit Report Files](#)  
N1-075-05-1  
Approved  
3/31/2005

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1234-P5      Government Accounting Office (GAO) Audit Coordination Files

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

**Contents:** Records include coordination arrangement for GAO audits in making replies to and performing follow-up actions on reports of audits; notifications of forthcoming audits; draft and final audit reports; informal inquiries; and comments on findings and recommendations. 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 GAO audit number.

**Official File:** Record copy maintained by office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final audit 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### Executive Management

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1234a-T0      Government Accounting Office (GAO) Coordination Files (Office working/informational copies)

NARA JOB #      Refer to 1234-P5 General Accounting Office (GAO) Audit Coordination Files  
N1-075-05-1  
Approved  
3/31/2005

1234b-T3F      Government Accounting Office (GAO) Audit Coordination Files (Office copy maintained by office responsible for audit control at Central Office)

NARA JOB #      Refer to 1234-P5 General Accounting Office (GAO) Audit Coordination Files  
N1-075-05-1  
Approved  
3/31/2005

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1235-P5      Federal Register Notices Files

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

**Contents:** Records include Agency documentation relating to the development, preparation, review, clearance, and processing of proposed and final rules for publication in the Federal Register which are not covered by the General Records Schedule. 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 publication date.

**Official File:** Record copy retained in office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when notice is published. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1236-P5      Administrative Appeal Files

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

**Contents:** Records include documents relating to an individual's right to appeal an administrative decision in accordance with 25 CFR § 2 – Appeals from Administrative actions. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by program then alphabetically by name.

**Official File:** Record copy maintained by office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when decision on appeal 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

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**SERIES: 1000**

**Executive Management**

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1237-T5

Alcohol and Substance Abuse Case Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/26a Personnel Counseling Records

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1238-T5

Alcohol and Substance Abuse Reports

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/26b Personnel Counseling Records

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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- 1239-P5      [Special Project Case Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include documents relating to special projects or initiatives by the Bureau as well as information on project, project guidelines, participant applications, determinations on approval, budget levels, and other related documents. 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 project number.
- Official File:** Record copy maintained by originating office.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when project is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

**Executive Management**

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1239a-T0      Special Project Case Files (Files on applicants not selected to participate in project)

NARA JOB #      Refer to 1239-P5 Special Project Case Files  
N1-075-05-1  
Approved  
3/31/2005

1239b-T1      Special Project Case Files (Files on successful applicants)

NARA JOB #      Refer to 1239-P5 Special Project Case Files  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### Executive Management

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1240a-P5      Record Disposition Forms (Master sets of forms and detailed inventories maintained by Area or Bureau Records Officers for shipments sent under their jurisdictions)

NARA JOB #      Refer to GRS 16/2a(2) Records Disposition Files  
N1-075-05-1  
Approved  
3/31/2005

1240b-T5      Records Disposition Forms (Other office copies)

NARA JOB #      Refer to GRS 16/2a(2) Records Disposition Files  
N1-075-05-1  
Approved  
3/31/2005

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1241-P5      [Overdue Correspondence Report Files](#)

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

**Contents:** Records include reports of bi-weekly overdue list of the Bureau's Controlled Correspondence assigned to program offices for priority responses as well as a list of program offices with overdue correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained by office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1242-P5

#### Tribal Leaders Directory Files

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

**Contents:** Records include the current name, address, telephone and fax number of tribal leaders for each federally recognized tribe and Bureau of Indian Affairs (BIA) Regional Director with listing of BIA regional/agency offices. 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 name or office location.

**Official File:** Record copy maintained by Central Office, Office of Tribal Services.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1000**

### **Executive Management**

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1243-P5      [Public Information Fact Sheet Files](#)

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

**Contents:** Records include fact sheets of historical, cultural, and other information pertaining to various tribes as well as guidance relating to genealogical research and tracing ancestry, and disseminated to public upon request. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained by Central Office, Office 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**

**1300 Series  
INDIAN GAMING**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1300**

## Indian Gaming

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1300-P5

### Program Correspondence and Policy/Directives Files

NARA JOB #  
N1-075-05-1  
Approved  
03/31/2005

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Indian Gaming program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by subject.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

NARA JOB #  
N1-075-05-1  
Approved  
03/31/2005

b. Program Policy/Directives Master Set with Case History Files – Official Files.

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Indian Gaming program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1300**

### Indian Gaming

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1301-P5	<u>Indian Gaming Management Files</u>
<b>NARA JOB # N1-075-05-1 Approved 03/31/2005</b>	<p><b>Contents:</b> Records include Tribal-State Compact Agreement – an agreement between a tribe and a state for the conduct of Class III Gaming; approved tribal-state compact and comments to/from the Solicitor of Indian Affairs (SOL-IA); recommendations from the Regional Office; tribal documents; tribal resolutions; proposed gaming ordinances and management contracts; liquor ordinances; case law; state law; comments from tribal and state officials; approval letter; Federal Register notice; Attorney-Client protected, commercial and financial information from tribe; tribal organic documents exempt from disclosure under the Freedom of Information Act, and list of tribes with an approved tribal-state compact for Class III (Casino) gambling. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.</p> <p><b>Filing Arrangement:</b> Arrange alphabetically by state then by tribe.</p> <p><b>Official File:</b> Central Office Indian Gaming Management Office.</p> <p><b>Disposition Instructions:</b> <b>PERMANENT.</b> 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. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.</p>

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1300**

### Indian Gaming

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1302-P5

Revenue Allocation Planning Files

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

**Contents:** Records include tribal plans for distribution of net revenue from gaming to tribal members as well as attorney-client protected commercial and financial information exempt from disclosure under the Freedom of Information Act and relative to a tribal-state compact. 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:** Central Office Indian Gaming Management Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when planning is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1300**

### Indian Gaming

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- 1303-P5      [Recommendation on Determination or Approval Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**03/31/2005**
- Contents:** Records include Section 20 determinations on using off-reservation land for Indian gaming; and Section 81 approval of agreement, leases for Indian gaming use, land acquisitions for Indian gaming and may contain commercial and financial information exempt from disclosure under the Freedom of Information 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 tribe.
- Official File:** Central Office Indian Gaming Management Office.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when determination or approval 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

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**SERIES: 1300**

### Indian Gaming

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1304-P5	<u><a href="#">National Environmental Policy Act Compliance Files</a></u>
<b>NARA JOB # N1-075-05-1 Approved 3/31/2005</b>	<p><b>Contents:</b> Records include draft environmental documents that are not part of a recommendation from a Regional Director, but subject to review by the Office, and cultural, archaeological, and natural resource information exempt from disclosure under the Freedom of Information Act and other statutes. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.</p> <p><b>Filing Arrangement:</b> Arrange alphabetically by tribe.</p> <p><b>Official File:</b> Central Office Indian Gaming Management Office.</p> <p><b>Disposition Instructions:</b> <b>PERMANENT.</b> Cut off at fiscal year end when environmental documents are superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.</p>

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1300**

### Indian Gaming

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1305-P5      Federal Rule Making and Regulations Files

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

**Contents:** Records include documents on formulation of federal rules and regulations. 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:** Central Office Indian Gaming Management Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when documents are superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1300**

### Indian Gaming

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1306-P5      Office of the Inspector General (OIG) Audit Files

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

**Contents:** Records include documents responding to any OIG audit regarding Bureau of Indian Affairs roles and responsibilities in implementing and regulating the Indian Gaming Regulatory 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 chronologically.

**Official File:** Central Office Indian Gaming Management Office.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when audit is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1300**

### Indian Gaming

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1307-P5      Indian Gaming Purchase Contract or Agreement Files

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

**Contents:** Records include contracts or agreements for procurement of service, material and/or supplies subject to the regulations under the Indian Gaming Regulatory Act. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arranged chronologically.

**Official File:** Central Office Indian Gaming Management Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when contract or agreement is completed, canceled or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1300**

### Indian Gaming

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- 1308-P5      [Indian Gaming Security Clearance Files](#)
- NARA JOB#**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include security clearance and confidential information of a director and other management officials managing an Indian Gaming Casino (name, other names used, date and place of birth, citizenship, social security number, drivers license number, physical description and fingerprints), and listing of individuals obtaining clearance, referral document to the Federal Bureau of Investigation, Information Management Division, and notification of findings to the Regional 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, then alphabetically by individual.
- Official File:** Central Office Indian Gaming Management Office.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when security clearance is completed. 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 (5 USC 552b).**

# INDIAN AFFAIRS RECORDS SCHEDULE

1400 Series  
LEGAL

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1400**

**Legal**

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- 1400-P5      Program Correspondence and Policy/Directives Files
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- a. Program Correspondence Files – Official Files  
Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Legal program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- b. Program Policy/Directives Master Set with Case History Files – Official Files  
Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Legal program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange alphabetically by subject then chronologically.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1400**

**Legal**

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1401-P5      [Investigative and Litigation Case Files](#)

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

**Contents:** Records include documents for legal proceedings affecting the Bureau of Indian Affairs as well as investigation report, statement of claim, limitation report, pleading, deposition, supporting document and other related correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications.

**Filing Arrangement:** Arrange numerically by case number.

**Official File:** Record copy maintained by Central Office, Congressional & Legislative Affairs Office.

**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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1400**

**Legal**

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1402-P5      [Legal Activity Report Files](#)

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

**Contents:** Records include periodic reports on legal activities at the Regional Office level. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained by Central Office.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when the report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1400**

**Legal**

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1403-P5      [Court of Indian Appeals Case Files](#)

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

**Contents:** Records include documents relating to the Court of Indian Appeals under 25 CFR 111 – Annuity and other per capita payments, as well as appeal decisions of Court of Indian Offenses established at the agency 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 by originating office.

**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.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1400**

**Legal**

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- 1404-P5      [Litigation Support Funding Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include tribal applications and requests to provide funding for litigation support and funds to hire a private attorney as well as narratives describing the intended use of funds, tribal resolution, copy of court decision, correspondence from Bureau/Department official, tribal financial statements and other relevant 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 alphabetically by tribe then chronologically.
- Official File:** Record copy maintained by Central Office, Office of Trust Responsibilities.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when application decision 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**

**1500 Series**

**INDIAN SELF-DETERMINATION**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

# INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1500

## Indian Self-Determination

- 1500-P5      Program Correspondence and Policy/Directives Files
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- a. Program Correspondence Files – Official Files  
Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Indian Self-Determination program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- b. Program Policy/Directives Master Set with Case History Files – Official Files  
Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Indian Self-Determination program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange alphabetically by subject then chronologically.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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SERIES: 1500

### Indian Self-Determination

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- 1501-P5**      **Indian Self-Determination (ISD) Contract Files**
- NARA JOB #  
N1-075-05-1  
Approved  
3/31/2005**      **Contents:** Records include official contracts made with tribes in accordance with Title I, Section 102 of P.L. 93-638, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, financial payment record monitoring reports, Model Contract and Annual Funding Agreements, modifications and/or amendments, and corrective action plans. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.
- Filing Arrangement:** Arrange numerically by contract number.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final payment has been made and contract is officially 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1500**

### **Indian Self-Determination**

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- 1502-P5**      **Indian Self-Determination (ISD) Grant Files**
- NARA JOB #  
N1-075-05-1  
Approved  
3/31/2005**      **Contents:** Records include official grants made to tribes in accordance with Title I, Section 103 of P.L. 93-638, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, financial payment record monitoring reports, Model Grant and Annual Funding Agreements, modifications and/or amendments, and corrective action plans. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.
- Filing Arrangement:** Arrange numerically by grant number.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final payment has been made and grant is officially 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1500**

### **Indian Self-Determination**

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**1503-P5**      **Indian Self-Determination (ISD) Self-Governance Grants and Cooperative Agreements Files**

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

**Contents:** Records include official grant or cooperative agreements made with tribes in accordance with Title I, Section 9 of P.L. 93-638, in lieu of a contract and/or grant contained in Sections 102 and 103, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, payment record monitoring reports, Model Grant/Cooperative and Annual Funding Agreements, financial modifications and/or amendments, and corrective action plans. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

**Filing Arrangement:** Arrange numerically by contract or grant number.

**Official File:** Record copy maintained by Indian Self-Determination office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final payment has been made and grant is officially 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1500**

### Indian Self-Determination

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- 1504-P5**      **Indian Self-Determination (ISD) Self-Governance Demonstration Project Planning Grant Files**
- NARA JOB #  
N1-075-05-1  
Approved  
3/31/2005**      **Contents:** Records include official grants made to tribes in accordance with Section 302 of Title III, Tribal Self-Governance Demonstration Project of P.L. 93-638, as amended by P.L. 100-472, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, financial payment record monitoring reports, Model Grant and Annual Funding Agreements, modifications and/or amendments, and corrective action plans. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.
- Filing Arrangement:** Arrange numerically by grant number.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final payment has been made and grant is officially 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1500**

### **Indian Self-Determination**

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- 1505-P5**      **Indian Self-Determination (ISD) Self-Governance Compact Files**
- NARA JOB #  
N1-075-05-1  
Approved  
3/31/2005**      **Contents:** Records include official compact made with tribes in accordance with Section 402 of P.L. 93-638, as amended, P.L. 103-413, applications, instrument awards, special conditions, fiscal and program review checklists and memoranda, adjustment notices, financial and narrative progress reports, financial payment records, corrective action plans, and monitoring reports. 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 compact/grant number.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final payment has been made and compact is officially 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.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1500**

### **Indian Self-Determination**

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- 1506-P5**      **Indian Self-Determination (ISD) Construction Contract Files**
- NARA JOB #  
N1-075-05-1  
Approved  
3/31/2005**      **Contents:** Records include official contracts made with tribes in accordance with the contract process provided in Section 102 of P.L. 93-638, as amended, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, financial payment record monitoring reports, Model Contract and Annual Funding Agreements, modifications and/or amendments, and corrective action plans. 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 by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final payment has been made and contract is officially 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1500**

### **Indian Self-Determination**

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- 1507-P5**      **Indian Self-Determination (ISD) Architect and Engineering (A&E) Contract Files**
- NARA JOB #  
N1-075-05-1  
Approved  
3/31/2005**      **Contents:** Records include construction design and surveys, criteria for rating proposals, task orders, contractor cost estimate agreements, evaluation for the construction prerequisites, and are issued under Indefinite Delivery Contracts or formally advertised for competitive bidding, and corrective action plans. 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 by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final payment has been made and contract is officially 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1500**

### **Indian Self-Determination**

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- 1508-P5**      **Indian Self-Determination (ISD) Audit Files**
- NARA JOB #  
N1-075-05-1  
Approved  
3/31/2005**      **Contents:** Records include documents created during contract audits conducted by the Office of the Inspector General or a Certified Public Accounting firm, bill of collection documents, audit resolution documents, findings, recommendations, and planned corrective actions by the contractor as well as official audit reports maintained by the Department and Office of the Inspector General. 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 audit number.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year when corrective actions are completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1500**

### **Indian Self-Determination**

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- 1509-P5**      [Indian Self-Determination \(ISD\) Appeals Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include decision appeals, correspondence, administrative records, and dispute litigation documents. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.
- Filing Arrangement:** Arrange numerically by judicial case number.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when appeal decision 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

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**SERIES: 1500**

### **Indian Self-Determination**

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**1510-P5**      **Indian Self-Determination (ISD) Delegation of Authority Files**

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

**Contents:** Records include documents involving the appointment and training of personnel which are designated under Delegation of Authority as an Awarding Official Representative (AOR), Awarding Official Technical Representative (AOTR), and a Subordinate Awarding Official Technical Representative (SAOTR). 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 designation then alphabetically by name.

**Official File:** Record copy maintained by Indian Self-Determination office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when authority is superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1500**

### **Indian Self-Determination**

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- 1511-P5**      **High-Risk Files**
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include documentation of Tribes placed on high risk status due to non-compliance issues of contracts; correspondence, request for technical assistance, meetings, resolutions, assigned work group meeting(s), and plan of action to address high-risk as well as the memorandum of agreements between Tribes, the Bureau of Indian Affairs, and the Tribes' bank and transfer information of P.L. 93-638 funds from the bank to the Tribe. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by tribe.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when corrective actions to reduce risk issues are completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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SERIES: 1500

### Indian Self-Determination

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- 1512-P5**      **Public Law 93-638 Contract Support Funds (CSF) Distribution Log Files**
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include compilation of information necessary to provide for distribution and award of contract support funds (CSF); total amount of funding available, date of award, contractor/program, contract number, modification number, initial award, direct base amount, approved CSF rate, CSF rate year, prior year CSF carryover; CSF distribution allowable, CSF distribution @ 75 percent, and the balance remaining to be distributed to vendors. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Instructions:** Arrange chronologically by fiscal year.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1500**

### **Indian Self-Determination**

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**1513-P5**      **Public Law 93-638 Contract Support Funds (CSF) Need Report Files**  
**NARA JOB #**      **Contents:** Records include compilation of information providing an estimate of tribal contractor's contract support fund (CSF) award, summary  
**N1-075-05-1**      report showing the tribe/tribal organization fiscal year program funds, total direct program funds eligible for CSF, indirect cost rate, total CSF need  
**Approved**      at 100 percent, total CSF paid to date, and the total remaining CSF need; notices within the Federal Register, policy memorandums for distribution,  
**3/31/2005**      and directives. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications,  
supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained by Indian Self-Determination office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1500**

### **Indian Self-Determination**

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- 1514-P5**      **Indirect Cost Agreement Files**
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include signed agreements negotiated between tribes and the National Business Center (NBC). 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 by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when agreement is superseded or rescinded . Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 1500**

### **Indian Self-Determination**

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- 1515-P5**      **Federal Property Acquired by Indian Self-Determination (ISD) Contract or Grant Files**
- NARA JOB #  
N1-075-05-1  
Approved  
3/31/2005**      **Contents:** Records include documents relating to government-furnished property acquired by tribal contract or grantee in accordance with P.L. 93-638, Indian Self-Determination and Education Assistance Acts, as amended as well as disposition of property transaction by loan, sale, donation, or related form lists, and screener identification holder; SF-122, Transfer Order, Excess Property, SF-129 and BIA-4335; and donations of Personal Property to Indian Tribes or Tribal Organizations. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange alphabetically by tribe or grantee name.
- Official File:** Record copy maintained at Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**2100 Series  
BUDGET**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2100**

**Budget**

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2100-P5      Program Correspondence and Policy/Directives Files

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

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Budget program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by subject.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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

b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Budget program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2100**

**Budget**

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- 2101-P5      [Congressional District Report Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include recapitulation printout reports showing the distribution of Bureau of Indian Affairs (BIA) funds by state and congressional districts for each BIA Regional Office; reports are separated by state and congressional districts for each funding source including documents, forms, and working papers. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence. The original is forwarded to the Department of Interior.
- Filing Arrangement:** Arrange alphabetically then numerically by state and congressional district order.
- Official File:** Official record copy maintained by Central Office, Budget Office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2100**

**Budget**

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- 2102-P5      [Quarterly Reprogramming Report Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include quarterly report summary printouts on all funding activities which occurs in the operation of Indian programs and construction appropriations. Reports are cumulative by quarter and by program sub-activities; reports are reconciled with the total appropriation funding which are provided Congress; departmental requests, memoranda, spreadsheet computations; reprogramming requests submitted to the Central Office and recorded into the U.S. Treasury Federal Finance System (FFS) documenting transferred funding among programs or organizations. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence. The original record copy is forwarded to the Department.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Official record copy maintained by Central Office, Budget Office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2100**

**Budget**

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2103-P5      [Operating Budget Files](#)

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

**Contents:** Records include monthly computer printouts which show the financial program and actual obligations including cost account, descriptions and unobligated balances. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained by originating office.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2100**

**Budget**

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- 2104-P5      [Budget Status Report Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include monthly computer printouts of SF-133, Report on Budget Execution, giving current year budget status by account, amounts available, unobligated balances, advances, reimbursements, accrued expenditures, and undelivered orders and net disbursements. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Record copy maintained by Division of Accounting Management (DAM).
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2100**

**Budget**

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2105-P5      [Cost Recovery Report Files](#)

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

**Contents:** Records include general ledger report of the bureau-wide trial balance fund (BIA 300) and the request for letter of apportionment from the budget office as required by the Chief Financial Officer's 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 chronologically.

**Official File:** Record copy maintained by Division of Accounting Management (DAM).

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2100**

**Budget**

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2106-P5      Facilities Management Program Budget Files

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

**Contents:** Records include short-range tactical and annual plans, project descriptions, cost accounting data, project commitment listings, estimates of work time, reprogramming action and priority ranking of project; associated legislation and copies of hearings or committee reports. 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 project number.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions: 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. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2100**

**Budget**

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2107-P5      [Daily Transaction Register Files](#)

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

**Contents:** Records include Input Transaction Register, which is a computer printout listing of all documents input into the fiscal system daily; shows batch number, document reference number, area, agency, location, fiscal year, appropriation, accounting information, description, other identification, and amount of transaction used to correct input errors. 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 originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when register is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2100**

**Budget**

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2108-P5

Monthly Transaction Register Files

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

**Contents:** Records include computer printouts with a line item entry for each transaction by appropriation and activity and show document reference number, area, agency, location, fiscal year, appropriation, activity, cost code, work order number, object class, description, transaction code and amount; general ledger accounts debited or credited date, and Government Auditing Office (GAO) site audit 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 chronologically.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when printout was generated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2100**

**Budget**

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2109-P5      Accounts Payable and Undelivered Orders Files

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

**Contents:** Records include monthly computer printouts which show document number, area, location, appropriation, activity, cost code, work order number, object class description (number of schedule), other identification, undelivered order amount, accounts payable amount, amount disbursed, transaction code; amount and date of last transaction. 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 originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when printout is generated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **2200-ABC**

**Activity Based Costing:** Used for creating and distributing surveys and collecting, analyzing and reporting results. Common survey applications include customer and employee satisfaction surveys, course evaluations, and opinion polls. Other applications include lead-generation forms, technical-support inquiry forms, and cost surveys. ABC measures the cost and performance of activities performed and the products. This system helps in implementing new business practices, improve performance, and reduce costs.

#### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs to the system include: Survey results

**Disposition Instructions:** Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions:** TEMPORARY. Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

#### **B. Master Data File**

The master data files contain information on the costs of performing activities within an organization.

1. Expenditures Accounting General Correspondence and Subject Files. Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration. **(GRS 7/1)**

**Disposition Instructions.** TEMPORARY. Destroy when 2 years old.

2. General Accounting Ledgers. General account ledgers, showing debit and credit entries, and reflecting expenditures in summary. **(GRS 7/2)**

**Disposition Instructions:** TEMPORARY. Destroy 6 years and 3 months after the close of the fiscal year involved.

3. Expenditure Accounting Posting and Control Files. Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule. Original records. **(GRS 7/4a)**

**Disposition Instructions:** TEMPORARY. Destroy when 3 years old.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Expenditures Accounting General Correspondence and Subject Files. Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration. **(GRS 7/1)**

**Disposition Instructions. TEMPORARY.** Destroy when 2 years old.

3. General Accounting Ledgers. General account ledgers, showing debit and credit entries, and reflecting expenditures in summary. **(GRS 7/2)**

**Disposition Instructions: TEMPORARY.** Destroy 6 years and 3 months after the close of the fiscal year involved.

4. Expenditure Accounting Posting and Control Files. Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule. Original records. **(GRS 7/4a)**

**Disposition Instructions: TEMPORARY.** Destroy when 3 years old.

5. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

### **Information Management and Information Technology Operations**

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usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

#### **D. Documentation**

1. Data Systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports, regardless of medium, relating to a master file or data base. **(GRS 20/11a)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

**E. Backups/Vital Record Backups.** Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.



# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **2200-REM**

**Anadarko Real Estate Module (REM):** a dbase V file format (DOS), is used for transaction processing and land management. The individual modules contained in REM are targeted at reducing the most labor intensive tasks performed at field level. These are issuance of conveyance documents, grants of easements for rights-of-way, and agricultural leases, development of payment schedules contracts, issuance of 90 day notices, and report generation.

REM was first implemented in the early 1990's and ran on standalone personal computers (PCs) at each agency/field office. Over the years, the platform has been upgraded and currently operates on both Local Area Networks (LANs) and standalone PCs. Because the REM operates at the local level, the data stored at those locations only pertains to that location. The data is not propagated to or commingled at the regional level. This system is resident on a LAN at several BIA locations or a standalone PC at Tribal locations.

This system contains information about Indian individuals (account numbers, names, addresses) and the trust/restricted land(s) they hold an interest (property legal descriptions, ownership interests). It also contains information about lessees. The primary keys are tract number, account number, and lease number.

REM includes the following modules: easements, deeds, lease development, lease distribution, lease management, 90 day notices. The Agency/IIM Address and Lease Development Modules include landowner and lessee names and addresses.

#### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs to the system include: land tract and ownership information; leases (renewal, approval, modifying, amending, cancellation/expiration, compliance, rental rates, and landowner stipulations); permits; bonds; consent of land owners; lease advertisements; payment documentation; and names and addresses of current lessees. Collection and payment documents and data, such as bills for collection, money orders from lessees, and journal vouchers, are acquired from such sources as the lessees through BIA offices. Other inputs of consist of tract and owner of land information from such sources as probates, deeds, and other such instruments of conveyance.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **B. Master Data Files**

The master data files contain information on leases identified by lease number, tract (legal description – section, township, range and tract identification number), and ownership, rental rates, dates, lessor and lessee information, addresses, and land types (tribal lands, individual Indian land allotments).

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-05-2)**

### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-05-2)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

## INDIAN AFFAIRS RECORDS SCHEDULE

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### **Information Management and Information Technology Operations**

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b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

#### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-05-2)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **2200-CREUMS Colorado River Electrical Utility Management System (CREUMS)**

The CREUMS system is designed to provide billing and collections, service orders, meter reading, managing customer accounts, accounting, and tracking service/customer history at the Colorado River Indian Reservation. CREUMS enables the Colorado River Agency, as an electric utility provider, to meet its responsibility of supplying reliable electric utility service to the Colorado River Indian Reservation

#### **A. Source Records/Inputs**

1. Source Records (Paper): Inputs to the system include manually keyed data and uploaded meter data such as: meter reading information, customer data, property information, power connect and disconnect orders, equipment change orders, and other service data.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

#### **B. Master Data File**

Users from the Power Billing office manually key in customer information data, power connect and disconnect orders, equipment change orders and meter information is manually migrated from a standalone Meter reading computer that periodically queries the installed electric meters. Meter readings obtained by handheld meter reading devices are also uploaded on a daily basis. Customer account records are maintained in a customer number sequence as a primary key. Information is also available by customer name, Service Location, Property Number, Meter Number, Phone Number, and Social Security Number. Data from CREUMS is subject to the Privacy Act.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-07-10)**

Data restricted in accordance with Privacy Act Notice

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-07-10)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

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**SERIES: 2200**

## Information Management and Information Technology Operations

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**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

### D. Documentation

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-07-10)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

### E. Backups/Vital Record Backups

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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**2200-CFI**

### **Continuous Forest Inventory (CFI) :**

The function of Continuous Forest Inventory (CFI) system, stored in a MS Access database format and written in Visual Basic and Visual FORTRAN, is to provide for the collection and analysis of the forest resources using scientifically based data for the monitoring and management of resources on Indian forest land. The CFI computer system is designed to facilitate the processing and analysis of the data collected. The system has been implemented at all reservations that have a major forest resource, what is called a Category 1 forest (See 25CFR Sec. 163.36 for definitions of the forest categories). The system resides at the Division of Forestry – Branch of Forest Resources Planning (BOFRP) in Lakewood, Colorado and at individual reservations, with copies given to the agency and regional offices. See attached diagram for system design.

The CFI is a forest-wide sample of the forest resources that will provide a statistically reliable estimation of the forest resource. Contained in a CFI database is data on the measurement plot site and individual sample trees. Plot data includes information on the location, site quality and administrative classifications. Individual tree data includes tree size (diameter, height) and condition (problems, vigor). The plots are re-measured periodically, which allows for the estimation of forest change. Since the forest resource is a trust asset, the BIA must ensure that the condition and volume of the forest is sustained or improved. Most CFI inventories have at least three measurements, with some having up to 6 measurements. The CFI system maintains all previous measurement information so that trends in the resource can be evaluated. With the individual tree samples and plot summaries, statistics are produced to show the structure, growth, harvest and mortality that have occurred over the measurement period. Field guides defining the procedures and data definitions are developed for each project and are maintained for future reference. Past data for a reservation's CFI are migrated to the database from ASCII formatted data files at the time of re-measurement.

Since each reservation has specific needs beyond the basic data collected on all reservations, the forest inventory is tailored as needed. Because of this tailoring and the different measurement dates, each individual forest inventory is maintained in its own database. While each database is unique, it is required to follow the standard CFI database format. The format is defined in the "Data Organization Guide" developed by BOFRP. All inventories must follow this database format for integration with standard processing programs that generate summary tables for the inventory. Because of the individualization of the database data fields, there is little application on a bureau-wide basis as a "one-size-fits-all" application.

### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs are preprinted on tally sheets or loaded into electronic field data recorders and taken to the plot. The field crew then measures the same trees at the same point and records the new information. Any past data provided is also verified in the field. Data is entered and error checked through an application written in Visual Basic. This application is modified as needed for each reservation inventory. Original input forms are maintained at the reservation level.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**



# INDIAN AFFAIRS RECORDS SCHEDULE

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## **Information Management and Information Technology Operations**

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2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

### **B. Master Data File**

The master data file is stored in a MS Access database. There are five different data tables generated for each measurement:

- Plot Classification - the collected field data for the plot;
- Plot Summary - tree data summaries (stocking, growth, harvest, etc);
- Tree Measurement - collected tree information, plus any calculated data;
- Regeneration data - data on the measured regeneration trees on plot;
- Fuels data - data collected on wild land fire fuels present; and,
- Additional data tables needed for the administration and processing of an inventory are also maintained in the database. See Data Organization Guide for details.

The individual reservation that is doing the analysis determines what sorting and summaries it wants to create. The CFI programs are designed to allow the user the ability to sort on any plot variable.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-05-3)**

### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

## INDIAN AFFAIRS RECORDS SCHEDULE

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### **Information Management and Information Technology Operations**

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2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g., management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports cannot be easily separated and filed in case specific files. **(N1-075-05-3)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

# INDIAN AFFAIRS RECORDS SCHEDULE

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## **Information Management and Information Technology Operations**

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### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-05-3)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# INDIAN AFFAIRS RECORDS SCHEDULE

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## Information Management and Information Technology Operations

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### **2200-DMP**

**Document Management Program (DMP)**. The purpose of this system is to document the recording of each incoming land title document and to document the disposition of each recorded or unrecorded document.

#### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs to the system include: Land title documents.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

#### **B. Master Data File**

The master data files contain information including: year, reservation code, tract ID number, document type, document number, lease or permit number, beginning and ending year, grantor and grantee names, grantor and grantee identification numbers (if applicable), date of order or document, and date recorded.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-07-005)**

#### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

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2. System Generated Documents organized by Program, Regional, Agency, or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports cannot be easily separated and filed in case specific files. **(N1-075-07-005)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency, or Field Office, Job Run Date and Fiscal Year. Cut off at the end of fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

## INDIAN AFFAIRS RECORDS SCHEDULE

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### **Information Management and Information Technology Operations**

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#### **D. Documentation**

1. Data Systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports, regardless of medium, relating to a master file or data base. **(N1-075-07-005)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

**E. Backups/Vital Record Backups.** Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

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## **Information Management and Information Technology Operations**

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### **2200-FMIS**

**Facilities Management Information System (FMIS).** The FMIS is a tool to help facility staff manage all Bureau facilities. FMIS is used to manage inventory, deferred maintenance, health and safety issues, construction projects, and provides for budget distribution and tracking.

#### **A. Source Records/Inputs**

1. **Source Records (Paper):** The inputs to the system include: Non-electronic documents designed and used to create, update, or modify records in an electronic medium.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. **Source Records (Electronic):** Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

#### **B. Master Data File**

The master data files contain inventory data: detailed information on Bureau funded structures (schools, jails, housing, offices, etc.) and site data. This data is used to generate Operations and Maintenance funds for each location and provides life cycle status of inventory and condition of the inventory. Backlog data: detailed information on deferred maintenance deficiencies and improvements for all buildings and sites. Also provides detailed health & safety inspection reports. This data is used to prioritize and create construction projects and is also used to fund supplemental programs and to fund emergencies. Project Management data: detailed information on construction projects, including new school construction, major facilities improvement and repair, portables, and roofing. This data is used to track construction projects through all phases. Budget data: detailed information on budget allotments, allocations, and expenditures for facility funding programs. This data is used to record budget allotments and allocations generate funding documents, and to track where the money has been expended. Work Ticket data: detailed information on day to day routine, unscheduled, and preventive maintenance tasks performed at locations. This data provides facility manger ability to schedule staff and is used to provide historical maintenance repair data for planning.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-07-009)**

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### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency, or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports cannot be easily separated and filed in case specific files. **(N1-075-07-009)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency, or Field Office, Job Run Date and Fiscal Year. Cut off at the end of fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.



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d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

#### **D. Documentation**

1. Data Systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports, regardless of medium, relating to a master file or data base. **(N1-075-07-009)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

**E. Backups/Vital Record Backups.** Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# INDIAN AFFAIRS RECORDS SCHEDULE

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## **Information Management and Information Technology Operations**

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**2200-MAXIMO™ Facility Management System (MAXIMO™).** The capstone Facilities Management System (FMS) is an automated maintenance management system which tracks materials, labor, and tools estimated dollars for maintenance performed against irrigation canals and structures, motor vehicles and heavy equipment at 15 BIA irrigation projects. Data captured is tracked and reported in accordance with GPRA goals to OMB. MAXIMO™ addresses deficiencies noted in previous IG reports relating to BIA irrigation, power and safety of dam projects. This computerized maintenance management program has been proposed to answer deficiencies such as: lack of comprehensive and accurate inventories of projects facilities and equipment, and to address the minimal scheduling of work.

### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs to the system include: work orders for maintenance to be performed are created, planned, and scheduled and data is encoded into the system. Source records include maintenance work orders against irrigation project canals and structures, irrigation project motor vehicle and heavy equipment.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

### **B. Master Data File**

The master data files contain information including maintenance history on irrigation canals and structures; dams in the safety of dams program, motor vehicles and heavy equipment located at the irrigation projects.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-09-001)**

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## **Information Management and Information Technology Operations**

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### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency, or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports cannot be easily separated and filed in case specific files. **(N1-075-09-001)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency, or Field Office, Job Run Date and Fiscal Year. Cut off at the end of fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

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d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

#### **D. Documentation**

1. Data Systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports, regardless of medium, relating to a master file or data base. **(N1-075-09-001)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

**E. Backups/Vital Record Backups.** Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# INDIAN AFFAIRS RECORDS SCHEDULE

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## **Information Management and Information Technology Operations**

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**2200-GIS**

### **Geographic Information System**

GIS technology provides a tool for effective trust asset management and has been used since 1984. Sites, linear features and boundaries are represented by points, lines and polygons that have spatial coordinates, names and other descriptive attributes. The data is organized by category or layer (e.g. hydrography, transportation, reservation boundaries). Each layer of data represents the best available information. Most layers cover Indian lands in Alaska and the contiguous US. Data is updated as new information becomes available.

Files are generally stored by reservation in directories that are further organized by BIA region.

#### **A. Source Records/Inputs**

1. Source Records (Paper): Include map data from various map sources that is digitized, keyed, scanned and migrated into the system.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

#### **B. Master Data File**

The data is organized by category or layer (e.g. hydrography, transportation, reservation boundaries).

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-06-10)**

Data restricted in accordance with Privacy Act Notice; Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies-Interior, BIA-3); Indian Land Records-Interior, BIA-4; Indian Land Leases-Interior, BIA-5; Integrated Records Management System Interior, BIA-25.

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### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-06-10)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

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d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-06-10)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

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## Information Management and Information Technology Operations

### **2200-GET RESOURCES**

**Get Resources:** Used by OCIO personnel as an architecture review and IT expenditure tracking system. The creation of this system was based upon division E of Public Law 104-106, and OMB A-130 Circular tasking the CIO to advise Indian Affairs senior managers of the best and most efficient means of choosing and acquiring information technology. Get Resources collects and retains the information necessary to formulate that legally required advisory.

#### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs to the system include: IT requisition information consisting of item, purpose and costs.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

#### **B. Master Data File**

The master data files contain information on IT requisition data such as purchaser, organization, purpose, information technology and resources used to procure system.

1. Routine Procurement Files. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in items 1 and 12). Procurement or purchase organization copy, and related papers. **(GRS 3/3a)**

a. Procurement or purchase organization copy, and related papers.

(1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold").

(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.

**Disposition Instructions: TEMPORARY.** Destroy 6 years and 3 months after final payment.

(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.



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**Disposition Instructions: TEMPORARY.** Destroy 3 years after final payment.

(2) Transactions dated earlier than July 3, 1995.

(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.

**Disposition Instructions: TEMPORARY.** Destroy 6 years and 3 months after final payment.

(b) Transactions that utilize small purchase procedures and all construction contracts under \$2,000.

**Disposition Instructions: TEMPORARY.** Destroy 3 years after final payment.

2. Inventory Requisition File. Requisitions for supplies and equipment for current inventory.

a. Stockroom copy (**GRS 3/8a**)

**Disposition Instructions: TEMPORARY.** Destroy 2 years after completion or cancellation of requisition.

### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Routine Procurement Files. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in items 1 and 12). Procurement or purchase organization copy, and related papers. (**GRS 3/3a**)

a. Procurement or purchase organization copy, and related papers.

(1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold").

(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.

**Disposition Instructions: TEMPORARY.** Destroy 6 years and 3 months after final payment.

(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.

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**Disposition Instructions: TEMPORARY.** Destroy 3 years after final payment.

(2) Transactions dated earlier than July 3, 1995.

(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.

**Disposition Instructions: TEMPORARY.** Destroy 6 years and 3 months after final payment.

(b) Transactions that utilize small purchase procedures and all construction contracts under \$2,000.

**Disposition Instructions: TEMPORARY.** Destroy 3 years after final payment.

3. Inventory Requisition File. Requisitions for supplies and equipment for current inventory.

a. Stockroom copy (**GRS 3/8a**)

**Disposition Instructions: TEMPORARY.** Destroy 2 years after completion or cancellation of requisition.

4. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. (**GRS-20/1a**)

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. (**GRS-20/1b**)

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. (**GRS-20/1c**)

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change

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management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

### **D. Documentation**

1. Data Systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports, regardless of medium, relating to a master file or data base. **(GRS 20/11a)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

**E. Backups/Vital Record Backups.** Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

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### **2200-GLADS Great Lakes Agency Database System (GLADS)**

The Great Lakes Agency Land Database, programmed using dbase V, provides current and accurate information pertaining to land title and is used to account for all Land Consolidation Project transactions and collections. An inventory for a potential land sale can be recalled and printed on demand. Data is entered by realty staff, which includes probates, deeds to restricted Indian land for land consolidation as well as the acquisition and disposal sections. The database is capable of printing multiple reports when requested, including statistical information regarding tribal allotted, unallotted and fee interest.

The purpose of the system is to produce land inventories, summaries, deeds to restricted Indian land, exhibits "A's", and tract LCP transfers.

#### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs are keyed into the system and include: probates, deeds to restricted Indian land for land consolidation, acquisition and disposal.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

#### **B. Master Data File**

The master data file contains land title information.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-06-3)**

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### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-06-3)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

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d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-06-3)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

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### 2200-IIS

**Identity Information System (IIS):** The IIS is a central repository composed of three sub-systems that provide an automated tool for human resources to track data and action to fill a position and for security officers to track the security screening action for new hire. Systems users request access via IIS. IIS is also used to track a position announcement opening and closing, human resource activities, security officer's activities, revoke system access privileges, training, office and location data on employees and contractors. Information maintained include contact information, employee personal identification, office of assignment, office location, badge information, supervisor name, training taken, and information system access requests. Each BIA government employee and contractor has a record in the IIS eProfile system.

#### A. Source Records/Inputs

1. Source Records (Paper): The inputs to the system include: Data derived from Human Resource, Security, management, and employee activities.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

#### B. Master Data File

The master data files contain information on position announcement, position closing, date hired, date terminated, receiving of security screen packages, package status, screening activities, system access request and responses including approval and disapproval, employee name, social security number, mother's maiden name, types and dates of training, assigned office and location, badge information, supervisor, IIS system roles, system approval information and other security information collected.

Routine systems, i.e., those not covered by item 6a (Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records). **(GRS 24/6b)**

**Disposition Instructions: TEMPORARY.** (See GRS 20, item c) Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.

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### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Routine systems, i.e., those not covered by item 6a (Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records). **(GRS 24/6b)**

**Disposition Instructions: TEMPORARY.** (See GRS 20, item c) Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and



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analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

#### **D. Documentation**

1. Data Systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports, regardless of medium, relating to a master file or data base. **(GRS 20/11a)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

**E. Backups/Vital Record Backups.** Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

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**2200-InfoDat**

### **Indian Forestry Database (InfoDat)**

The function of InfoDat system is to keep track of the forest resources and the status of forest management inventory and planning (FMIP) projects and funding needs on all reservations. The InfoDat system is stored in a MS Access database with a Visual Basic Application front end for processing and reporting. The system also is used to maintain the reservation codes used in other forestry databases and to supplement other forestry projects, such as the Forestry Funding and Position analysis. The system is used and maintained at the Division of Forestry – Branch of Forest Resources Planning (BOFRP) and used by all regional forestry offices. The Database was developed in 1999 and is kept updated every September 30<sup>th</sup>. The regional forestry staff can keep their database current throughout the year if desired, but the Central Office database is updated only once a year. The database and associated documentation is archived each year at the end of the reporting cycle.

#### **A. Source Records/Inputs**

1. Source Records (Paper): The data inputs to this system are entered by regional forestry staff directly into the database via the InfoDat application. Updates are reported to the region via paper copies of previous year's reports. Two electronic data entry forms exist for the entry of the forest acreage and planning status data. Another three electronic data forms exist for the maintenance of the reservation, agency and regional data. The national database updates are done through the transfer of regional data to the BOFRP office for processing. See attached users manual.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

#### **B. Master Data File**

The master data file is stored in a MS Access database and contains information on the forest acreage on each reservation, acreage available for timber harvest, current status of the eight segments of the forest management inventory and planning, funding needs for future FMIP projects from the special non-recurring FMIP funding, valid reservation codes. Records are stored by reservation code (see attached data structure diagram).

The data is stored in the following tables:

- Catalog of Forest Acres - keeps track of the acres by administrative categories;
- Status of Forest Management Inventories and Planning - Keeps track of the eight different segments of the FMIP process, along with basic timber harvest information;

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- Funding Needs by FMIP category - 10 year needs for each of the eight FMIP segments;
- Reservation Info - Reservation codes, names and other forestry-related information; and
- Agency and Region Info - Codes and names of the BIA agencies and regions.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-05-3)**

### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-05-3)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

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b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-05-3)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

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### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

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**2200-IDEAS-PD** Interior Department Electronic Acquisition System – Procurement Desktop (IDEAS-PD): The IDEAS-PD standardizes procurement activities.

### A. Source Records/Inputs

1. Source Records (Paper): The inputs to the system include: Contracts, requisition, purchase orders, receipt, and statement of work.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

**B. Master Data File.** The master data files contain information on program offices, contract and vendor information.

1. Routine Procurement Files. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in items 1 and 12). Procurement or purchase organization copy, and related papers. **(GRS 3/3a)**

a. Procurement or purchase organization copy, and related papers.

(1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining “simplified acquisition threshold”).

(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.

**Disposition Instructions: TEMPORARY.** Destroy 6 years and 3 months after final payment.

(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.

**Disposition Instructions: TEMPORARY.** Destroy 3 years after final payment.

(2) Transactions dated earlier than July 3, 1995.

(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.

**Disposition Instructions: TEMPORARY.** Destroy 6 years and 3 months after final payment.

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(b) Transactions that utilize small purchase procedures and all construction contracts under \$2,000.

**Disposition Instructions: TEMPORARY.** Destroy 3 years after final payment.

2. Data submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS. **(GRS 3/3d)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when 5 years old.

### C. System Generated Documents/Outputs

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Routine Procurement Files. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in items 1 and 12). Procurement or purchase organization copy, and related papers. **(GRS 3/3a)**

a. Procurement or purchase organization copy, and related papers.

(1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold").

(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.

**Disposition Instructions: TEMPORARY.** Destroy 6 years and 3 months after final payment.

(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.

**Disposition Instructions: TEMPORARY.** Destroy 3 years after final payment.

(2) Transactions dated earlier than July 3, 1995.

(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.

**Disposition Instructions: TEMPORARY.** Destroy 6 years and 3 months after final payment.

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(b) Transactions that utilize small purchase procedures and all construction contracts under \$2,000.

**Disposition Instructions: TEMPORARY.** Destroy 3 years after final payment.

3. Data submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS. **(GRS 3/3d)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when 5 years old.

4. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.



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### **D. Documentation**

1. Data Systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports, regardless of medium, relating to a master file or data base. **(GRS 20/11a)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

**E. Backups/Vital Record Backups.** Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

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**2200-NIOGEMS** **National Indian Oil and Gas Evaluation and Management System (NIOGEMS):** The NIOGEMS is designed under Tribal self-determination guidelines to assist Indian resource managers locate and display production, lease information, and well data in map form. The system contains commercially available production/well information and production data.

### **A. Source Records/Inputs**

1. **Source Records (Paper):** The inputs to the system include: spatial data, leases, agreements, maps and commercial data. Textual data is entered using Oracle's SQL Loader utility. Spatial data files copied to NIOGEMS folders from commercial and government sources. The user is also given edit capabilities to manually key-in certain data.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. **Source Records (Electronic):** Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

### **B. Master Data File**

The master data files contain well location and drilling information; well production data; lease and agreement information; reservation boundary and public land survey (PLS) information; surface and subsurface ownership information (this contains only type; fee; tribal, allotted, etc. and does not include personal information); survey data, and other spatial data as available such as seismic line location; geology—surface, subsurface, structural maps; location of industrial minerals such as gypsum, bentonite, sand and gravel.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-07-016)**

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### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency, or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports cannot be easily separated and filed in case specific files. **(N1-075-07-016)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency, or Field Office, Job Run Date and Fiscal Year. Cut off at the end of fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

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d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

#### **D. Documentation**

1. Data Systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports, regardless of medium, relating to a master file or data base. **(N1-075-07-016)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

**E. Backups/Vital Record Backups.** Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

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### **2200-QMIS**

**Quarters Management Information System (QMIS)**. QMIS is used to calculate housing rental rates on a yearly basis.

#### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs to the system include: survey, housing unit inventory, Base Rent Computation Schedule.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

#### **B. Master Data File**

The master data files contain information including: rental rates, unit, the size, age, number of bedrooms, bathrooms, condition, appliances, and other items to determine rental rate.

Housing Management Files. Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data. **(GRS 15/3)**.

**Disposition Instructions: TEMPORARY.** Destroy when 2 years old.

#### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

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2. Housing Management Files. Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data. **(GRS 15/3)**.

**Disposition Instructions: TEMPORARY.** Destroy when 2 years old.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

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#### **D. Documentation**

1. Data Systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports, regardless of medium, relating to a master file or data base. **(GRS 20/11a)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

**E. Backups/Vital Record Backups.** Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

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**2200-RDRS**

### **Royalty Distribution and Reporting System**

The Royalty Distribution and Reporting System (RDRS) was designed in the mid 1970s as the main system that reports and distributes monies from oil and gas revenues collected by the Minerals Management System (MMS). Mineral Management Service (MMS) office is responsible for collecting and processing royalties for mineral production for both individual Indians and Tribal leases. The system also tracks tribal and individual landowners, and oil and gas leases including billing, lease rental distribution, and compiling data for annual reports related to oil and gas producing lease activities. The data spans from 1985 to the present. The system consists of several modules including Distribution and Reporting, Leasing (subsurface) and RDRS Owner (subsurface). The Trust Reform Act of 1994 further supported the management of trust assets, and to create and maintain a verifiable system of records that documents the management of trust assets.

RDRS resides on a Unisys NX Server and operates Unisys mainframe base applications. The software application that is used is in-house programs using Cobol 74, in addition to Unisys system support and utility software that is proprietary to Unisys. Tape cartridges are used for backup and offsite storage.

**1. RDRS – Payment Module:** The function of the Royalty Distribution and Reporting System (RDRS), an ISAM (indexed sequential access method) file format, is to calculate and distribute payments, and report information with respect to mineral processing for tracts of Indian land that have producing subsurface leases. These activities include interfacing with data provided by the Minerals Management System (MMS), processing statements and checks, creating check registers and verification reports, producing mailing labels, and creating distribution reports for the Office of Trust Funds Management (OTFM) and the Bureau of Indian Affairs (BIA). Seven BIA regions including Southern Plains Regional Office, Southwest Regional Office, Western Regional Office, Navajo Regional Office, Eastern Oklahoma Regional Office, and Great Plains Regional Office use this database.

#### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs of the Royalty Distribution and Reporting System (RDRS) Payment module consist of faxes from BIA Regional offices for purposes of verification and requests for distributions of royalty income.

**Disposition Instructions:** Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series specific program records)

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. (GRS-20/1b)

**Disposition Instructions:** TEMPORARY. Delete after information has been transferred to the master file and verified.



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### **B. Master Data File**

The master data files contains individual ID number and corresponding address, third party name and address, processed date, debit or credit amount, JV number, payment amount, agency code, check number, interest and principal amounts, and management code. The primary key unit of analysis is the individual ID number.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-03-3)**

Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies—Interior, BIA—3; Indian Land Records—Interior, BIA—4; Indian Land Leases—Interior, BIA—5.

### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Schedule record series specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-03-3)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

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**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

#### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-03-5)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

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#### **E. Backups/Vital Record Backups.**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. (GRS-20/8a)

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

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**2. RDRS – Lease\Owner Module:** The function of the Royalty Distribution and Reporting System (RDRS), Lease\Owner module, an ISAM (indexed sequential access method) file format, is to capture producing subsurface leasing activities. These activities include advertising oil and gas leases, processing application for oil and gas research and drilling; tracking expired leases, renewing leases, initiating new leases; approving, modifying, amending, and canceling leases; removal of tracts from leasing activities (land withdrawal), and tracking tract acreage and payment information (money collection from lessees and distribution of money to landowners). Six BIA regions including Southwest Regional Office, Western Regional Office, Navajo Regional Office, Eastern Oklahoma Regional Office, and Great Plains Regional Office use this module. The seventh BIA region, Southern Plains Regional Office, uses Royalty Distribution and Reporting System (RDRS) for royalty payment processing but does not use it for the Lease/Owner module.

### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs of the Royalty Distribution and Reporting System (RDRS) Lease\Owner module include land tract information; leases(renewal, approval, modifying, amending, cancellation/ expiration, compliance and complaints, royalty and rental rates, and landowner stipulations); mineral permits; drilling permit; land management plans and appraisals; bonds; land owner consent; lease advertisements; payment documentation; names and addresses of current lessees; and interest factor (interest calculation used to determine monies owed to land owners). Collection and payment documents and data, such as bills for collection, money orders from lessees, and journal vouchers, are acquired from such sources as the lessees through BIA offices and financial distribution report from Minerals Management System (MMS). Supporting documentation includes: Indian mineral development agreements (e.g., tribal resolution information, mineral exploration agreements that are approved by the Bureau of Indian Affairs, and related information required by the Indian Mineral Development Act of 1982); Communitization/Unitization agreements (agreements to consolidate multiple tracts into a unit); Environmental Impact Statements in accordance with the National Environmental Protection Act; Archaeological Studies in accordance with National Historic Preservation Act; farm management plans relating to crops and livestock for which the leased land will be utilized. For oil and gas exploration and drilling, some of the input information includes corporate articles of incorporation, articles to do business in the state, corporate qualifications, and bonds approved by a surety. Other inputs of the Royalty Distribution and Reporting System (RDRS) Lease\Owner module are tract and owner of land information from such sources as reports from the Land Record Information System (LRIS) Title Status Report (TSR).

**Disposition Instructions:** Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series specific program records)

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. (GRS-20/1b)

**Disposition Instructions:** TEMPORARY. Delete after information has been transferred to the master file and verified.

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#### **B. Master Data File**

The master data files contains File contains information on leases that have been identified by lease number, reservation code, allotment number, acres, communitization/unitization, rate, section, township, and range. The primary key unit of analysis is the lease number.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-03-3)**

Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-O2 (previously Individual Indian Monies—Interior, BIA—3; Indian Land Records—Interior, BIA—4; Indian Land Leases—Interior, BIA—5.

#### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Schedule record series specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports cannot be easily separated and filed in case specific files. **(N1-075-03-3)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

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**Disposition Instructions:** TEMPORARY. Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. (GRS-20/1b)

**Disposition Instructions:** TEMPORARY. Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. (GRS-20/1c)

**Disposition Instructions:** TEMPORARY. Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. (GRS-24/3b1)

**Disposition Instructions:** TEMPORARY. Destroy/delete 1 year after termination of system.

#### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. (N1-075-03-5)

**Disposition Instructions:** PERMANENT. Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. (GRS-20/11b)

**Disposition Instructions:** TEMPORARY. Destroy or delete when superseded or obsolete.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

### **Information Management and Information Technology Operations**

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#### **E. Backups/Vital Record Backups.**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. (GRS-20/8a)

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# INDIAN AFFAIRS RECORDS SCHEDULE

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## **Information Management and Information Technology Operations**

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### **2200-SGDB**

**Self-Governance Management Database (SGDB).** The SGDB is a financial management system for tribal compact funding data for federal and tribal users. SGDB enables the Office of Self-Governance to achieve budget execution, accounting, federal and customer reporting, and contracting duties. SGDB manages and maintains tribal compact financial data providing users with the ability to report on the status of funds negotiated under the Annual Funding Agreements (AFA). It also generates funds awards (Authority to Obligate), which are the source documents used for obligation input into the BIA accounting system, the Federal Financial System.

#### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs to the system include: Contact name and address, email address and phone numbers; Area, Agency, and State IDs, organization and project data; codes and names; project information; company name and address, tax percentage and shipping information; compact funding information; program data; obligation amounts; base changes and adjustments and ATO and AFA data.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

#### **B. Master Data File**

The master data files contain information including contact data; company data; funding data; class data; compact data; account data; cost code and allocation data; obligation data; ATO and AFA data; user organization data; and project data. Data maintained within the system includes data from 1997 to present.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-09-05)**



# INDIAN AFFAIRS RECORDS SCHEDULE

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## **Information Management and Information Technology Operations**

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### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency, or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports cannot be easily separated and filed in case specific files. **(N1-075-09-05)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency, or Field Office, Job Run Date and Fiscal Year. Cut off at the end of fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

## INDIAN AFFAIRS RECORDS SCHEDULE

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d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

#### **D. Documentation**

1. Data Systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports, regardless of medium, relating to a master file or data base. **(N1-075-09-05)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

**E. Backups/Vital Record Backups.** Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# INDIAN AFFAIRS RECORDS SCHEDULE

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## **Information Management and Information Technology Operations**

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### **2200-ITIMS**

#### **Integrated Transportation Information Management Systems (ITIMS)**

The Bureau of Indian Affairs (BIA) Division of Transportation (BIA/DOT) jointly administers the Indian Reservation Roads (IRR) and the Indian Reservation Roads Bridge (IRRBP) programs with the Federal Highway Administrations' (FHWA) Federal Lands Highway Office (FLHO). The BIA IRR program employs more than 1,000 people and is responsible for 50,000 + miles of roads, and 805 + bridges. The BIA/DOT uses a specific set of software tools and manual processes to provide oversight and management of the IRR programs. These processes are used to manage road construction, road maintenance, contracting, inventorying of assets, project planning, and fund allocation and tracking. All these processes are linked together within a logical flow of work and defined business processes specific to the IRR programs.

Currently the BIA/DOT owns a Management System known as Integrated Transportation Information and Management Systems (ITIMS). The ITIMS system is modular and relational. The system is currently under development with some of the modules in place and in production, while other modules are in various states of development. The BIA/DOT is also responsible for management of its General Support Systems.

- Improve communications with the tribes, tribal governments and regions.
- Make available to customers all the data used to make decisions and manage the IRR program.
- Improve support, technical assistance and overall data management with the Tribes and Regions.
- Improve communications with Congress, Bureaus, Offices and Departments to justify budgets, document accomplishments, and justify the need for both maintenance and construction funds.
- Establish standardized and consistent processes to be used by all customers to manage and oversee the IRR program.
- Improve and establish data quality and integrity among the various data systems that support the IRR program.
- To enforce the business rules established by the laws and policies governing the IRR program.
- To provide a secure environment for the ITIMS system as defined by the CIO's office and the industries best security practices.
- To manage a completed ITIMS including support, software updates, documentation, and changes in requirements due to policy and or changes in the law governing the IRR program.

The system was designed and is capable of agency wide implementation. ITIMS system is being operated on a standalone system located in Albuquerque.

#### **A. Source Records/Inputs**

1. Source Records (Paper): Inputs to the system are specific to: roads and bridges, their routes, their size, conditions, region-agency-reservation codes, legal description data, county locations, congressional districts, state codes, owners, constructions needs, surface status/conditions and terrain data, surface rating factors, funding categories, CTC percentages, incidental costs, traffic information, safety statistics, design standards,

# INDIAN AFFAIRS RECORDS SCHEDULE

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construction costs, railway and right of way information, latitude/longitude and Atlas map numbers, maintenance levels, snow and ice controls, deficiencies, road purpose data and Adequate Standard Characteristics data.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

### **B. Master Data File**

The master data files contain information including bridge inventory, road inventory, directory of regions/agencies/reservations, a control schedule, safety management, congestion management and pavement management.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-07-1)**

Data restricted in accordance with Privacy Act Notice; Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies-Interior, BIA-3); Indian Land Records-Interior, BIA-4; Indian Land Leases-Interior, BIA-5; Integrated Records Management System Interior, BIA-25.

### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-07-1)**

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**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-07-1)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **2200-Keyfile**      **Keyfile**

The Keyfile system is a document imaging system. The application contains the database that allows the indexing, storing, and retrieving of electronic images of lease files. The images are stored on optical disk utilizing Write Once Read Many (WORM) technology in a Hewlett Packard 120T Jukebox.

The content of the system is the electronic images of lease file folders. The images are used to provide copies to applicable parties. Since the images can be printed on a laser printer, this decreases the amount of time it takes to Xerox the files repeatedly. We provide copies of leases on a daily basis to Indian beneficiaries, real estate brokers, developers, lawyers, etc. The release of this information is necessary to ensure timely processing of lease related matters. The subjects of the information are Indian allottee landowners and their subject property that has been leased. The time span for the records is 1955 to 1995. The geographic area the records pertain to is the Agua Caliente Indian Reservation, Palm Springs, California. The update cycle of this system is to scan additional documents/correspondence that must be maintained in the physical file. Since the technology used is WORM technology, the additional documents that are scanned are just added to the file room. It is basically an electronic file room. The images contained in the system are exact copies of the original physical file and cannot be written over or changed. The images are acceptable in court as original documents.

#### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs are scanned images and include lease files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

#### **B. Master Data File**

The master data file contains a database that allows the indexing, storing, and retrieving of electronic images of lease.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-06-4)**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-06-4)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.



# INDIAN AFFAIRS RECORDS SCHEDULE

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## **Information Management and Information Technology Operations**

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d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-06-4)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

### **E. Backups/Vital Record Backups.**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 2200**

## Information Management and Information Technology Operations

**2200-LRIS**

### Land Records Information System

**System Description:** The Land Records Information System (LRIS), which functions as a centralized database, was designed in the early 1970s as the primary system that maintains the legal description of land held in trust for Tribes and Individual Indian owners. The data spans from 1973 to the present. LRIS is the system used to support the Federal responsibility to record, provide custody, and maintain records and information that affect titles to Indian lands, provide information to examine titles, and provide title status reports. LRIS maintains and reports information on land status, such as encumbrances, and legal ownership in accordance with Probate documents. LRIS also provides Bureau of Indian Affairs (BIA) Title Plants and Agency Realty Officers with instant access to current status information. LRIS is used bureau-wide with the exception of the Alaska Regional Office, the Eastern Oklahoma Regional Office, and the Eastern Regional Office.

LRIS resides on an IBM platform in Denver, Colorado and supported by the BIA OIRM Office in Reston, Virginia. LRIS was developed using software AG products as the front end for data entry and SAS products for storing current and historical records in a system 2000 database.

#### **A. Source Records/Inputs**

1. Source Records (Paper): There are two categories of input source documents to LRIS: Title and Non-Title Documents. Title documents are documents that affect title to or encumbers Tribal and Individual Allotted lands, and that are required to be recorded by regulation and bureau policy.

Title Documents: Trust patent, Restricted Fee Patent, Deed to Non-Trust status, Executive Orders, Treaty, Acts of Congress, Probate, Probate Modification, Secretarial Order, Order Transferring Inherited Interest, Deed to Restricted Status, Deed to Trust Status, Easement, Supplemental Plat, Mortgage, Fee Patent, Homestead Patent, Certificate of Competency, Order Removing Restrictions, Allotment Schedule, Declarations of Taking, Mortgage Satisfaction, Lease, Memorandum of Sale of Allotted Land (Deferred Payment Contract), Federal Revesting Order, Title Status Certification, Death Notice, and Non-Compos Mentis Declaration.

Non-Title Documents: Deeds: Act of 6/18/34 (IRA), Act of 6/26/36 (OWA), Act of 6/30/32 (Reinvestment of Trust Funds), Act of 4/11/70 (FHA Loans to Tribes), Act of 4/12/74 (Indian Financing Act-Revolving Loans), Trust Deed Special Form. Probate: Testate, in testate, Rehearing, and Denying Rehearing.

Probate Modifications that adds lands, deletes land, redetermines Heirs, corrects Interest, corrects Land Description, corrects Name, corrects Person, and Probate Defect Sheets. Rights of Way: Railroad; Telephone-Telegraph; Pipelines, Water and Canals; Roads, Highways, and Condemnations; Pipelines – Oil and Gas; Electric and Power; and Flowage. Leases: Assignment – Tribal Lands; Business; Homesite; Subsurface; Timber; and Cancellation. Acts of Congress: Irrigation Unit.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

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2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

### **B. Master Data File**

The master data files contain legal description by tract, then section, township, range and meridian. Document types with documents are encoded into LRIS by using a reservation code, document number (which is the number assigned to a document during recordation) document type and document modification. Ownership data is identified by either Tribal or Allotted land. Grantor/Grantee identifies whether the grantor and grantee are either Indian or Non-Indian and the relationship between the Grantor/Grantee. The primary key unit of analysis is the tract number.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-03-5)**

Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-O2 (previously Individual Indian Monies—Interior, BIA—3; Indian Land Records—Interior, BIA—4; Indian Land Leases—Interior, BIA—5.

### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

Reports generated from LRIS include: Title Status Reports; individual and Tribal Interest Tract File (188's); Land Index File (125's); Tract activity reports; Special Interest reports; Owner Document reports, Land History and Tract History reports, and related records.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-03-5)**

## INDIAN AFFAIRS RECORDS SCHEDULE

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### **Information Management and Information Technology Operations**

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**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-03-5)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

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**2200-LTM**

**Land Title Mapper (LTM)** contains information from 1997 through the present. The system stores geographic databases and provides a simple interface for producing standardized trust land status maps of Indian Country.

The data contains trust parcel boundaries, represented as polygons that have spatial coordinates, identifiers and other associated attribute data. The parcels are organized by reservation, and the parcels for a reservation are further organized in by region. Authorized users can request five varieties of maps for specified reservations.

The original database creation took place in 1997-1999 for four regions. Database creation and updates are currently taking place. Once all databases have been created, the update cycle might get down to 1-3 months.

Files are generally stored by reservation in directories that are further organized by BIA region.

### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs to the system include: background geographic data gathered from various map source and parcel information produced from LRIS database downloads.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

### **B. Master Data File**

The master data file contains attribute fields for all geographic data layers. These data layers are organized by reservation and have metadata which describe the attributes and the spatial data, the source, date, geographic projection, methods of creation, and applicable data standards.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-06-5)**

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### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-06-5)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

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c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-06-5)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.



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**2200-MAD**

### **Management Accounting and Distribution System (MAD)**

The function of the Management Accounting and Distribution System (MAD), a dbase IV file format, is to capture leasing activity information. These activities include the management of lease contracts (90 Day Notices and creation of new contracts), billing of lease rentals, posting of accounts receivable, posting collections, post payment to payment ledger, calculates owner payment.

MAD was developed to allow Regional and Agency Realty Officers better control and access to their data. MAD replaces the NX (A-17), Integrated Records Management System, for the Great Plains Regions, only. MAD is compatible with the NX IRMS so that the data can be up-loaded for pay-out purposes, through Integrated Records Management System, Lease Distribute System.

The Lease module contains data from 1993 to present and includes the following information: lease and range ownership data, probate, real estate inventories, ownership interests, lessees, leases, collection schedules, bank deposits, accounts receivables, owner trust accounts real estate bills, payment and distribution, late payments, utility programs, and land owner information.

#### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs to MAD system include: land tract and ownership information; leases (renewal, approval, modifying, amending, cancellation/expiration, compliance and complaints, royalty and rental rates, and landowner stipulations); permits; land management plans and appraisals; bonds; consent of land owners; lease advertisements; payment documentation; names and addresses of current lessees; and interest factor (interest calculation used to determine monies owed to land owners). Collection and payment documents and data, such as bills for collection, money orders from lessees, and journal vouchers, are acquired from such sources as the lessees through BIA offices. Other inputs of consist of tract and owner of land information from such sources as Title Status Reports (TSR) from the Land Record Information System (LRIS).

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

#### **B. Master Data File**

The master data files contain information on leases identified by tract (legal description – section, township, range and tract identification number) and ownership, rental rates, dates, leaser and lessee information, addresses, and land types (tribal lands, individual Indian land allotments). The Lease Master data

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file is used to identify and adjust leases; and to issue, modify, and cancel leases for agricultural and range activities. Collection and payment data elements include debits from permittees accounts, credits of landowners' accounts, tract share and rental information, and money apportionment. Additional information includes land tract division upon death of landowner or sale of land. The primary key unit of analysis is the lease number for leases and schedule date for payment data.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-06-6)**

### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-06-6)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

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b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. .

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system. .

### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-06-6)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is

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Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

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### **2200-NIIMS**

**National Irrigation Information Management System (NIIMS)** is written in NATURAL programming language using the software A/G ADABAS for storage. The NIIMS application provides standardization of irrigation billings and collection processing procedures. Use of the system by the Irrigation Projects provides accurate billing and accounting for customers and the Bureau of Indian Affairs (BIA). The NIIMS application operates on the Z800 computer at the National Business Center (NBC) in Lakewood, Colorado.

The BIA has trust responsibility for over one million acres of irrigable land, with gross income of more than 200 million dollars. These lands are supervised by six Regional Offices. At each Regional Office, there is an Irrigation Project which currently maintains their billing and collection records in individual formats. Recent audits of the Irrigation Projects have identified a need to standardize and automate the billing and collection procedures.

NIIMS is an application that supports billing and collection for the Bureau of Indian Affairs' irrigation projects which have costs that are reimbursable to the federal government. The application is limited to BIA Irrigation personnel and management.

The system contains data from 1960 to present and contains the land and owner/operator information, irrigation account information such as bills/receipts, collections and payments received.

#### **A. Source Records/Inputs**

##### **1. Source Records (Paper):**

The inputs to the system include land ownership, leases and documents related to land transactions.

The database files contain information on irrigation bills, ownership, project, financial information from collections.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

**2. Source Records (Electronic):** Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

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### **B. Master Data File**

The file structure contains all ADABAS database files, data sets, and file layouts that allow the indexing, storing and retrieving of irrigation data. There are multiple master files within the NIIMS and currently 48 database files that comprised NIIMS.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-07-4)**

Data restricted in accordance with Privacy Act Notice; Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies-Interior, BIA-3); Indian Land Records-Interior, BIA-4; Indian Land Leases-Interior, BIA-5; Integrated Records Management System Interior, BIA-25.

### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-07-4)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

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**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

#### D. Documentation

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-07-4)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

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### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.



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**2200-NASIS** **Native American Student Information System:** NASIS is a web based school and student information tracking system that captures student demographics, attendance, grades, tribal identification, medical and health information, and other information. Data may be input directly or uploaded as a PDF scanned image (generally for health information). The goal is for NASIS to serve as a student data management system used to improve student achievement and determine the number of eligible Indian School Equalization Program (ISEP) students for the equitable distribution of Congressional appropriated funds to meet their identifiable instructional and/or residential program needs. Through this system, BIE gathers the data necessary for required reporting under the No Child Left Behind Act of 2002 (NCLBA) and the Individuals with Disabilities Education Act (Idea) as well as other funding programs. As a centralized system for supporting teachers, other school staff, students, parents, and Central Office staff, NASIS contains the source data that provides the statistical reports for the various funding programs and analytical reports required by Federal and State agencies.

There is a District Edition and State Edition software application that users set up locally or regionally as applicable for NASIS access via the web. Each BIE school, about 183 schools, has their own NASIS site (District Edition) database. Data entered on each district edition is stored in a corresponding database containing separate tables linked via primary and foreign keys. A subset of the District Edition data is synchronized to a centralized database (State Edition) for BIE reporting purposes. All of the NASIS District Editions and the State Editions databases are housed on the same database server in Albuquerque. Uploaded PDFs, such as Special Ed and Health Documents, are stored in separate folders on an application server, one for each district edition. NASIS contains data from the legacy systems Web-ISEP and School Statistics Initiative (SSI). This set of disposition authorities are functional and will apply to a superseding electronic system if function and record content generally remains the same.

**a. Input Files.**

Inputs into NASIS may include student demographics, tribal identification, medical, and health information.

**Textual Input Files:** Apply disposition instructions approved for paper and microfilm records identified in the 5400 and 5500 Education Records Schedules.

**Scanned Input Files:** For inputs scanned into NASIS, apply disposition identified in items 2 and 3 of this schedule.

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**b. District Edition Level Database.**

NASIS/DE is a fully featured Student Information System which is used by public school districts across the country to manage student enrollments, attendance, behavior, grades, transcripts, census, parent portal, Special Ed IEPs, and many more functional areas of a student's career between pre-school and their graduation. Contains electronic data filed to the following paper record series 5401 Student Cumulative Files, 5409 Indian School Equalization Program (ISEP), 5410 Student Attendance Files, 5411 Student Enrollment/Attendance Report Files, 5413 Education and Statistics Report Files, 5418 Exceptional Child Case Files, 5419 Individual Education Program (IEP) Service Plan Files, 5426 Student Enrollment Files, 5427 Residential Logs Files, 5428 Residential Document Files, 5430 Student Health Files, and other files. Each school district creates and maintains its own insular database housed on BIE server in Albuquerque. There are approximately 183 schools and each school database serves as an index for the corresponding paper record series in its school.

**1. District Edition Level Master Data Files.**

**Disposition Instructions:**        **PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer.

**Data restricted in accordance with Privacy Act Notice as required.**

**2. NASIS/DE Archival Standard Scanned Images and Documents.**

Uploaded PDFs, such as Special Ed and Health Documents and corresponding metadata are stored in separate folders on an application server, one for each district edition. Each school using the system may not be scanning the documents at archival standard resolution (300-600 dpi) levels that ensure permanent preservation. The documents are captured for permanent retention in the corresponding paper student files.

**Disposition Instructions:**        **PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal

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transfer of the records will be as jointly agreed to by DOI and NARA, as specified in NARA standards applicable at the time of transfer.

#### **3. NASIS/DE Non-Archival Standard Scanned Images and Documents.**

Uploaded PDFs, such as Special Ed and Health Documents, and corresponding metadata are stored in separate folders on an applicable server, one for each district edition. Each school using the system may not be scanning the documents at archival standard resolution (300 dpi) levels that ensure permanent preservation. The documents are captured for permanent retention in the related paper student files.

**Disposition Instructions:**       **TEMPORARY.** Cutoff at end of school year in which the student completes or terminates his/her school career. Retain student data a minimum of 5 years and destroy /delete when no longer needed for reference, whichever is later.

**Data restricted in accordance with Privacy Act Notice as required.**

#### **c. State Edition Level Database Master Data Files.**

The NASIS/SE application captures data elements required by legislation for funding of Bureau Funded Schools. A number of programs such as ISEP as well as Special Education, Free and Reduced, Title I, and other programs mandated by the US Department of Education (DOEd) are tracked. A subset of each school's (District Edition) data is synchronized at the State Edition level in an insular database that feeds the data to BIE for reporting purposes. There are about 183 schools operated on 64 reservations in 23 states.

**Disposition Instructions:**       **PERMANENT.** Create duplicate copy off-line and transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer.

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**d. NASIS Master Data Files.**

NASIS is a data warehouse that contains all data input via the NASIS/STATE through to the BIE Electronic Line Officers (ELO) to certify accuracy. This system contains demographic and statistical data as well as personal student identifiers. Also contains the data subject to analysis for report outputs (paper and electronic). Tracking trends needed for DOEd School System, and the particulars for the BIE school system reporting.

**Disposition Instructions.**

**PERMANENT.** Create duplicate copy off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer.

**e. System Generated Documents/Outputs.**

System Generated Documents Organized by Program, Regional, Agency or Field Office' Data compilation reports (e.g, Management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports cannot be easily separated and filed in case specific files. Subject files filed by system report name, Program, Region, Agency or Field Office, job run date and fiscal year.

**Disposition Instructions:**

**PERMANENT.** Cutoff at end of fiscal year. Transfer paper records to the records center and electronic records to the National Archives 2 years after cutoff or when no longer needed for current business operations, whichever is less. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable the time of transfer.

**Data restricted in accordance with Privacy Act Notice as required.**

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**f. System Documentation.**

Contents: Records include system data specifications, file specifications, code books, record layouts; user guides and manuals; output specifications, and final reports relating to the Native American Student Information System.

**Disposition Instructions:**                   **PERMANENT.** Transfer to the National Archives with the permanent electronic records to which the documentation relates. [Disposition Authority GRS 20/11a(2)].

**Additional Information for: Native American Student Information System (NASIS)**

**Superseded Records and Authorities:** None – new unscheduled electronic system.

**Related Records:**

BIA Series/System Number

IARS	5401	Student Cumulative Case Files, Permanent. (NARA Job Number N1-75-05-5/Item 5401)
	5409	Indian School Equalization Program (ISEP), Permanent. (NARA Job Number N1-75-05-5/Item 5409)
	5410	Student Attendance Files, Permanent. (NARA Job Number N1-75-05-5/Item 5410)
	5411	Student Enrollment/Attendance Report Files, Permanent. (NARA Job Number N1-75-05-5/Item 5411)
	5413	Education and Statistical Report Files, Permanent (NARA Job Number N1-75-05-5/Item 5413)
	5418	Exceptional Child Case Files, Permanent. (NARA Job Number N1-75-0505/Item 5418)
	5419	Individual Education Program (IEP) Service Plan Files, Permanent. (NARA Job Number N1-75-05-5/Item 5419)
	5420	Intensive Residential Log Files, Permanent. (NARA Job Number N1-75-05-5/Item 5420)
	5426	Student Enrollment Files, Permanent. (NARA Job Number N1-75-05-5/Item 5426)
	5427	Residential Log Files, Permanent. (NARA Job Number N1-75-05-5/Item 5427)
	5428	Residential Document Files, Permanent. (NARA Job Number N1-75-05-5/Item 5428)
	5430	Student Health Files, Permanent. (NARA Job Number N1-75-05-5/Item 5430)

## Indian Affairs Records Schedule

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**SERIES: 2200**

### **Information Management and Information Technology Operations**

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**Supplementary System Description:**

**Users:** Central Office Analyst and Planners, School Staff, OIEP Senior Management, Education Line Offices/Officers, Parents, Students and the System Security Manager.

**Program:** Office of Indian Education

**Function:** Student Data Management

**Location:** Albuquerque, New Mexico

**Point of Contact:**

- Kevin Moore, Business Owner, Acting Director OIEP, Washington, D.C. - (202) 208-6123
- Thomas Dowd, Director BIE, Washington, D.C. - (202) 208-6123
- Denise Salyers, NASIS Implementation Specialist, Washington, D.C. – (202) 208-4781

# INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 2200**

## Information Management and Information Technology Operations

### 2200-OPINV

**Operations Inventory (OPINV):** manages records of forest stands containing descriptive information, history, and project planning; and records of timber sales and forest permits containing descriptive information, buyers, volumes, values, collections, and sale administration inspections from 1986 to present.

OPINV consists of two databases and a number of shared tables within Microsoft's Access Database Manager. The software is used only within the Bureau's Midwest Region, however the Region makes the software available to all Bureau and tribal entities involved in forest management, but it is not mandatory.

#### A. Source Records/Inputs

1. Source Records (Paper): The inputs to the system include: logger information, forest products, forest stand descriptions that include: location, acres, ownership, cover type, accessibility, etc. Document and reports that identify insect and disease; tree species, product and volume, stand planning, fire information and stand activity history; truck tickets and accounting documents.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. .

#### B. Master Data File

The master data file consists of shared tables used by OPINV and Timber Sale Reporting and Accounting (TSR) databases. Tables include: code tables, logger information, forest products, and product unit conversions. OPINV is a series of tables linked by a unique forest stand number. The main table consists of data describing the forest stand such as location, acres, ownership, cover type, accessibility, operability, etc. Other tables include data on insect and disease; tree species, product and volume, site index measurements, stand planning, fire information, and stand activity history. TSR is a series of tables linked by a unique timber sale contract or permit number. The main table describes the timber sale contract or permit and the species, projects, and values to be harvested from the sale area. Other tables include all the products removed from the sale and all the receipts received from the purchaser of the sale.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-07-13)**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-07-13)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. . .

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.



# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-07-13)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete. .

### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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**2200-Osage**

### **Osage/Lake Funds/1099 System**

The Osage Annuity Payment system, which functions as a distributed database, was programmed in 1997 as the main system that is used to pay annuitants their interest amounts based upon head-right share on Indian land for services rendered such as oil and gas production, sand and gravel, lease bonus amounts, lease rentals, and gross production; to make lake-fund payments - distribution for loss of use of land flooded; to make third party payments to collection companies; and to report interest income to the IRS. The Osage Annuity Payment module shares annuitant information with the Lake-Funds, 1099-IRS modules and Realty, Land systems. Need to also go to Minerals for land drags on reservation land.

The Osage Annuity Payment data resides on an NT Server and operates under a Windows environment. The software application consists of in-house programs using Visual Basic and Microsoft Access. Backups are created through the NT Server.

**Item 1: Osage Annuity Payment Module** - The function of the Osage Annuity Payment module, a Microsoft Access database format, is to capture the Osage allotment annuitant information, maintain and report payment information for annuitants on Indian land. Only the Osage Agency uses this module.

**Item 2: Lake-Funds Module** - The function of the Lake-Funds module, a Microsoft Access database format, is to capture information on annuitants that are recipients for lands lost as a result of flooding of Indian lands. The database implementation is limited to the Osage Agency annuitants that have inherited lake-fund allotments. The Lake Fund System imports the information from the Annuity System for deaths and address changes.

**Item 3: 1099-IRS Module** - The function of the 1099 IRS-Module, a Microsoft Access database format, is to capture information on annuitants for reporting to tax information to the annuitants and to the Internal Revenue Service (IRS).

#### **A. Source Records/Inputs**

##### 1. Source Records (Paper):

The inputs to the **Osage Annuity Payment Module** consists of the ownership of head-right shares updating as required of probates, gdn's Rev. CC's, addresses, annuitant information, probates, change of name or address, and third party payment information forms.

The inputs of the **Lake-Funds Module** include documents used to verify allotment inheritance such as probate, terminations and distributions of estates. Other inputs include collection and payment documents such as journal vouchers

The inputs of the **1099-IRS Module** consist of the interest factor amount for oil and gas, sand and gravel, lease bonus, lease rental, interest income, gross production and miscellaneous expenses from the Osage Agency used to calculate reportable interest amounts to the annuitants and the Internal Revenue Service (IRS).

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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**Disposition Instructions:** Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions:** **TEMPORARY**. Delete after information has been transferred to the master file and verified.

### **B. Master Data Files**

The master data file for the **Osage Annuity Payment Module** contains information on annuitants, including name and social security number, rev. date, miscellaneous interest, estate history, addresses, date of birth, date of death, quarterly payment amounts, head-right share \*used to calculate payment amount), type of account (life estate), and Indian status (Indian/Non-Indian/Osage). The primary key unit of analysis is the annuitant number.

The master data file for the **Lake-Funds Module** contains information including annuitant name and address, billing address (retrieved by the Osage database), and lake-fund payment amounts. The primary key unit of analysis is the annuitant number.

The master data file for the **1099-IRS Module** contains information including annuitant name and address, 1099 interest amounts and 1099 miscellaneous amounts. The primary key unit of analysis is the annuitant number.

**Disposition Instructions:** **PERMANENT**. Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075- 03-6)**

Data restricted in accordance with Privacy Act Notice; Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies-Interior, BIA-3); Indian Land Records-Interior, BIA-4; Indian Land Leases-Interior, BIA-5; Integrated Records Management System Interior, BIA-25.

### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions:** Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

### **Information Management and Information Technology Operations**

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2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports cannot be easily separated and filed in case specific files. **(N1-075-03-6)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-03-6)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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**2200-PCLease** **PC Lease (PCLease) System:** is a lease management system used by the Palms Springs Area Field Office. The system, a SQL Server database, is used to manage and track Indian land leases and compliance activities (i.e., lease payment due, insurance, bonding, and development clauses) that pertain to the Agua Caliente Indian Reservation, Palm Springs, California. The subjects of the information are Indian landowners and their subject property that have been leased in the geographic area. The time span for the records is 1998 to present.

### **A. Source Records/Inputs**

1. **Source Records (Paper):** Information about a specific lease is keyed into the PCLease system from paper records, such as lease documents, insurance, lessee name and address, development clauses, cost of living adjustments and bonding documents.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

2. **Source Records (Electronic):** Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

### **B. Master Data File**

The master data file contains lease terms, payment terms, insurance, lessee name and address, bonding, development classes, and cost of living adjustments. The primary key/unit would be the lease number.

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-07-3)**

### **C. System Generated Documents/Outputs**

1. **System Generated Documents in Case Files:** Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

### **Information Management and Information Technology Operations**

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2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-07-3)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-07-3)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

### **E. Backups/Vital Record Backups.**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.



# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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**2200-CBS**

### **San Carlos Irrigation Project Continental Billing System (CBS)**

The purpose of the system is to collect detailed customer data regarding the usage of and payment for electrical power as provided by the project to its customers.

The contents of the system are detailed customer records showing electrical usage, charges, billing history, locations of service, billing addresses, payments, social security numbers or other identification data. The records are sorted by account numbers, names, dates, service locations and revenue classifications. Data on customers dates from approximately January 1991.

Customer data is maintained for: customers' prior billing history for determining whether services will be provided, and determining if a deposit is required. Customer data is also maintained for customer accounts where customers no longer use services and abandon security deposits. These accounts are maintained with the goal of returning those security deposits. Finally, permission granted from the Secretary of the Interior allows for maintaining data on uncollectible accounts, either through the age of the account or other circumstances (death). Data is appended, not overwritten.

The database is in a FoxPro format in Windows NT. IBM Netfinity 5500 is the hardware for the system (two servers – one dial-in and one main server).

#### **A. Source Records/Inputs**

1. Source Records (Paper): Data from Itron handheld devices used by meter readers and uploaded via interface files, payment detail input by tellers and accounting technicians to record customer payments received, and data input by billing clerks and accounting technicians to correct or adjust erroneous data.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

#### **B. Master Data File**

The master data files contains the following information including customer names, addresses, meter reading dates, billing dates, payment dates, kilowatt hours used, dollar amounts billed and paid, customer account balances, social security numbers and other identification data, service locations, service ID numbers, meter numbers, revenue classifications, demand recorded, route numbers, billing cycle, read sequence, meter size, installation date, and type of transaction.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-07-2)**

Data restricted in accordance with Privacy Act Notice; Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies-Interior, BIA-3); Indian Land Records-Interior, BIA-4; Indian Land Leases-Interior, BIA-5; Integrated Records Management System Interior, BIA-25.

### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-07-2)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

### **Information Management and Information Technology Operations**

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b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

#### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-07-2)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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**2200 -SSAS**

### **Social Services Automated System (SSAS)**

The function of the Social Services Automated System (SSAS), an adabase file format, is to provide monetary assistance for families in need. The data spans from 1995 to the present. The SSAS is a system that contains financial, budgetary, and statistical data used to generate Treasury checks for public assistance, and maintain individual files for authorized reporting purposes. The system provides support to social workers and clients for general assistance and child welfare payments. Other activities include a direct Federal Finance System (FFS) interface to produce checks, Agency/Tribal authorization of payments, for Regional Offices that wish to delegate the authority, Bureau-wide cross-reference of clients by Social Security Number, to prevent duplicate payments and to accurately identify all clients, automatic warning letters and cut-off of payments to clients that have exceeded their review dates and grace period, historical tracking of payments, for audit and review purposes, a standard method for calculating monthly budget/grant amounts, a multi-fiscal year capability. All BIA Regions use this system.

The SSAS resides on an IBM 7060-H30 mainframe computer in Denver, Colorado, with remote access through 3720 terminal emulation software at over 80 locations to support operational interface.

#### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs to SSAS system include: Applications for assistance, family profiles, certificates of Indian blood, address, assurance of residence, case plans, court orders, correspondence and narratives of entries of contacts with clients.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

#### **B. Master Data Files:**

The master data files contains information on cases including the data fields persons served, payee/head of household, address line, city, state, zip code, on reservation, client tribe code, client first name, social security number, client last name, client birth date, sex case worker number, case status, case worker number, case status, cost code, payment type, application date, effective date, and fiscal year. There is a master file for storing data on foster care, payment, institutions and workers. The primary key unit of analysis for the payment data is the area, agency, tribe, case type and last name.

# INDIAN AFFAIRS RECORDS SCHEDULE

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## **Information Management and Information Technology Operations**

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**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-07-15)**

### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-07-15)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

# INDIAN AFFAIRS RECORDS SCHEDULE

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## **Information Management and Information Technology Operations**

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c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

### **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-07-15)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete. .

### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **2200-TAPS**

**Trust Accountability and Performance System (TAPS):** The Trust Accountability Performance System is used to manage case and workload associated with the branch of Trust Services. The system enhances the ability to manage workload associated with the trust functions performed and to assure responsibilities for the various Trust Reform projects and Cobell v. Salazar litigation are accomplished timely and efficiently. Data in the system also supports Branch reporting under the Governmental Performance Results Act (GPRA), Activity Based Costing (ABC), and Risk Management.

#### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs to the system include: Request documents received. Scanned documents of requested information (i.e., Rights of Way, Farming and Grazing Lease, and Deed documents).

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

#### **B. Master Data File**

The master data file is used to manage case and workload associated with Trust Services. The data file contains case numbers, dates, status updates, employee names, and agency names.

Office Administrative Files: Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office. **(GRS 23/1)**

**Disposition Instructions: TEMPORARY.** Destroy when 2 years old.



# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Office Administrative Files: Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office. **(GRS 23/1)**

**Disposition Instructions: TEMPORARY.** Destroy when 2 years old.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

# INDIAN AFFAIRS RECORDS SCHEDULE

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## **Information Management and Information Technology Operations**

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d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

### **D. Documentation**

1. Data Systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports, regardless of medium, relating to a master file or data base. **(GRS 20/11a)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to project legal rights, whichever is latest.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

### **E. Backups/Vital Record Backups.**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

## Indian Affairs Records Schedule

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### Information Management and Information Technology Operations

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#### 2200-TAAMS Trust Asset and Accounting Management System (TAAMS)

**System Description:** The Trust Asset Accounting Management System (TAAMS) was acquired and modified to provide a comprehensive national trust information system for title and land resource management for use across the Department of Interior (DOI) that replaces duplicative and obsolete legacy systems including, Land Records Information System (LRIS), Integrated Records Management System (IRMS) Lease, Range, Lease Distribute, and Ownership, Royalty Distribution and Reporting System (RDRS), also referred to as Oil and Gas, PC Lease (lease management system), Keyfile (lease tiles Images), Great Lakes Agency Database System (GLADS), Alaska Title (AKTitle), Management Accounting and Distribution System (MAD), Document Management Program (DMP)/Docstar, Real Estate Module (REM), OST Trust Funds Receivable (the Lockbox still resides with OST), and other related functional systems in the field that may be subsumed by TAAMS. TAAMS may also add business line function related modules to replace the legacy systems and further enhance the processing system.

TAAMS has a multi-database structure with multiple system modules, the Trust Image Repository (TIR), and system Interfaces. The title management function module maintains and tracks land title documents, including supporting revenue distribution, invoicing, acquisitions, and all legal details relating to land transactions, and providing easy access to title information. TAAMS Includes a Production Library with historical title content and transactional history. The data changes and modification within TAAMS are kept permanently (including expired transactions) and are not overwritten.

The land resources management function (leasing module) establishes, tracks, and manages various contracts such as surface area, mineral, oil and gas leasing, surface and business leasing, timber sales contracting, Right of Way and range leases, and automates invoicing, collections, and revenue distributions using captured payment information. Other modules supporting the title and leasing functions include Surface Document, Mineral Document, Right of Way Document, Range Document, Forestry Document, Indian Land Consolidation Act (ILCA) module, Mineral Royalty and Accounting Distribution (MRAD) Module, and the Business Leasing Modules. Imaged documents also support the title and leasing functions.

The accounting module manages the receipt and distribution of all Trust Funds with features that include automated invoicing, online collections, Mineral Management Services (MMS), interfacing, landowner distributions, receivable sub ledgers, and supporting financial details. TAAMS also has a Reports Module that provides for customized reports such as areas as land utilization, tract title status, title abstracts, owner inventory, and certifiable probate inventories; lands available for leasing, chain

## Indian Affairs Records Schedule

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### 2200: Series

### Information Management and Information Technology Operations

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of title history, distribution of income, and Issuances of certified reports required for Indian title, including information on historical transactions. These modules provide a foundation for the addition and integration of other modules (e.g. Probate, Name and Address, and other functions that support fiduciary trust responsibilities) in developing an Integrated trust management system.

- a. **Input Files.** May contain original documents scanned and uploaded into TAAMS. File to appropriate paper or electronic record series/system.

**Disposition Instructions:** Apply disposition instructions approved for paper and microfilm records.

- b. **Master Data Files.** Data entered into TAAMS is the most up-to-date record of trust land ownership and use status that includes the current, past, and new owners. Data content includes name and address for individual Indians, Tribes, non-Indians, business, agencies, and government; payment data; title tract and ownership information; conveyance documents, encumbrances, document maintenance for surface, mineral, right-of-way, range, forestry and receivable documents. Further data content includes tract identification and document identification, tract lands legal description, location, acreage, coordinates, parcels, grid and input Survey/ Abstract information, ownership data, partitioning a tract, renaming a tract and creation of a Surface/Mineral tract, probates information, encumbrances, appraisals, deeds and other instruments of conveyance, contractor data, current name and address of Lease information (renewal, approval, modifying, amending, cancellation/expiration, compliance, rental rates, and landowner stipulations); permits, bonds and consent of land owners, lease advertisements and names and addresses of current lessees Accounting data includes collection and billing, payment documents such as bills for collection, money orders from lessees, payment and distribution data, and other related information TAAMS interfaces with the Trust Fund Accounting System (TFAS) nightly for name/address/account updates and Trust Fund Accounts Receivable (TFAR) The system saves superseded changes and an audit trail of changes IS recorded An account closes when the land status changes to 100% Fee Status meaning the land status changes from being held in Trust to private ownership. Data encoded into TAAMS dates from about 2000 to present. Dates for content within TAAMS could date back to the 1800s for data that was converted from LRIS for lands in trust status at the time of conversion from LRIS. Supersedes NARA Job Numbers N1-075-03-001/b and d (IIM); N1-075-03-002/1b,1d, 2b, 2d, 3b, 3d, 4b and 4d (IRMS Lease, Range, Lease Distribute and Owner); N1-075-03-003/1b, 1d, 2b and 2d (RDRS -Oil and Gas); N1-075-03-005/b and d (LRIS); N1-075-05-002/b and d (REM); N1-075-06-001/b and d (AK Title); N1-075-06-003/b and d (GLAD); N1-075-06-004/b and d

## Indian Affairs Records Schedule

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### Information Management and Information Technology Operations

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(Keyfile); N1-075-06-006/b and d (MAD); N1-075-07-0003/b and d (PC Lease); N1-075-07-5b (DMP); and N1-075-07-06/b and d (TFR).

#### **Record Copy Master Data Files.**

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer. **(N1-075-09-8)**

- c. **Trust Imaging Repository (TIR)**. Records include images of title and deed documents, probate documents, encumbrances, real appraisals, instruments of conveyance, leases, contractor data and other related documents scanned for preservation and placed in the corresponding paper case files such as the Land Assignments (BIAM-16, 4603), Patents, Fees and Certificates of Competency (BIAM-16, 4604), Land Gift Conveyance (BIAM-16, 4605), Land Plat Books (BIAM-16, 4606), Land Tract Books (BIAM-16, 4607), Land Title/Deed Files (BIAM-16, 4610), Cadastral Survey Files (BIAM-16, 4612), Land Right-of-Way (BIAM-16, 4616), Indian Land Lease Case Files (BIAM-16, 4618), Individual Indian Probate Case Files (BIAM-16, 4631), Master Land Description File (BIAM-16, 4634), and other related record series scheduled for permanent retention. Earlier images may be scanned below archival standard (300 dpi), but scanning practice will be updated to meet archival standard (NEW Item).

**Disposition Instructions: PERMANENT.** Transfer to the National Archives for pre-accessioning with related Master Data files as specified in NARA standards applicable at the time of transfer. Subsequent legal transfer of the records will be jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer. **(N1-075-09-8)**

**Data restricted in accordance with Privacy Act Notice as required.**

d. **System Generated Documents/Outputs:**

1. System Generated Documents in Case Files. TAAMS reporting system has the capability to query all fields to compile data, create management and other reports for case files, studies, inquires, reference, inspections and related program files. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software

## Indian Affairs Records Schedule

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2200: Series

### Information Management and Information Technology Operations

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applications and supporting documentation.

**Disposition Instructions:** Apply disposition instructions approved for paper and microfilm records.

**Data restricted in accordance with Privacy Act Notice as required.**

2. System Generated Documents Organized by Program, Regional, Agency or Field Office Data compilation reports (e.g., management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports cannot be easily separated and filed in case specific files. Subject files are filed by system report name, Program, Region, Agency, or Field Office, job run date and fiscal year. Because TAAMS supersedes the electronic systems listed in item b of this schedule, this item will also cover (output only) subject files that may have been created by the superseded systems (NEW Item).

**Disposition Instructions: PERMANENT.** Cut off at the end of the fiscal year. Transfer records to the records center 2 years after cutoff or when no longer needed for current business operations, whichever is less, and electronic record copies to the National Archives for pre-accessioning. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer. **(N1-075-09-8)**

**Data restricted in accordance with Privacy Act Notice as required.**

e. **System Documentation.**

Contents: Records include system data specifications, file specifications, code books, record layouts, user guides and manuals, output specifications, and final reports relating to the Indian Affairs Appraisal Request Systems.

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with related data files identified in Items b1, b2 and c, above. **(GRS 20/11a2)**

## Indian Affairs Records Schedule

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**2200: Series**

**Information Management and Information Technology Operations**

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**Additional Information for: TAAMS**

**BIA Series/System Number:** 2200

**Users:** All Bureau of Indian Affairs Land Title Records Offices, Realty Offices and Contractors  
Office of the Special Trustee Accounting Offices, IIM Offices, and Where-Abouts Unknown Offices and Contractors.

**Program:** BIA – Office of Trust Services, Washington, D.C.

**Function:** Trust Services and Realty Management

**Related Series/Systems:** IARS – 4000 Series

**Location:** CGI – Government Business Systems  
15305 Dallas Parkway  
Suite 1100  
Addison, TX 75001

**Business Owner/Contacts:**

Bryan C. Rice, Deputy Bureau Director for Trust Services, Washington, D.C. - 202-208-5831  
Stephan Graham – Associate Deputy Bureau Director – Trust Services –505-816-1209  
Tammy Harris, BIA TAAMS Liaison (505) 796-3181

# INDIAN AFFAIRS RECORDS SCHEDULE

2300 Series  
CONTRACTS

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**



# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

## **Contracts**

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- 2300-P5      Program Correspondence and Policy/Directives Files
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- a. Program Correspondence Files – Official Files  
Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Contract program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- b. Program Policy/Directives Master Set with Case History Files – Official Files  
Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Contracts 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

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**SERIES: 2300**

**Contracts**

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2301-T0

Bidder Records

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/5d Solicited and Unsolicited Bids and Proposals Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2302-T3F

Bid Files

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

Refer to GRS 3/5 Solicited and Unsolicited Bids and Proposals Files (use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2303-T3F

Unsolicited Proposal Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/5 Solicited and Unsolicited Bids and Proposals Files (use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

### **Contracts**

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2304-P5      Interagency Agreement Case Files

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

**Contents:** Records include formal agreements between Federal entities to perform services on a reimbursable basis as well as original copies of pre-award data such as basic interagency agreement, modifications with supporting papers, cost estimates, voucher transfers between appropriations, schedules of withdrawals, credits, and reports. 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 or agreement number.

**Official File:** Record copy maintained at originating contract office.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when agreement is superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2305-T3F

Grant/Contract Monitoring Case Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/3a Routine Procurement Files (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2306-P3 [Indian Self-Determination Grant/Contract Files](#)

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

Refer to 1501-P5 [Indian Self-Determination \(ISD\) Contract Files](#) or 1502-P5 [Indian Self-Determination \(ISD\) Grant Files](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2307-T10

Construction Contract Case Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/3a Routine Procurement Files (use applicable item)

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2308-T10      Architect and Engineering (A&E) Contracts

NARA JOB #      Refer to GRS 3/3a Routine Procurement Files (use applicable item)

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2309-T10

Indian Self-Determination (Pub. L. 93-638) Audit Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to 1508-P5 Indian Self-Determination (ISD) Audit Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2310-T10

Service Contracts

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/3a Routine Procurement Files (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

### **Contracts**

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2311-P5      [Buy Indian Act Contract Audit Files](#)

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

**Contents:** Records include documents created in an audit of a contract award regardless of award authority (except PL 93-638) after competitive bidding under the Buy-Indian Act, findings, recommendations and contractor's plan of corrective actions. 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:** Official record maintained by the Department, Office of the Inspector General.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when all corrective actions are completed or 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2312-T3F

Contract or Purchase Transaction Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/3a Routine Procurement Files (use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2313-P3

Indian Child Welfare Act (ICWA) Grants

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to 3612-P5 Indian Child Welfare Act (ICWA) Grant Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

### **Contracts**

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2314-P5      [Contract Appeals Case Files](#)

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

**Contents:** Records include contract appeals arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; and final decisions. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

**Filing Arrangement:** Arrange numerically by case number.

**Official File:** Record copy maintained at originating contract office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when appeal decision 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**

**2400 Series**

**FACILITIES MANAGEMENT**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**



# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2400**

## **Facilities Management**

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- 2400-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 documentation of the activities which relate directly to the Facilities Management program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #  
N1-075-05-1  
Approved  
3/31/2005
- 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 Facilities Management program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange alphabetically by subject then chronologically.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2400**

### **Facilities Management**

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- 2401-P5      Facilities Management Report Files
- NARA JOB#**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- a.    Inventory Report Files  
**Contents:** Record includes towers, schools, residential housing, and other structures by physical location, construction materials, characteristics, size, general state of repair, use square footage, ownership, and occupant, electro-mechanical equipment, utility systems, warranties, ground inventories, parking lots, sidewalks, game fields, and landscaping. 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 region or location number.
- Official File:** Record copy maintained by the office of origin.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- b.    Backlog and Inspection Report Files  
**Contents:** Record includes printout reports for prioritization, ranking and approval of deferred maintenance deficiencies, development and tracking of health and safety item abatement plans and capital improvement lists, cost estimates, identification of all improvement, repair and construction projects, allocation of funds, and tracking special project initiatives for fire safety, roofing, telecommunications and new constructions. Project Management printout reports include tracking and managing planning, design, and construction phases of projects, fund reports, prioritization and ranking, "what if" analysis, project cost estimates, asset capitalization, monitor reports for new construction, facility improvement and repair activities. 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 region, location number, building and backlog number.
- Official File:** Record copy maintained by the office of origin.
- 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

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**SERIES: 2400**

### **Facilities Management**

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(Continuation)

2401-P5

#### Facilities Management Report Files

**NARA JOB #**

**N1-075-05-1**

**Approved**

**3/31/2005**

c. Budget Report Files

**Contents:** Record includes U.S. Treasury Federal Finance System (FFS) printout reports on project management funds, budget allotments, expenditures, emergency fund requests, prioritizes and funds minor improvement and repair work, information related to five (5) year strategic plans, and obligations and expenditures for transactions, programs, and projects. 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 region, location number, building and backlog number.

**Official File:** Record copy maintained by the office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB #**

**N1-075-05-1**

**Approved**

**3/31/2005**

d. Operations and Maintenance (O&M) Report Files

**Contents:** Record includes printout reports for actual location utilities information, student enrollment, regional cost index formula (inflationary factor for each location), custodial models, technology, inventory mapping, location frequency mapping, cost factors, labor rates, funding allocation levels for each location, and distribution schedules for annual O&M funding. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by program and location number.

**Official File:** Record copy maintained by the office of origin.

**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

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**SERIES: 2400**

### Facilities Management

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(Continuation)

2401-P5

#### Facilities Management Report Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

e. Work Ticket Report Files

**Contents:** Record includes printout reports for customer-generated work tickets for preventive, unscheduled, and routine maintenance tasks. 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 location number and work ticket number.

**Official File:** Record copy maintained by the office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

NARA JOB #

N1-075-05-1

Approved

3/31/2005

f. Environmental Report Files

**Contents:** Record includes printout reports on managing and tracking environmental audits, asbestos in schools, complying with environmental requirements, audit location, environmental findings, photographs, corrective actions, progress, funding method selected, key requirements of the Environmental program, Asbestos Hazard Emergency Response Act (AHERA) 3 Year Re-inspection Reports and other compliance reports. 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 location number and audit number.

**Official File:** Record copy maintained by the office of origin.

**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

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**SERIES: 2400**

### **Facilities Management**

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(Continuation)

2401-P5

#### Facilities Management Report Files

**NARA JOB #**

**N1-075-05-1**

**Approved**

**3/31/2005**

g. Law Enforcement Report Files

**Contents:** Record includes BIA and tribal law enforcement program reviews for detention facilities, program compliance audits, self-audits, program risk factors, risk control objectives, control techniques in place, methods of testing (document reviews, interviews and observations) risk assessments, and findings and recommendations for improvement. 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 location number and program and/or management function.

**Official File:** Record copy maintained by the office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB #**

**N1-075-05-1**

**Approved**

**3/31/2005**

h. Administration Report Files

**Contents:** Record includes printout reports on static information (Organization and U.S. Treasury Federal Finance System (FFS) organizations, Inventory Divisions, Sub-divisions and Classifications, and Look-Up tables), personnel certification and user roles, and form definition controls and access rights, and functionality to allow/disallow funding for individual backlogs.

**Filing Arrangement:** Arrange alphabetically by static information category, alphabetically by last name of personnel, form name and/or location.

**Official File:** Record copy maintained by the office of origin.

**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

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**SERIES: 2400**

### Facilities Management

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2402a-T0 [Plant Management Operations Master Files \(Printout/paper copy used as record copy\)](#)

NARA JOB #            Refer to 2414-P5 Operations and Maintenance Case Files  
N1-075-05-1  
Approved  
3/31/2005

2402b-T0 [Plant Management Operations Master Files \(Magnetic tape data\)](#)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2400**

### **Facilities Management**

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2403a-T0      Plant Management Location Files (Printout/paper copies used as record copy)

NARA JOB #      Refer to 2401-P5 Facilities Management Report Files (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

2403b-T0      Plant Management Location Files (Magnetic tape data)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2400**

### Facilities Management

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2404a-T0      Microdex Files (Paper copies used as record copy)

NARA JOB #      Refer to GRS 17 Cartographic, Aerial Photographic, Architectural and Engineering Records (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

2404b-T0      Microdex Files (Microfilm data)

NARA JOB #      Refer to GRS 17 Cartographic, Aerial Photographic, Architectural and Engineering Records (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2400**

### Facilities Management

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2405a-T0      [Plant Management Buildings File \(Printout/paper copies used as record copy\)](#)

NARA JOB #      Refer to 2401-P5 - [Facilities Management Report Files](#) (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

2405b-T0      [Plant Management Buildings File \(Magnetic tape data\)](#)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2400**

**Facilities Management**

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2406-P3

Buildings and Utilities Plans, Drawings and Specifications

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2400**

**Facilities Management**

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2407-T3      Building and Utilities (B&U) Evaluation Survey Files

NARA JOB #      Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)  
N1-075-01-5  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2400**

**Facilities Management**

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2408-T3

Building and Utilities Reports

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2400**

### **Facilities Management**

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2409a-T0      Plant Management Utility Files (Printout/paper copies used as record copy)

NARA JOB #      Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

2409b-T0      Plant Management Utility Files (Magnetic tape data)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2400**

### Facilities Management

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2410a-T0      Plant Management Repair and Maintenance Master Files (Printout/paper copies used as record copy)

NARA JOB #      Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

2410b-T0      Plant Management Repair and Maintenance Master Files (Magnetic tape data)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2400**

### Facilities Management

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2411a-T0      Plant Management Repair and Maintenance Log (Printout/paper copies used as record copies)

NARA JOB #      Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

2411b-T0      Plant Management Repair and Maintenance Log (Magnetic tape data)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2400**

### Facilities Management

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2412a-T0      Plant Management Major Alterations and Improvement Log (Printout/paper copies used as record copy)

NARA JOB #      Refer to 2415-P5 - Facilities Project Management Case Files (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

2412b-T0      Plant Management Major Alterations and Improvement Log (Magnetic tape data)

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

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2400**

### Facilities Management

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2413a-T0      Plant Management Schedule of Services (Printout/paper copies used as record copy)

NARA JOB #      Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

2413b-T0      Plant Management Schedule of Services (Magnetic tape data)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2400**

### **Facilities Management**

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- 2414-P5      [Operations and Maintenance Case Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Record includes Bureau records encompassing all phases of agency, school, dormitory, and detention center facility administration activities on program management, custodial services, site operation support, preventive maintenance, unscheduled maintenance, budgetary funds, quarterly reports, semi-annual reports, needs availability, distribution requests, actual distribution documents, and printouts from the Facility Management Report Files. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange by alphabetically by region, agency, location and project number.
- Official File:** Record copy maintained by the office of origin.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when project is funded. 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: 2400**

### **Facilities Management**

2415-P5 Facilities Project Management Case Files

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

a. Planning Case Files

**Contents:** Record includes progress monitoring, progress schedules, payment requests, cuff accounts, quarterly budget and finance reports, statements of work and application, soil investigation, topography, boundary, utilities condition assessment, Section 106 Consultation Process, Flood Hazard Determination, Environmental Assessment, Site Analysis, Site Plan, A/E Requirement, education specifications & program requirements, and construction cost estimates. 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 project name then chronologically by project number.

**Official File:** Record copy maintained by the office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when project is complete or Builder's warranty 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.

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

b. Design Case Files

**Contents:** Record includes progress monitoring, progress schedules, payment requests, cuff accounts, quarterly budget and finance reports, statements of work and application, site selection, 43 CFR Requirements, master design plans, archaeological and environmental requirements for electrical, Leeds, civil, mechanical, and structural clearances, and construction cost estimates. 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 project name then chronologically by project number.

**Official File:** Record copy maintained by the office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when project is complete or Builder's warranty 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: 2400**

### Facilities Management

(Continuation)

2415-P5

#### Facilities Project Management Case Files

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

c. Design and Building Case Files

**Contents:** Record includes progress monitoring, progress schedules, payment requests, cuff accounts, quarterly budget and finance reports, statements of work and application, soil investigation, topography, boundary, utilities condition assessment, Section 106 Consultation Process, Flood Hazard Determination, Environmental Assessment, Site Analysis, Site Plan, A/E Requirement, contract modifications and amendments, and submittals. 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 project name then chronologically by project number.

**Official File:** Record copy maintained by the office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when project is complete or Builder's warranty 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.

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

d. Construction Case Files

**Contents:** Record includes progress schedules updates, payment requests, cuff accounts, quarterly control reports for on-site reviews, inspections, commissioning, special testing, contract modification and amendments, and submittals to structure fire protection for sprinkler systems, alarm systems, and other fire-related structure installations. 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 project name then chronologically by project number.

**Official File:** Record copy maintained by the office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when project is complete or Builder's warranty 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

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**SERIES: 2400**

### **Facilities Management**

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(Continuation)

2415-P5

#### Facilities Project Management Case Files

**NARA JOB #**

**N1-075-05-1**

**Approved**

**3/31/2005**

e. Department of Justice (DOJ) Requirement for Construction of Detention Center Case Files

**Contents:** Record includes progress monitoring, progress schedules updates, payment requests, cuff accounts, quarterly control reports for on-site reviews, field inspections, commissioning, special testing, contract modification and amendments, and submittals to fire protection for sprinkler systems, alarm systems, and other fire-related structure installations. 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 project name then chronologically by project number.

**Official File:** Record copy maintained by the office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when project is complete or Builder's warranty 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**

**2500 Series**

**FINANCE**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2500-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 documentation of the activities which relate directly to the Finance program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by subject.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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

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 Finance program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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- 2501-P5      [U.S. Treasury Federal Finance System \(FFS\) Report Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include reports from FFS which are used as a source for most Bureau of Indian Affairs (BIA) financial reports and may be used to construct a General Accounting Office (GAO) audit trail. The reports provide the status of: general ledger, accounting transactions, debit credit account balances, monthly, quarterly, and annual financial 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 by the Division of Accounting Management (DAM).
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2501a-T1      Accounting Master File (Monthly tapes)

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

2501b-T4      Accounting Master File (Year end final tapes)

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

2501c-T0      Accounting Master File (Printout copies)

NARA JOB #      Refer to 2501-P5 U.S. Treasury Federal Finance System (FFS) Report Files  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2502a-T0      Financial Structure, Description, and Coding Tables (Printout copies)

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

2502b-T0      Financial Structure, Description, and Coding Tables (Magnetic tape data)

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

**RESERVED**

**To Be Scheduled with Related Electronic System**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2503-P5      [Certifying Officer Designee Files](#)

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

**Contents:** Records include information relating to the designation and revocation of accountable officers. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence. Signature cards are nullified by withdrawal as requested.

**Filing Arrangement:** Arrange alphabetically by name.

**Official File:** Record copy maintained by the Division of Accounting Management (DAM).

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2504-P5      [Certificates of Settlement Files](#)

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

**Contents:** Records include information reflecting the settlement of accounts maintained by accountable officers which includes balance or statements of differences and related papers, certificates covering closed settlements, supplemental settlements, and final balance settlements and are not limited to related support documentation such as reports. 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 account or case number.

**Official File:** Record copy is maintained by originating office.

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

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**SERIES: 2500**

**Finance**

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2505-T6.3      Documents Master File

NARA JOB #      No longer used  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2506a-T1 Daily Input Audit Trail Files (Printout/paper copy used as record copy)

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

2506b-T0 Daily Input Audit Trail Files (Magnetic tape data)

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

**RESERVED**

**To Be Scheduled with Related Electronic System**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2507a-T1      Daily Input Register Files (Printout/paper copy used as record copy)

NARA JOB #      Refer to 2107-P5 Daily Transaction Register Files  
N1-075-05-1  
Approved  
3/31/2005

2507b-T0      Daily Input Register Files (Magnetic tape data)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2508-T0

Coding Sheet Files

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

No longer used

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2509-T3

[Employee Travel Voucher Files](#)

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 9/1a [Commercial Freight and Passenger Transportation Files](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2510-T3

Passenger Transportation (Carrier) Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 9/1a Commercial Freight and Passenger Transportation Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2511-T3

Freight Carrier Records

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 9/1a Commercial Freight and Passenger Transportation Files

**RESERVED**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2512-T4

Subsidiary Ledger Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 7/4 Expenditure Accounting Posting and Control Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2513a-T2      Status of Obligations Files (Printout/paper copy used for record copy)

NARA JOB #      Refer to GRS 7/3 Appropriations Allotment Files  
N1-075-05-1  
Approved  
3/31/2005

2513b-T0      Status of Obligations Files (Magnetic tape)

NARA JOB #      Refer to GRS 7/3 Appropriations Allotment Files  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2514a-T0      [Transaction History Files \(Printout/paper copy used as record copy\)](#)

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

2514b-T6.3      [Transaction History Files \(Magnetic tape data\)](#)

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

**RESERVED**

**To Be Scheduled with Related Electronic System**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2515a-T3F      Monthly Journal of Transaction Files (Printout used as record copy maintained by Central Office Division of Accounting Management)

NARA JOB #      Refer to 2108-P5 Monthly Transaction Register Files  
N1-075-05-1  
Approved  
3/31/2005

2515b-T0      Monthly Journal of Transaction Files (Magnetic tape data)

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

2515c-T0      Monthly Journal of Transaction Files (Other copies)

NARA JOB #      Refer to 2108-P5 Monthly Transaction Register Files  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2516-P5

Statement of Transaction (SF-224) Files

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

**Contents:** Records include monthly Statement of Transaction reports which show collections, disbursements, and transfers of funds between appropriations or receipt accounts and documents monthly cash movements. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained by Division of Accounting Management (DAM).

**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

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**SERIES: 2500**

**Finance**

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2517-T3F      Nonexpenditure Transfer Authorization (SF-1151) Files

NARA JOB #      Refer to GRS 6/1b Accountable Officers Files  
N1-075-05-1

Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2518a-T3F      Accounts Payable and Undelivered Orders Files (Printout/paper copies used as record copy; maintained by Central Office Division of Accounting Management)

NARA JOB #      Refer to 2109-P5 Accounts Payable and Undelivered Orders Files  
N1-075-05-1  
Approved  
3/31/2005

2518b-T0      Accounts Payable and Undelivered Orders Files (Magnetic tape data)

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

2518c-T0      Accounts Payable and Undelivered Orders Files (Other copies)

NARA JOB #      Refer to 2109-P5 Accounts Payable and Undelivered Orders Files  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2519-P5

Public Voucher Files

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

**Contents:** Records include Standard Form 1034, Public Voucher for Services other than Personal, used to document disbursements of cash in lieu of invoice. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained by Division of Accounting Management (DAM).

**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

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**SERIES: 2500**

**Finance**

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2520-P5      [Journal Voucher Files](#)

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

**Contents:** Records include Optional Form 1017-G, Journal Voucher, which documents BIA financial transactions when debiting/crediting accounts. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained by Division of Accounting Management (DAM).

**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

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**SERIES: 2500**

**Finance**

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- 2521-P5      [Voucher and Schedule of Payment Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include Standard Form 1166, Voucher and Schedule of Payments, which are used to prepare U.S. Treasury checks and show department, bureau, location, agency station, number appropriation summary, voucher number, payee, address, invoice number, amount and disbursing office check number. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Record copy maintained by Division of Accounting Management (DAM).
- 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

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**SERIES: 2500**

**Finance**

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- 2522-P5      [Cash Documents by Appropriation Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include monthly reports which show date, journal voucher or transfer of funds schedule number, and amount of each payment made under each appropriation. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Record copy maintained by Division of Accounting Management (DAM).
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2522a-T3F      [Cash Documents by Appropriation Files \(Printout used as record copy; maintained by Central Office Division of Accounting Management\)](#)

NARA JOB #      Refer to 2522-P5 [Cash Documents by Appropriation Files](#)  
N1-075-05-1  
Approved  
3/31/2005

2522b-T0      [Cash Documents by Appropriation Files \(Magnetic tape data\)](#)

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

2522c-T0      [Cash Documents by Appropriation Files \(Other copies\)](#)

NARA JOB #      Refer to 2522-P5 [Cash Documents by Appropriation Files](#)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2523-P5      [Disbursement Report Files](#)

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

**Contents:** Records include reports or summaries of checks written with Julian date, Area, Agency code, check number, schedule number, number of checks, account numbers, debits and credits. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained by Division of Accounting Management (DAM).

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when report or summary is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2524-P5      [Schedule of Cancelled Checks \(SF-1098\) Files](#)

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

**Contents:** Records include Standard Form 1098, Schedule of Canceled Checks, which lists checks for cancellation by the San Francisco Disbursing Office only. The list identifies department, bureau, location, disbursing office symbol, number, and location. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained by Division of Accounting Management (DAM).

**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

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**SERIES: 2500**

**Finance**

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2525-T3F      [Apportionment and Reapportionment Schedule Files](#)

NARA JOB #      Refer to GRS 5/4 [Budget Apportionment Files](#)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2526-T3F      [Appropriation Warrant Files](#)

NARA JOB #      Refer to GRS 6/4 [General Fund Files](#)

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2527-T3F

Fund Distribution Document Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 5/3b Budget Reports Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2528a-T3F      [Area Allotment Status Report Files \(Central office copy\)](#)

NARA JOB #      Refer to GRS 7/3 [Appropriation Allotment Files](#)  
N1-075-05-1  
Approved  
3/31/2005

2528b-T2      [Area Allotment Status Report Files \(Area office copies\)](#)

NARA JOB #      Refer to GRS 7/3 [Appropriation Allotment Files](#)  
N1-075-05-1  
Approved  
3/31/2005

2528c-T0      [Area Allotment Status Report Files \(Magnetic tape data\)](#)

NARA JOB #      Refer to GRS 7/3 [Appropriation Allotment Files](#)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2529a-T3F      [Agency Allotment Status Report Files \(Area copy\)](#)

NARA JOB #      Refer to GRS 7/3 [Appropriation Allotment Files](#)  
N1-075-05-1  
Approved  
3/31/2005

2529b-T2      [Agency Allotment Status Report Files \(Other copies\)](#)

NARA JOB #      Refer to GRS 7/3 [Appropriation Allotment Files](#)  
N1-075-05-1  
Approved  
3/31/2005

2529c-T0      [Agency Allotment Status Report Files \(Magnetic tape data\)](#)

NARA JOB #      Refer to GRS 7/3 [Appropriation Allotment Files](#)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2530a-T3F      Operating Budget Files Report(Record copy maintained by Central Office Division of Accounting Management)

NARA JOB #              Refer to GRS 5/3b Budget Reports Files  
N1-075-05-1  
Approved  
3/31/2005

2530b-T2      Operating Budget Files Report (Other office copies)

NARA JOB #              Refer to GRS 5/3b Budget Reports Files  
N1-075-05-1  
Approved  
3/31/2005

2530c-T0      Operating Budget Files Report (Magnetic tape data)

NARA JOB #              Refer to GRS 5/3b Budget Reports Files  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2531a-T3F      Budget Status Report Files (Record copy maintained by Central Office Division of Accounting Management)

NARA JOB #      Refer to GRS 5/3b Budget Reports Files  
N1-075-05-1  
Approved  
3/31/2005

2531b-T2      Budget Status Report Files (Other office copies)

NARA JOB #      Refer to GRS 5/3b Budget Reports Files  
N1-075-05-1  
Approved  
3/31/2005

2531c-T0      Budget Status Report Files (Magnetic tape data)

NARA JOB #      Refer to GRS 5/3b Budget Reports Files  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2532-T3F

Budget Administration Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 5/2 Budget Background Records

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2533a-P3F      Budget Estimates (Central Office copy)

NARA JOB #      Refer to GRS 5/2 Budget Background Records  
N1-075-05-1  
Approved  
3/31/2005

2533b-T0      Budget Estimates (Area and Agency copies)

NARA JOB #      Refer to GRS 5/2 Budget Background Records  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2534-T1

Budget Working Files

NARA JOB #  
N1-075-05-1

Refer to GRS 5/2 Budget Background Records

Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2535a-T2      Program Planning and Evaluation Master Files (Printout/paper copies used as record copy)

NARA JOB #      Refer to GRS 5/2 Budget Background Records  
N1-075-05-1  
Approved  
3/31/2005

2535b-T0      Program Planning and Evaluation Master Files (Magnetic tape data)

NARA JOB #      Refer to GRS 5/2 Budget Background Records  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2536a-T3F      Imprest Fund (Record copy maintained by Central Office Division of Accounting Management)

NARA JOB #      No longer used  
N1-075-05-1  
Approved  
3/31/2005

2536b-T2      Imprest Fund (Cashier's copy)

NARA JOB #      No longer used  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2537a-T3F      Construction Progress Status Report Files (Printout/paper copies used as record copies)

NARA JOB #      Refer to GRS 3/3a Routine Procurement Files (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

2537b-T0      Construction Progress Status Report Files (Magnetic tape data)

NARA JOB #      Refer to GRS 3/3 Routine Procurement Files (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2538-P5 Certificate of Deposit Files

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

**Contents:** Records include Standard Form 219, Certificate of Deposit, which is maintained in deposit number sequence. These records show date, deposit number, accounting station, symbol, bank name and location, sum, and department or agency name and address. The forms are annotated with batch number, date and are used to show deposits of funds in banks. Also includes printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange numerically by deposit number.

**Official File:** Record copy maintained by the Division of Accounting Management (DAM).

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when deposit is reconciled. 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.

2538a-T3F Certificate of Deposit Files (Printout/paper copies used as record copies)

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

Refer to 2538-P5 Certificate of Deposit Files

**RESERVED**

2538b-T0 Certificate of Deposit Files (Magnetic tape data)

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

To Be Determined for Scheduling

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2539-P5      Paid Voucher Files

NARA JOB #      **Contents:** Records include purchase orders, invoice, freight bills, and Standard Form 1166, Voucher and Schedule of Payments, which may  
N1-075-05-1      show voucher number, vendor number, vendor information and amount. Also includes printouts of electronic mail, documents created through  
Approved      word processing and spreadsheet software applications, supporting documentation, and related correspondence.  
3/31/2005

**Filing Arrangement:** Arrange numerically by purchase order number.

**Official File:** Record copy maintained by the Division of Accounting Management (DAM).

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

2539a-T3F      Paid Voucher Files (Record copy maintained by Central Office Division of Accounting Management)

NARA JOB #      Refer to 2539-P5 Paid Voucher Files  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

2539b-T0      Paid Voucher Files (Magnetic tape data)

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

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2540-P5      [Advice of Collections Files](#)

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

**Contents:** Records include authorizations to move/deposit funds into various appropriations, which may show the deposit number, date, symbol, appropriation number, description and amount. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained by the Division of Accounting Management (DAM).

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when deposit is moved to the new appropriation. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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- 2541-P5      [Statement of Receipts Report Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include Standard Form 108, which is an annual report for miscellaneous receipts to the Division of Administration in Washington, DC. This report shows receipt symbol, receipt account title; actual funds received and has columns for two fiscal year estimates which are not made at the Administrative Service Center, comments and worksheet 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 by the Division of Accounting Management (DAM).
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2542-P5      [Unappropriated Receipts Trial Balance Files](#)

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

**Contents:** Records include U.S. Treasury reports showing deposits of tribal funds. These reports are used to balance the General Ledger. 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:** Official record copy maintained by Division of Accounting Management (DAM).

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when general ledger is balanced. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2543-T3F

Special Disbursing Agent Files

NARA JOB #

No longer used

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2544-P5

[Trial Balance Files](#)

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

**Contents:** Records include monthly reconciliation of funds in the U.S. Treasury Federal Finance System (FFS) showing trial balance of the general ledger accounts. 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 month.

**Official File:** Record copy maintained by originating office by the Division of Accounting Management (DAM).

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when reconciliation is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2545-P5      [Reconciliation Statement Files](#)

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

**Contents:** Records include information for preparing monthly trial balance with BIA and Treasury opening balances, deposits credited, total, less checks paid, closing balance deposits claimed but not credited, outstanding checks and totals. 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 originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when reconciliation is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2546a-T3F      [Payroll Detail Cost Report Files \(Originals of yearly and biweekly printouts maintained for record copy purposes maintained by Central Office Division of Accounting Management\)](#)

NARA JOB #      Refer to GRS 2/22 [Payroll System Reports](#)  
N1-075-05-1  
Approved  
3/31/2005

2546b-T0      [Payroll Detail Cost Report Files \(Magnetic tapes maintained by NTBC\)](#)

NARA JOB #      Refer to GRS 2/22 [Payroll System Reports](#)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2547-T3

Government Charge Cards

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 9/4b General Travel and Transportation Files

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2548-P5      [Debt Collection Files](#)

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

**Contents:** Records include material related to the identification of debts owed the government by employees and the collection of payments. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by name.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final payment for debt is made or cleared. 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 (OS-86).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2549-P5      [U.S. Treasury Federal Finance System \(FFS\) & Infopak Report Files](#)

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

**Contents:** Records include financial program reports as requested by the Regional Officer. 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:** Official record copy maintained by Division of Accounting Management (DAM).

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2550-P5

[Year-end Closing Report Files](#)

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

**Contents:** Records include year-end annual summarization of U.S. Treasury Federal Finance System (FFS) transactions in the BIA 2108 Report which closes out the fiscal year. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained by Division of Accounting Management (DAM).

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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2551-P5      [Undisbursed/Receipt Account Report Files](#)

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

**Contents:** Records include U.S. Treasury Report TFS-6655, print receipt account ledger, print receipt trial balance and print report of unavailable receipt transactions. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained by Division of Accounting Management (DAM).

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2500**

**Finance**

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- 2552-P5      [Intergovernmental Payment and Collection \(IPAC\) Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include payment of billing statements for IPAC transactions for General Service Administration (GSA) Federal Supply Service Interface Bill Upload Report, GSA Motor Pool Billings - Federal Finance System (FFS) Upload Summary. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Record copy maintained by Division of Accounting Management (DAM).
- 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

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**SERIES: 2500**

**Finance**

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- 2553-P5      [Impact Credit Card Payment Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include billing invoices, original monthly statement of purchases, and Standard Form 1129, Reimbursement Voucher for Local Purchases, which show credit card transactions as disbursements of cash in lieu of a purchase order or impress cash. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Record copy maintained by Division of Accounting Management (DAM).
- 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

2600 Series  
PAYROLL

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2600**

### Payroll

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2600-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 documentation of the activities which relate directly to the Payroll program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by subject.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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

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 Payroll program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2600**

**Payroll**

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2601-T3

Garnishment Case Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 2/18 – Levy and Garnishment Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2600**

### Payroll

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2602a-T5      Student Trainee Payroll Files (Printout/paper copies used as record copy)

NARA JOB #      Refer to GRS 2/7 Time and Attendance Source Records  
N1-075-05-1  
Approved  
3/31/2005

2602b-T0      Student Trainee Payroll Files (Magnetic tape data)

NARA JOB #      Refer to GRS 2/7 Time and Attendance Source Records  
N1-075-05-1  
Approved  
3/31/2005

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2600**

### Payroll

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2603a-T3      [Firefighter Payroll History File \(Printout/paper copies used as a record copy\)](#)

NARA JOB #      Refer to GRS 2/7 [Time and Attendance Source Records](#)  
N1-075-05-1  
Approved  
3/31/2005

2603b-T0      [Firefighter Payroll History File \(Magnetic tape data\)](#)

NARA JOB #      Refer to GRS 2/7 [Time and Attendance Source Records](#)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2600**

**Payroll**

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2604a-T0      Employee Address File (Printout/paper copies used as record copy)

NARA JOB #      No longer used  
N1-075-05-1  
Approved  
3/31/2005

2604b-T0      Employee Address File (Magnetic tape data)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2600**

**Payroll**

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2605a-T0      [Timekeeper Address File \(Printout/paper copies used as a record copy\)](#)

NARA JOB #      No longer used  
N1-075-05-1  
Approved  
3/31/2005

2605b-T0      [Timekeeper Address File \(Magnetic tape data\)](#)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2600**

**Payroll**

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2606a-T0      Financial Institution Address File (Printout/paper copies used as a record copy)

NARA JOB #      Refer to GRS 2/17 Direct Deposit Sign-up Form (SF-1199A)  
N1-075-05-1  
Approved  
3/31/2005

2606b-T0      Financial Institution Address File (Magnetic tape data)

NARA JOB #      Refer to GRS 2/17 Direct Deposit Sign-up Form (SF-1199A)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2600**

**Payroll**

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2607a-T3      [Time and Attendance Files \(Printout/paper copies used as a record copy\)](#)

NARA JOB #      Refer to GRS 2/7 [Time and Attendance Source Records](#)  
N1-075-05-1  
Approved  
3/31/2005

2607b-T1      [Time and Attendance Files \(Magnetic tape data\)](#)

NARA JOB #      Refer to GRS 2/7 [Time and Attendance Source Records](#)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2600**

**Payroll**

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2608a-T5      [Year-To-Date Pay History File \(Printout/paper copies used as a record copy\)](#)

NARA JOB #      Refer to GRS 2/22b [Payroll System Reports](#)  
N1-075-05-1  
Approved  
3/31/2005

2608b-T0      [Year-To-Date Pay History File \(Magnetic tape data\)](#)

NARA JOB #      Refer to GRS 2/22b [Payroll System Reports](#)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2600**

**Payroll**

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2609-T3

IRS Levies

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 2/18 Levy and Garnishment Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2600**

**Payroll**

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2610-T3

Waiver of Claims

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 6/11 Waiver of Claims Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2600**

**Payroll**

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2611-T3

Firefighter W-2's

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 2/7 Time and Attendance Source Records

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2600**

**Payroll**

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2612-T0

[Check Issue Listing](#)

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 2/22c [Payroll System Records](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2600**

**Payroll**

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2613-P3

Employee Conversion Case File

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 2/23 Payroll Change Files

**RESERVED**

# INDIAN AFFAIRS RECORDS SCHEDULE

2700 Series  
PERSONNEL

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

### Personnel

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- 2700-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 that are created; received and where action is taken; or have the primary responsibility for the documentation of activities which relate directly to the Personnel program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- 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 Personnel program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange alphabetically by subject then chronologically.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2701-P3

Personnel Security Clearance Case Files

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

Refer to GRS 18/22a Personnel Security Clearance Files

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2702-T0

Personnel Security Clearance Status Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 18/23 Personnel Security Status Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2703a-T0 [Personnel-Payroll Master File \(Printout/paper copies\)](#)

NARA JOB #                      Refer to GRS 2/1b [Individual Employee Pay Record](#)  
N1-075-05-1  
Approved  
3/31/2005

2703b-T0 [Personnel-Payroll Master File \(Magnetic tape data\)](#)

NARA JOB #                      Refer to GRS 2/1/a [Individual Employee Pay Record](#)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2704-T1

Final Salary Clearance Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/1 Official Personnel Folders (OPFs) (Use applicable item)

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2705a-P0      Official Personnel Folders (Transferred to Another Agency)

NARA JOB #              Refer to GRS 1/1a Official Personnel Folders (OPFs)  
N1-075-05-1  
Approved  
3/31/2005

2705b-P0      Official Personnel Folders (Separated Employees)

NARA JOB #              Refer to GRS 1/1b Official Personnel Folders (OPFs)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2706-T1      Official Personnel Folders (Temporary Materials)

NARA JOB #      Refer to GRS 1/10a Temporary Individual Employee Records

N1-075-05-1

Approved

3/31/2005

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2707-T3

Service Record Card Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/2 Service Record Cards (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2708-T2

Personnel Statistical Reports

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

Refer to GRS 1/16 Personnel Operations Statistical Reports

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 2700**

**Personnel**

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2709-T2

Notification of Personnel Action Files

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

Refer to GRS 1/14 Notifications of Personnel Actions (Use applicable item)

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 2700**

**Personnel**

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2710-T2

Merit Promotion Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/32 Merit Promotion Case Files

**RESERVED**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2711-T2

Promotion Opportunity Bulletins (POB)

NARA JOB #

No longer used – Non-record Material

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2712a-T0      [Vacant Position File \(Printout/paper copies used as record copy\)](#)

NARA JOB #      Refer to GRS 1/3 [Personnel Correspondence Files](#)  
N1-075-05-1  
Approved  
3/31/2005

2712b-T0      [Vacant Position File \(Magnetic tape data\)](#)

NARA JOB #      Refer to GRS 1/3 [Personnel Correspondence Files](#)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2713-T0

Position Identification Strip Files

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

Refer to GRS 1/11 Position Identification Strips

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2714-P0 [Personnel Investigative Files](#)

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

Refer to GRS 18/22b [Personnel Security Clearance Files](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2715-T0

Applicant Supply File - Active

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/33I (1) Examining and Certification Records

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 2700**

**Personnel**

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2716-T2

Applicant Supply File - Inactive

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/33I (2) Examining and Certification Records

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2717-T2

Incentive Awards Case Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/12 Employee Award Files (Use applicable item)

RESERVED



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2718-T2

Incentive Awards Report Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/13 Incentive Awards Program Reports

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2719-T2

Performance Ratings

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

Refer to GRS 1/23 Employee Performance File System Records (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2720-T1

Performance Rating Appeal Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/9 Performance Rating Board Case Files

RESERVED

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2721-T5

Position Description Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/7b Position Classification Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2722-T5

Position Classification Surveys

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

Refer to GRS 1/7c Position Classification Files (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2723-T3

Reorganization Proposals Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/7a through c Position Classification Files (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2724-T3

[Classification Appeal Files](#)

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

Refer to GRS 1/7d [Position Classification Files](#) (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

### Personnel

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- 2725a-T2      Reduction-in-Force Files (Retention registers)
- NARA JOB #      Refer to GRS 1/17b Correspondence and Forms Files (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005
- 2725b-T0      Reduction-in-Force Files (Work cards)
- NARA JOB #      Refer to GRS 1/17b Correspondence and Forms Files (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005
- 2725c-P0      Reduction-in-Force Files (Notice to Employees and related papers)
- NARA JOB #      Refer to GRS 1/17b (1) Correspondence and Forms Files  
N1-075-05-1  
Approved  
3/31/2005
- 2725d-T2      Reduction-in-Force Files (Placement files)
- NARA JOB #      Refer to GRS 1/17b (1) Correspondence and Forms Files  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2726-T7

Appeals and Grievances Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/30 Administrative Grievance, Disciplinary and Adverse Action Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2727-T2

Employee Financial Statement Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 25/2 Financial Disclosure Reporting Files (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2728-T0

Employee Interview Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/8 Interview Records

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2729-T4

Discrimination Complaint (EEO) Case Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/25 Equal Employment Opportunity (EEO) Records (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2730a-P0      Health Record Case Files (Pre-employment physical examination, Health Qualification Placement Records, disability retirement examination, and fitness for duty examination)

NARA JOB #      Refer to GRS 1/21 Employee Medical Folder (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

2730b-T5      Health Record Case Files (All other papers)

NARA JOB #      Refer to GRS 1/21 Employee Medical Folder (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2731-T3

Individual Employee Training Files

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

Refer to GRS 1/29b Training Records (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2732-T0      [Training Report Card Files](#)

NARA JOB #      Refer to GRS 1/29b [Training Records](#)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 2700**

**Personnel**

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2733-T5

Training Report Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/29a Training Records (Use applicable item)

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2734-T3

Tuition Assistance Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/29b Training Records

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2735-T0

Career Development Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/18a Supervisors' Personnel Files and Duplicate OPF Documentation

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2736-T5

Training Program Administrative Files

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

Refer to GRS 1/29a Training Records (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

---

2737-T3

Health Insurance Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/22 Statistical Summaries

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2738a-T0      [Bond Master File \(Printout/paper copies\)](#)

NARA JOB #      Refer to GRS 2/14 [Savings Bond Purchase Files](#) (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

2738b-T3      [Bond Master File \(Magnetic tape data\)](#)

NARA JOB #      Refer to GS 2/14 [Savings Bond Purchase Files](#) (Use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2700**

**Personnel**

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2739a-T0 [Personnel Action File \(Printout/paper copies\)](#)

NARA JOB #            Refer to GRS 1/16 [Personnel Operations Statistical Reports](#)  
N1-075-05-1  
Approved  
3/31/2005

2739b-T3 [Personnel Action File \(Magnetic tape data\)](#)

NARA JOB #            Refer to GRS 1/16 [Personnel Operations Statistical Reports](#)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**2800 Series**

**PROPERTY MANAGEMENT**

**and**

**2850 Series**

**PROCUREMENT**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

## **Property Management and Procurement**

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- 2800-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 that are created; received and where action is taken; or have the primary responsibility for the documentation of activities which relate directly to the Property Management program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- 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 Property Management program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange alphabetically by subject then chronologically.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2801-T4      [Vehicle Release Files](#)

NARA JOB #      Refer to GRS 10/6 [Motor Vehicle Release Files](#)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2802-T1      Government Transportation Request (GTR) Files

NARA JOB #      Refer to GRS 9/4b General Travel and Transportation Files  
N1-075-05-1

Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2803-T3

Government Bills of Lading (GBL) Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 9/1c Commercial Freight and Passenger Transportation Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2804-T3

Government Losses in Shipment Act Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 9/2 Lost or Damaged Shipments Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2805-T2

Property Receipt Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/3 Routine Procurement Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2806-T3

[Excess Personal Property Files](#)

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 4/2 [Excess Personal Property Reports](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### **Property Management and Procurement**

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2807-P5

#### Property Transaction Source Document Files

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

**Contents:** Records include Bureau of Indian Affairs (BIA) Form 4310, Property Accountability Transaction, and BIA Form 4312, Property Invoice, which are accumulated in controlling and accounting for nonexpendable personal property in the BIA and reflect the acquisition, assignment, transfer and disposition of property. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by location then numerically by property identification number.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### **Property Management and Procurement**

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2808-P5

#### Property Loan Agreement Files

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

**Contents:** Records include documents of accountability for Government-owned real or personal property loaned to individuals as well as records which have arisen as a result of an individual's misuse of or damage to the loaned property. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by name.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when loaned property is returned. 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-1).**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### **Property Management and Procurement**

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2809-P5

#### Employee Property Issue Files

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

**Contents:** Records include card file, known as Department of Interior Form 105, Receipt for Property, used for documenting loan of property. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by name.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when all loaned items are returned and/or a new card 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

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**SERIES: 2800**

**Property Management and Procurement**

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2810-T2

Property Inventory Listings

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/9a Inventory Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2811-T2

Inventory Control Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/9b Inventory Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### Property Management and Procurement

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2812a-T3      Board of Survey and Loss or Theft Files (Reports involving pecuniary liability)

NARA JOB #      Refer to GRS18/15 Personal Property Accountability Files (use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

2812b-T3      Board of Survey and Loss or Theft Files (All other reports)

NARA JOB #      Refer to GRS18/15 Personal Property Accountability Files (use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2813-T0

Property Pass Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 18/12 Property Pass Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### **Property Management and Procurement**

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2814-P5	<u>Personal Property Report Files</u>
<b>NARA JOB # N1-075-05-1 Approved 3/31/2005</b>	<p><b>Contents:</b> Records include reports from the electronic master file reflecting all accountable property items throughout the Bureau of Indian Affairs (BIA). These reports reflect action codes, document reference numbers, area, agency, unit, and nomenclature codes; BIA identification numbers; book or purchase values; make or other identification, serial numbers, and nomenclature descriptions. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.</p> <p><b>Filing Arrangement:</b> Arrange chronologically.</p> <p><b>Official File:</b> Record copy maintained at Central Office.</p> <p><b>Disposition Instructions:</b> <b>PERMANENT.</b> Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.</p>

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### Property Management and Procurement

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2814a-T0      Personal Property Master Files (Printout/paper copies used as record copy)

NARA JOB #      Refer to 2814-P5 Personal Property Report Files  
N1-075-05-1  
Approved  
3/31/2005

2814b-T0      Personal Property Master Files (Magnetic tape data)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### **Property Management and Procurement**

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2815-P5

#### Real Property Report Files

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

**Contents:** Records include reports pertinent to real property items under the jurisdiction of the Bureau of Indian Affairs. These reports reflect area/agency codes, activities, unit designations, holding agency designations, usage codes, year acquired, assigned building numbers, property codes, General Services Administration (GSA) locations, cost, ownership codes, size of property, and card codes. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by location.

**Official File:** Record copy maintained at Central Office.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### Property Management and Procurement

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2815aT1      Real Property Master File (Printout/paper copies used as record copy)

NARA JOB #      Refer to 2815-P5 Real Property Report Files  
N1-075-05-1  
Approved  
3/31/2005

2815b-T0      Real Property Master File (Magnetic tape data)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### **Property Management and Procurement**

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2816-P5

[Fedstrip Supplementary Address Report Files](#)

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

**Contents:** Records include reports which contain the basic address codes for each office location within the Bureau of Indian Affairs. These reports reflect supplementary addresses, mailing addresses, area and/or agency codes, General Services Administration (GSA) location codes and date established. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2816a-T1      [Fedstrip Supplementary Address File \(Printout/paper copies used as record copy\)](#)

NARA JOB #      Refer to 2816-P5 [Fedstrip Supplementary Address Report Files](#)  
N1-075-05-1  
Approved  
3/31/2005

2816b-T0      [Fedstrip Supplementary Address File \(Magnetic tape data\)](#)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2817-T2

[Space Allocation and Utilization Files](#)

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 11/2a [Agency Space Files](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2818-T2

[Space Reporting Files](#)

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 11/2b [Agency Space Files](#) (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2819-T1

Quarters Evaluation Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 15/3 Housing Management Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### Property Management and Procurement

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2820a-T2      Quarters Assignment Files (Area Office files)

NARA JOB #      Refer to GRS 15/4 Housing Lease Files  
N1-075-05-1  
Approved  
3/31/2005

2820b-T0      Quarters Assignment Files (Agency files)

NARA JOB #      Refer to GRS 15/4 Housing Lease Files  
N1-075-05-1  
Approved  
3/31/2005

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2821-T0

Requests for Work Authorization

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 11/5 Building and Equipment Service Files

RESERVED



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2822-T0

Key Control Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 18/16 Key Accountability Files (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2823a-T0      History Recycle Input Tape (Printout/paper copies used as record copies)

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

2823b-T0      History Recycle Input Tape (Magnetic tape data)

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

**RESERVED**

**To Be Scheduled with Related Electronic System**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2824-T1

Postal Records

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 12/5a Post Office and Private Mail Company Records

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2825-T3

[Mail Sampling Report Files](#)

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 12/6b [Mail and Delivery Service Control Files](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2826-T0

[Mailing Lists and Related Materials](#)

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

Refer to GRS 12/6h [Mail and Delivery Service Control Files](#)

**RESERVED**

# INDIAN AFFAIRS RECORDS SCHEDULE

## 2850 Series PROCUREMENT

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 2800**

### **Property Management and Procurement**

- 2850-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 activities which relate directly to the Procurement program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- 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 Procurement program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange alphabetically by subject then chronologically.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2851-T0      [Vendor Reference Files.](#)

NARA JOB #      No longer used – Non-record material

N1-075-05-1

Approved

3/31/2005

RESERVED



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2852-T6

Procurement Registers

NARA JOB #

N1-075-05-1

Approved

3/31/2005

No longer used – Non-record material

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2853-T3F

Purchase Order Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/3a Routine Procurement Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2854-T2

Requisition Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/8a Routine Procurement Files

**RESERVED**

# INDIAN AFFAIRS RECORDS SCHEDULE

2900 Series

SAFETY

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2900**

**Safety**

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- 2900-P5      Program Correspondence and Policy/Directives Files
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- a. Program Correspondence Files – Official Files  
Records include program correspondence that are created; received and where action is taken; or have the primary responsibility for the documentation of activities which relate directly to the Safety program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- b. Program Policy/Directives Master Set with Case History Files – Official Files  
Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Safety program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange alphabetically by subject then chronologically.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2900**

**Safety**

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2901-T3

Safety and Security Inspection Case Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 18/9 Survey and Inspection Files (Government-owned Facilities)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2900**

**Safety**

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2902-T3

[Safety and Health Inspection Reports](#)

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 18/9 Survey and Inspection Files (Government-owned Facilities)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2900**

**Safety**

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2903-T5

Emergency Planning Case Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 18/27 Emergency Planning Case Files

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2900**

**Safety**

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2904a-T5      Emergency Test and Exercise Files (Consolidated or comprehensive reports reflecting agency results of tests conducted under emergency plans. Maintained in Central Office)

NARA JOB #      Refer to GRS 18/28 Emergency Operations Tests Files  
N1-075-05-1  
Approved  
3/31/2005

2904b-T3      Emergency Test and Exercise Files (Other papers accumulating from emergency operations tests such as instructions to participants, staff assignments, messages, tests of communications and facilities, and copies of reports)

NARA JOB #      Refer to GRS 18/28 Emergency Operations Tests Files  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2900**

**Safety**

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2905-T3

Motor Vehicle Operator Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 10/7 Motor Vehicle Operator Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2900**

**Safety**

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2906-T6

Motor Vehicle Accident Report Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 10/5 Motor Vehicle Accident Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2900**

**Safety**

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2907-T3

Employee Personal Injury Case Files

NARA JOB #

Refer to GRS 1/31 Personal Injury Files

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2900**

**Safety**

- 2908a-P3      Safety Management Information Files (Documents supporting the issuance of SF-46, Motor Vehicle Identification Cards to Employees)
- NARA JOB #      Refer to GRS 10/7 Motor Vehicle Operator Files  
N1-075-05-1  
Approved  
3/31/2005
- 2908b-P3      Safety Management Information Files (Employee claims submitted to the office of Workman's Compensation (OWC))
- NARA JOB #      Refer to GRS 1/34 Occupational Injury and Illness Files  
N1-075-05-1  
Approved  
3/31/2005
- 2908c-P3      Safety Management Information Files (Case files with supporting documents pertaining to Tort Claims filed by an individual against the U.S. Government)
- NARA JOB #      Refer to GRS 6/10a Administrative Claims Files  
N1-075-05-1  
Approved  
3/31/2005
- 2908d-P3      Safety Management Information Files (Records concerning individuals which have arisen as a result of that individuals misuse or damage to Government-owned or Government-leased motor vehicles, other equipment, facilities and salary overpayments as a result of misuse of leave relating to OWC claims deemed invalid)
- NARA JOB #      Refer to GRS 6/10b Administrative Claims Files  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

# INDIAN AFFAIRS RECORDS SCHEDULE

## 3200 Series ACKNOWLEDGEMENT

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3200**

## **Acknowledgement**

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3200-P5

### Program Correspondence and Policy/Directives Files

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

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Acknowledgement program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by subject.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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

b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Acknowledgement program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3200**

### **Acknowledgement**

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3201-P5

#### Acknowledgement Files

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

**Contents:** Records include documents associated with groups applying for federal recognition as an Indian tribe. Files contain the letter of petition, responses to criteria for service eligibility (25 CFR § 83.7a-g), findings for/against acknowledgement of the group and final determination reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF TRUST RECORDS ARE RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

**Filing Arrangement:** Group by the status of application, then alphabetically by tribe.

**Official File:** Record copy maintained at Central Office.

**Disposition Instructions:** Cut off at fiscal year end when final determination of application 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

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**SERIES: 3200**

### **Acknowledgement**

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3202-P5

#### Indian Judgment Funds Claims Case Files

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

**Contents:** Records include tribal claims against the U.S. filed pursuant to the Indian Claims Commission Act. Documents include the effective Secretarial plan, legislation authorizing distribution of funds, socioeconomic reports resolutions/constitutions, Area Office recommendations, results of Bureau of Indian Affairs research report which identifies who will share in the award and transcript of hearing record. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF TRUST RECORDS ARE RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

**Filing Arrangement:** Arrange alphabetically by tribe.

**Official File:** Record copy maintained at Central Office.

**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.

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**3300 Series**

**EMPLOYMENT ASSISTANCE**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3300**

### **Employment Assistance**

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- 3300-P5      Program Correspondence and Policy/Directives Files
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- a. Program Correspondence Files – Official Files  
Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Employment Assistance program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- b. Program Policy/Directives Master Set with Case History Files – Official Files  
Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Employment Assistance program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange alphabetically by subject then chronologically.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 3300

### Employment Assistance

- 3301-P5      Employment Assistance Case Files
- NARA JOB #  
N1-075-05-1  
Approved  
3/31/2005
- a. Employment Assistance Case Files - Eligible  
**Contents:** Records include information relating to an individual Indian given assistance for direct employment or adult vocational training. Includes application and financial assistance record, training objective, course, counsel and guidance service, housing, employment referral and placement record. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange by case number.
- Official File:** Official record copy maintained at office of origin.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when eligible applicant case is completed. 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-23).**
- NARA JOB #  
N1-075-05-1  
Approved  
3/31/2005
- b. Employment Assistance Case Files - Ineligible or Canceled  
**Contents:** Records include on-site applications relating to an individual Indian requesting assistance for direct employment or adult vocational training that are determined ineligible or have been canceled. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange by case number.
- Official File:** Official record copy maintained at office of origin.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end in which applicant is determined ineligible to receive services or application has been canceled. 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-23).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3300**

### **Employment Assistance**

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- 3302-P5      [Employment Assistance Report Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include consolidated annual narrative and statistical report showing: program plan, objective, activity and progress of the Bureau-wide program. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Official record maintained by Central Office, Office of Economic Development.
- 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

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**SERIES: 3300**

### **Employment Assistance**

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3303-P5      [Client Register Log Files](#)

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

**Contents:** Records include a list of clients by case number and fiscal year. 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 originating office.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3300**

### **Employment Assistance**

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3304-P5      [Work Order Register Log Files](#)

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

**Contents:** Records include a list of assigned work order number for client payments by fiscal year. 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 originating office.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3300**

### **Employment Assistance**

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3305-P5      [Job Placement/Training Information Collection Requirement \(ICR\) Regulation Files](#)

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

**Contents:** Records include draft documents of revisions and approvals relating to ICR requirements and clearance of "Application for Training" or "Employment Assistance" form(s). Collection requirement in accordance with 25 CFR Part 26 – Employment assistance for adult Indians and 25 CFR Part 27 – Vocational training for adult Indians. Office work file is part of National Performance Review (NPR) requirement. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange appropriately.

**Official File:** Official ICR record is maintained by Central Office, Office of Management and Administration.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when process is completed and the Office of Management and Budget approves. 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

3400 Series  
HOUSING

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3400**

## Housing

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**3400-P5**      Program Correspondence and Policy/Directives Files

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

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Housing program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by subject.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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

b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Housing program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3400**

### Housing

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- 3401-P5      [Home Improvement Program \(HIP\) Applicant Case Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include tribal enrollment information; condition of existing housing, family size and composition, income, inability of applicant to secure housing from other sources, and evidence that applicant has not received HIP assistance after July 1, 1975. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange numerically by case number.
- Official File:** Record copy maintained by originating office.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-10).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3400**

### **Housing**

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- 3402-P5      [Consolidated Home Improvement Program \(HIP\) Report Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include the consolidated annual periodic narrative and statistical report on the Bureau-wide Housing Improvement Program. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Record copy maintained by Central Office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

# INDIAN AFFAIRS RECORDS SCHEDULE

3500 Series

LAW ENFORCEMENT

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

## **Law Enforcement**

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- 3500-P5      [Program Correspondence and Policy/Directives Files](#)
- NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**
- a. Program Correspondence Files – Official Files.  
Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Law Enforcement program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at calendar end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**
- b. Program Policy/Directives Master Set with Case History Files – Official Files.  
Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Law Enforcement program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange alphabetically by subject then chronologically.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at calendar year end when superceded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### Law Enforcement

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3501-P5 Law Enforcement Case Files

**NARA JOB #  
N1-075-05-4  
Approved  
10/24/2005**

**Contents:** Records include case reports prepared by law enforcement officers involving cases such as murder, suicide, liquor violations, illegal drugs and related activities. Includes witness statements, statutes involved, place and nature of offense, evidence seized, photographs, and final disposition reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange numerically by case number.

**Official File:** Action (originating/receiving) Office. Record copy retained in law enforcement office having jurisdiction and responsibility for investigation.

**Disposition Instructions: PERMANENT.** Cut off at calendar year end in which case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-18).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### **Law Enforcement**

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

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

**Contents:** Records include tribal law and order codes, ordinances, and resolutions, requiring approval and/or review by the bureau. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by tribe then numerically by law and order codes, ordinances, or resolutions.

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

**Disposition Instructions: PERMANENT.** Cut off at calendar year end in which codes, ordinances, and resolutions are rescinded or superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### **Law Enforcement**

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3503-P5

#### Security Violation Files

**NARA JOB #  
N1-075-05-4  
Approved  
10/24/2005**

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

**Filing Arrangement:** Arrange alphanumerically by case number.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions: PERMANENT.** Cut off at calendar year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

**Law Enforcement**

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3503a-P3      Security Violations Files (of Sufficiently Serious Nature)

NARA JOB #      Refer to 3503-P5 Security Violation Files  
N1-075-05-4  
Approved  
10/24/2005

3503b-T2      Security Violations Files (Other Files)

NARA JOB #      Refer to 3503-P5 Security Violation Files  
N1-075-05-4  
Approved  
10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### **Law Enforcement**

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3504-P5      [Law and Order Report Files](#)

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

**Contents:** Records include periodic statistical and other reports by local agency Law Enforcement Offices to Central Office containing such information as number of Indian court civil and criminal cases; number and type of offenses, number arrested, convicted, and penalties imposed. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange chronologically by date then alphabetically by report name.

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

**Disposition Instructions:** **PERMANENT.** Cut off at calendar year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-18).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### Law Enforcement

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

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

**Contents:** Records include information on student application for admission into the academy, certificate of completion, transcript, and other related correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by student name or numerically by class number.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions: PERMANENT.** Cut off at calendar year end in which student completes training. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-18).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

**Law Enforcement**

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

NARA JOB #                      Refer to 3505-P5 [Indian Police Academy Student Case Files](#)  
N1-075-05-4  
Approved  
10/24/2005

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

NARA JOB #                      Refer to 3505-P5 [Indian Police Academy Student Case Files](#)  
N1-075-05-4  
Approved  
10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### Law Enforcement

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3506-P5

#### Indian Police Academy Instructor Training Material Files

**NARA JOB #  
N1-075-05-4  
Approved  
10/24/2005**

**Contents:** Records include lecture notes, outlines, and other materials used by police academy instructors for training purposes. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by training class name or numerically by training class number.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at calendar year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-18).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### Law Enforcement

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3507-P5      [Indian Police Academy Class Work Files](#)

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

**Contents:** Records include class roster, reports on disciplinary actions, separation, awards, end of class reports, class photos, daily activity reports, medical/injury reports, and other related documents on classes at the Indian Police Academy. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

**Filing Arrangement:** Arrange chronologically by date then numerically by class number.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at calendar year end in which class ends. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-18).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### **Law Enforcement**

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3508-P5      [Indian Police Academy Administrative Investigation Files](#)

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

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

**Filing Arrangement:** Arrange alphabetically by student name.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at calendar year end in which investigation case file is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-18).**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### Law Enforcement

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

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

**Contents:** Records include appointments of Special Law Enforcement Commission to qualified full-time state, county, municipal and tribal law enforcement officers providing authority for the execution of law enforcement duties in Indian country. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by name.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at calendar year end in which appointment expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-18).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### **Law Enforcement**

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3510-P5

#### Call Log Files

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

**Contents:** Records include logs or registers which detail incoming calls for law enforcement assistance. Include dispatch/radio calls made to law enforcement officers or other officials in response to calls. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange chronologically by date.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions: PERMANENT.** Cut off at calendar year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### Law Enforcement

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- 3511-P5      [Cross-Deputization Agreement Files](#)
- NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**
- Contents:** Records include agreements between Bureau of Indian Affairs and a state and local law enforcement agency for the provision to deputize qualified full-time state, county, municipal, and tribal law enforcement officials to execute law enforcement duties in Indian country under federal jurisdiction. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange alphabetically by law enforcement agency then alphabetically by name.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions:** **PERMANENT.** Cut off at calendar year end in which agreement expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### Law Enforcement

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3512-P5

#### Juvenile Report Files

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

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

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

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions: PERMANENT.** Cut off at calendar year end in which case is closed or juvenile reaches the age of 18 years. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-18).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### **Law Enforcement**

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3513-P5      [Adult Detention/Booking Inmate Case Files](#)

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

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

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

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at calendar year end in which case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-18).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### Law Enforcement

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3514-P5      Juvenile Detention/Booking Inmate Case Files

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

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

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

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at calendar year end in which juvenile reaches the age of 18 years old or deemed by court order. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-18).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### **Law Enforcement**

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3515-P5      Evidence Control Files

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

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

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

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at calendar year end in which related case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### **Law Enforcement**

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3516-P5      [Administrative Detention Files](#)

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

**Contents:** Records include monthly incarceration record and booking sheet, cell check log, temporary holding logs, inmate alpha roster, facility incident report such as assault, escape, suicide attempt, facility evacuation, theft, staff misconduct and any other incident that warrants a report. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange chronologically by date.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at calendar year end. Maintain in the office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### **Law Enforcement**

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3517-P5      [Crime Reporting Files](#)

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

**Contents:** Records include printouts from the Indian Law Enforcement Information Network (INCLINE) system or the comparable National Incident Based Reporting System (NIBRS) that compiles and tracks law enforcement incident, annual crime and drug statistical reports. Printout reports are provided to the department's Law Enforcement Reporting System. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by tribe or agency location.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at calendar year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### **Law Enforcement**

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

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

**Contents:** Records include disciplinary actions, investigation on violations of Law Enforcement rules/regulations and other related documents pertaining to Law Enforcement employees. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by employee name.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at calendar year end in which case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-18).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### **Law Enforcement**

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- 3519-P5      [Volunteer/Service Provider Case Files](#)
- NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**
- Contents:** Records include volunteer or service provider application, background security checks, consent for release of employment records, educational records, personal history, disciplinary actions, investigation on violations of Law Enforcement rules/regulations and other related documents pertaining to the volunteer or service provider. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by volunteer or service provider's name.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions:** **PERMANENT.** Cut off at calendar year end in which case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-18).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3500**

### **Law Enforcement**

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3520-P5

#### Detention Program Activity Files

**NARA JOB #**  
**N1-075-05-4**  
**Approved**  
**10/24/2005**

**Contents:** Records include activity schedules, curriculums, lesson plans, supply list, and information related to activities held at the detention center. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by program activity.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions: PERMANENT.** Cut off at calendar year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**3600 Series  
SOCIAL SERVICES**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

## **Social Services**

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**3600-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 Social Services program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by subject.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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

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 Social Services 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

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**SERIES: 3600**

### **Social Services**

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**3601-P5**      General Assistance Case Files

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

**Contents:** Records include names, family profiles, client/contact reports, budget forms, Certificate of Indian Blood, address and assurance of residence on or near a reservation, application for assistance, correspondence regarding eligibility for assistance and type of assistance given. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

**Filing Arrangement:** Arrange numerically by case number.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end in which the case closes. 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-8).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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- 3602-P5      [Child Assistance \(Child Welfare\) Case Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include application for services, acceptance or rejection of application, notice of applicant, Certificate of Degree of Indian Blood, address or assurance of residence on or near a reservation, case plans, court order, and narrative entries of contacts with client. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**
- Filing Arrangement:** Arrange numerically by case number or alphabetically by name.
- Official File:** Record copy maintained at originating office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when case closes. 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-8).**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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3603-P5

#### Indian Adoption Record Files

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

**Contents:** Records include final adoption decrees; name and tribal affiliation of child; name and addresses of biological parents; identity of any agency having files or information relating to such adoptive placement; and any affidavits relating to the adoption. 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 originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when adoption case is final. 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-8).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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- 3604-P5      [Social Services Report Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include period or special reports on activities which reflect case load trends and track expenditures, analysis of funds, child abuse neglect report, monthly statistical reports, quarterly and annual reports, and annual quality control reviews. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. Files include narrative and statistical reports.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Record copy maintained at originating office.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-8).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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3605-P5      [Social Services Only \(Non-Cash Assistance\) Files](#)

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

**Contents:** Records include family profile, client-contact reports, treatment/service plans, correspondence regarding eligibility for assistance and type of assistance given. 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 or name.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-8).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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- 3606-P5      [Indian Child Welfare Act \(ICWA\) Review Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include documents relating to the approval of and Indian Child Welfare Act application and award of a grant. Include review forms, scoring and ranking/rating sheets, and correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange by fiscal year.
- Official File:** Record copy maintained at originating office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when application grant cycle is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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3607-P5 [Regional Disbursement Office \(RDO\) Report Files](#)

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

**Content:** Records include annual RDO report listing eligible clients to receive payment benefits. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

**Filing Arrangement:** Arrange appropriately.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-8).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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**3608-P5**      Miscellaneous Assistance Case Files

**NARA JOB #  
N1-075-05-1  
Approved  
3/31/2005**      **Content:** Records include documents relating to disaster assistance, emergency transportation which includes name, family profile, client/contract report, budget form, Certificate of Indian Blood (CIB), address and assurance of residence on or near the reservation, correspondence regarding eligibility for assistance and type of assistance provided. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

**Filing Arrangement:** Arrange alphabetically.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when financial assistance is provided to client. 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- 8).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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3609-P5      [Child Abuse and Neglect Report Files](#)

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

**Content:** Records include reports of abuse and neglect as required by Public Law 99-570 as amended. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange appropriately.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-8).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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3610-P5      Social Services Invoice Payment Files

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

**Content:** Records include report showing client name, address, vendor information for residential or other facilities and amount of funds approved for payment from the Regional Disbursement Office. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

**Filing Arrangement:** Arrange alphabetically.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA- 8).**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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3611-P5      [Social Services Information Collection Requirement \(ICR\) Files](#)

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

**Content:** Records include copies of drafts for Information Collection Requirement (ICR) approving forms for the collection of personal information and cleared by the Office of Management and Budget (OMB). Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange appropriately.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when approved by OMB. 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-8).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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3612-P5      [Indian Child Welfare Act \(ICWA\) Grant Files](#)

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

**Contents:** Records include official grant made to a tribe under the Child Welfare Act (ICWA), Public Law 95-608, 92 Statute 3075, 25 U.S.C. § 1901. Grant file includes application, correspondence, instrument award, special conditions, fiscal program review check list, adjustment notice, financial and narrative progress report, financial payment record monitoring report, Model Grant and Annual Funding Agreements, and modifications and/or amendments. 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 grant number.

**Official File:** Record copy maintained by originating ISD office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final payment is made and grant is officially 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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- 3613-P5      [Indian Child Welfare Inquiry Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include requests received from state court or agencies and/or adoption agencies requesting information regarding tribal membership or possible tribal membership of a child(ren) or parent(s) to determine applicability of the ICWA, requests received and agency response. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange chronologically by date received.
- Official File:** Record copy maintained at originating office.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-8).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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- 3614-P5      [Child Protective Services Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Content:** Records include child abuse reports, name of individuals involved, statement of nature, contact information, tribal affiliation/membership, and any documents supporting the allegation. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange chronologically by date received.
- Official File:** Record copy maintained at originating office.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-8).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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**3615-P5**      [Child Welfare Administrative Review Files](#)

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

**Content:** Records include correspondence related to client/provider appeals, copies of investigative reports, case narratives, court orders, and child/family identifying 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 by agency then in alphabetically by client's name.

**Official File:** Record copy maintained at originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end in which the administrative review is completed. 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-8.**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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3616-P5      Alcohol and Substance Abuse Case Files

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

**Contents:** Records include documents relating to the identification of an individual with alcohol and/or substance abuse and treatment thereof. 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:** Maintained by office of origin.

**Disposition Instructions:** **PERMANENT.** Cut off when treatment is refused or completed. 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-57).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3600**

### **Social Services**

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3617-P5      [Alcohol and Substance Abuse Report Files](#)

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

**Contents:** Records include printout of information and reports required by the alcohol and substance abuse 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 location.

**Official File:** Record copy maintained by Central Office.

**Disposition Instructions:** **PERMANENT.** Cut off at end of fiscal 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.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-57).**

# INDIAN AFFAIRS RECORDS SCHEDULE

3700 Series  
TRIBAL GOVERNMENT

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3700**

### **Tribal Government**

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

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**SERIES: 3700**

### **Tribal Government**

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

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

**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

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**SERIES: 3700**

### **Tribal Government**

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3702-P5

#### Tribal Corporate Charter and Constitution Files

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

**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

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**SERIES: 3700**

**Tribal Government**

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

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

**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

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**SERIES: 3700**

### **Tribal Government**

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3704-P5

#### Tribal Membership Rolls Files

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

**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

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**SERIES: 3700**

**Tribal Government**

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3705-T3F      [Tribal Fund Ledgers](#)

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

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3700**

### **Tribal Government**

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- 3706-P5      [Tribal Budget and Allotment Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- 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

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**SERIES: 3700**

### **Tribal Government**

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

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

**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

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**SERIES: 3700**

**Tribal Government**

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3708-P5 [Trader License Files](#)

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

**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

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**SERIES: 3700**

### **Tribal Government**

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

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

**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

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**SERIES: 3700**

**Tribal Government**

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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](#)  
N1-075-05-1  
Approved  
3/31/2005

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  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3700**

### **Tribal Government**

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- 3710-P5      [Navajo Membership Case Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- 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

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**SERIES: 3700**

**Tribal Government**

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

NARA JOB #      Refer to 3710-P5 Navajo Membership Case Files  
N1-075-05-1  
Approved  
3/31/2005

3710b-T0      Navajo Membership Files (Magnetic tape master file data)

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

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

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3700**

### **Tribal Government**

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

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

**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

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**SERIES: 3700**

**Tribal Government**

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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  
N1-075-05-1  
Approved  
3/31/2005

3711b-T3      Judgment Roll System Files (Magnetic tape data produced for final payment)

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

3711c-T1      Judgment Roll System Files (Regional Disbursing Office tape)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3700**

### **Tribal Government**

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

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

**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

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**SERIES: 3700**

**Tribal Government**

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

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

To Be Determined for Scheduling

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3700**

**Tribal Government**

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- 3713-P5      [Per Capita Payment Record Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- 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

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**SERIES: 3700**

### **Tribal Government**

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- 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 #**  
**N1-075-05-1**  
**Approved**  
**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

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**SERIES: 3700**

### **Tribal Government**

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(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).**

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

**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

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**SERIES: 3700**

**Tribal Government**

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

**NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**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

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**SERIES: 3700**

**Tribal Government**

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

**NARA JOB #  
N1-075-05-1  
Approved  
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

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**SERIES: 3700**

**Tribal Government**

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3717-P5 [Judgment \(Per Capita\) Appeal Case Files](#)

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

**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

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**SERIES: 3700**

### **Tribal Government**

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3718-P5 [Tribal Ordinance Files](#)

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

**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

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**SERIES: 3700**

**Tribal Government**

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3719-P5      Taxation Case Files

NARA JOB #      Refer to 3718-P5 Tribal Ordinance Files

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3700**

**Tribal Government**

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3720-P5      Abuse Investigation Case Files

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

N1-075-05-1

Approved

3/31/2005

**RESERVED**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3700**

**Tribal Government**

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3721-P5      Tribal Enrollment Applications

NARA JOB #      No longer used  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 3700**

**Tribal Government**

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3722-P5

Enrollment Verification Case Files

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

**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

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**SERIES: 3700**

### **Tribal Government**

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3723-P5      [Tribal Census Files](#)

**NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**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

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**SERIES: 3700**

**Tribal Government**

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

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

**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

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**SERIES: 3700**

**Tribal Government**

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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

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**SERIES: 3700**

### **Tribal Government**

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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

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**SERIES: 3700**

### **Tribal Government**

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- 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

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**SERIES: 3700**

### **Tribal Government**

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- 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

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**SERIES: 3700**

### **Tribal Government**

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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

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**SERIES: 3700**

### **Tribal Government**

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- 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

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**SERIES: 3700**

### **Tribal Government**

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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

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**SERIES: 3700**

### **Tribal Government**

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- 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

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**SERIES: 3700**

### **Tribal Government**

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(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

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**SERIES: 3700**

**Tribal Government**

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3733-P5      [Indian Labor Force Report Files](#)

**NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**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.



# INDIAN AFFAIRS RECORDS SCHEDULE

4200 Series

CREDIT

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORD SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 4200**

**Credit**

4200-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 Credit program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by subject.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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

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 Credit 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: 4200

Credit

4201-P5 Indian Business Development Grant (IBDG) Contract Files

NARA JOB # a. Indian Business Development Grant (IBDG) Contract Files - APPROVED

N1-075-05-1  
Approved  
3/31/2005

**Contents:** Record includes application, approval letter, agreement, legal organization documents, evidence of Indian ownership, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange by grant number.

**Official File:** Record copy maintained in office of origin.

**Disposition Instructions:** PERMANENT. Cut off at fiscal year end when final payment is made and grant is officially 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 # b. Indian Business Development Grant (IBD) Contract Files – DISAPPROVED (Withdrawn, declined, or cancelled)

N1-075-05-1  
Approved  
3/31/2005

**Contents:** Record includes application, disapproval letter to include evidence of withdrawal, declination or cancellation, agreement, legal organization documents, evidence of Indian ownership, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements, balance sheets, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange appropriately.

**Official File:** Record copy maintained in office of origin.

**Disposition Instructions:** PERMANENT. Cut off at fiscal year end when notification of withdrawn, decline or cancellation is determined. 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-11).

# INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4200

Credit

4202-P5 Indian Loan Files

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

a. Indian Revolving Loan Files – APPROVED

**Contents:** Record includes application, approval letter, agreement, legal organization documents, evidence of Indian ownership, commercial credit reports, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, loan payment history, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange by loan number.

**Official File:** Record copy maintained in office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when loan is terminated or paid off. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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

b. Indian Revolving Loan Files – DISAPPROVED (Withdrawn, declined or cancelled)

**Contents:** Record includes application, disapproval letter to include evidence of withdrawal, declination or cancellation, agreement, legal organization documents, evidence of Indian ownership, commercial credit reports, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, loan payment history, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange appropriately.

**Official File:** Record copy maintained in office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when notification of withdrawal, decline or cancellation is determined. 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-11).

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4200**

**Credit**

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4203-P5      [Credit Loan History Card Files](#)

NARA JOB #      No longer used  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

# INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 4200**

**Credit**

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4204-T3F      [Schedules of Credit Loan Payment Collection Files](#)

NARA JOB #      No longer used  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

# INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 4200**

**Credit**

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4205-T1      Credit Financing Reports - Working Papers

NARA JOB #      No longer used  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4200

Credit

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4206-P5	<u>Credit Operations Report Files</u>
NARA JOB # N1-075-05-1 Approved 3/31/2005	<p><b>Contents:</b> Report includes reimbursable collections and summary of fiscal year transactions; annual credit report including profit/loss statements, reconciliation sheet, individual statements of loan delinquencies; and periodic narrative and statistical reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.</p> <p><b>Filing Arrangement:</b> Arrange chronologically by reporting fiscal year.</p> <p><b>Official File:</b> Record copy maintained in office of origin.</p> <p><b>Disposition Instructions:</b> <b>PERMANENT.</b> 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. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.</p>



# INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 4200**

**Credit**

4207-P5 [Credit Operations Audit Report Files](#)

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

**Contents:** Record includes narrative reports on the status of re-lending program operations from monies borrowed from the revolving loan fund (25 C.F.R. 101) that include information on loan accounts receivable, loan delinquencies, and recommendations and/or corrective action. 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 in office of origin.

**Disposition Instructions: 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. 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: 4200

Credit

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4208-T3F      Stock Purchases Files

NARA JOB #      Refer to 3729-P5 Stock Ownership Purchase Files

N1-075-05-1

Approved

3/31/2005

RESERVED

# INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 4200**

**Credit**

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4209-P3

Gaming Management Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to 3730-P5 Gaming Management Files

**RESERVED**

# INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4200

Credit

## 4210-P5 Individual/Tribal Management and Technical Assistance Grant Files

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

### a. Individual/Tribal Management and Technical Assistance Grant Files – APPROVED

**Contents:** Record includes management and technical assistance Grants approved under 25 CFR Part 101 – Loans to Indians from the Revolving Loan Fund and 25 CFR 286 – Indian Business Development Program. Records consist of application, letter or approval, agreement, legal organization documents, evidence of Indian ownership, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange by grant number.

**Official File:** Record copy maintained in office of origin.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end in which final payment is made or grant 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 #  
N1-075-05-1  
Approved  
3/31/2005

### b. Individual/Tribal Management and Technical Assistance Grant Files – DISAPPROVED

**Contents:** Record includes management and technical assistance grants withdrawn, declined or cancelled under 25 CFR Part 101 – Loans to Indians from the Revolving Loan Fund and 25 CFR 286 – Indian Business Development Program, application, evidence of withdrawal, declination or cancellation, agreement, legal organization documents, evidence of Indian ownership, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange by grant number.

**Official File:** Record copy maintained in office of origin.

**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-11).

## INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4200

Credit

4211-P5 [Tribal Loan/Re-lending Program Loan Files](#)

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

**Contents:** Record include Tribal Loan/Re-lending Programs files whereby the proceeds of these loans are used to re-pay a loan or loans made to tribes/tribal corporations/enterprises from the Loans to Indians from the Revolving Loan Fund (25 CFR 101). 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 file number.

**Official File:** Record copy maintained in office of origin.

**Disposition Instructions:** PERMANENT. Cut off at fiscal year end when loan is terminated or paid off. 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-11).**

## INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4200

Credit

4212-P5 Trust Mortgage Loan Files

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

**Contents:** Record includes approval of trust mortgage used to secure loan by individual, application, letter of approval, agreement, legal organization documents, evidence of Indian ownership, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, and reports. 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 file number.

**Official File:** Record copy maintained in office of origin.

**Disposition Instructions:** PERMANENT. Cut off at fiscal year end when loan is terminated or paid off. 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-11).**

## INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4200

Credit

4213-P5 Individual Indian/Tribal Economic Report Files

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

**Contents:** Record includes the Bureau of Indian Affairs (BIA) publications that report the progress and development of individual Indians and tribal economic development from financial assistance obtained from the Indian Financing Act of 1974, as amended, and other Federal/State agencies, and commercial lending institutions that provide information on Individual Indians/Tribal Economic Development. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arranged alphabetically by tribe or individual.

**Official File:** Record copy maintained in office of origin.

**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

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SERIES: 4200

Credit

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4214-P5      Outstanding Receivables (Due From Public) Files

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

**Contents:** Record includes the Bureau of Indian Affairs (BIA) quarterly reports to the U.S. Treasury on new bills, outstanding bills, collections, aged delinquency report, employee payroll deductions, status reports, trial balance, and analytical spreadsheets. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arranged chronologically.

**Official File:** Record copy maintained in office of origin.

**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: 4200

Credit

4215-P5 Annual Credit and Finance Report Files

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

**Contents:** Record includes annual report which provides status report, active notes listing, aged delinquency reports, transaction history, projected collections, accruals and trial balances in accordance with OMB A-129, Administration of Federal Credit Programs. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arranged chronologically.

**Official File:** Record copy maintained in office of origin.

**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-13).**

# INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4200

Credit

4216-P5 Loan Service Files

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

**Contents:** Record includes promissory notes and other loan documents, copies of receipts, amortization schedules, copies of demand letters, checks, and money orders. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

**Filing Arrangement:** Arranged chronologically.

**Official File:** Record copy maintained in office of origin.

**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-13).**

## INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4200

Credit

4217-P5 [Treasury Loan Transaction Files](#)

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

**Contents:** Record includes documents borrowing funds from the U.S. Treasury to fund direct loans and to payoff defaulted guaranteed loans. The records support the general ledger balances and contain Voucher and Schedule of Withdrawals and Credit and Non-expenditure Transfer Authorizations. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arranged chronologically.

**Official File:** Record copy maintained in office of origin.

**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-13).**

# INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4200

Credit

## 4218-P5 Indian Loan Guaranty Files

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

### a. Indian Loan Guaranty Files - APPROVED

**Contents:** Record includes Loan Guaranty or Insured loans to Indian organizations, groups, or individuals, application, approval letter, agreement, legal organization documents, evidence of Indian ownership, commercial credit reports, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, loan payment history, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

**Filing Arrangement:** Arrange numerically by loan number.

**Official File:** Record copy maintained in office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when loan is terminated or paid off. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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

### b. Indian Loan Guaranty Files - DISAPPROVED

**Contents:** Record includes Loan Guaranty or Insured loans to Indian organizations, groups, or individuals, application, evidence of withdrawal, declination or cancellation, agreement, legal organization documents, evidence of Indian ownership, commercial credit reports, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, loan payment history, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

**Filing Arrangement:** Arrange numerically by loan number.

**Official File:** Record copy maintained in office of origin.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when notification of disapproval is determined. 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-11).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4200**

**Credit**

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4219-P5      [Credit Program Evaluation Report Files](#)

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

**Contents:** Record includes narrative reports on the status of re-lending program operations from monies borrowed from the revolving loan fund (25 C.F.R. 101) that include information on loan accounts receivable, loan delinquencies, recommendations and/or corrective action. 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 in office of origin.

**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**

**4300 Series**

**ENVIRONMENTAL QUALITY SERVICES**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 4300**

### **Environmental Quality Services**

TR-4300-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 Environmental Quality Services 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.

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

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 Environmental Quality Services 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

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**SERIES: 4300**

### **Environmental Quality Services**

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TR-4301-P5

#### Environmental Impact Statements

**NARA JOB #**  
**N1-075-04-1**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: studies and surveys of the impact of projects and activities affecting the quality of human environment generally associated with proposals to change environment; 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

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**SERIES: 4300**

### **Environmental Quality Services**

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TR-4302-P5

#### Environmental Control Files

**NARA JOB #**  
**N1-075-04-1**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records used to evaluate projects affecting environment (i.e., air, water, land, etc.): scope of work, budget, studies, surveys, tests, assessments, filed notes, audits, analyses, statements, evaluations, consultations, results, reports, land resource modification, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by study fiscal year

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

**Disposition: PERMANENT.** Cut off at fiscal year end when study 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

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**SERIES: 4300**

### **Environmental Quality Services**

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TR-4303-P5

#### Cultural Resources Site Study

**NARA JOB #**  
**N1-075-04-1**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work; budget; archaeological studies; surveys; tests; assessments; field notes; audits; analyses; statements; evaluations; results; cultural resources survey report; consultations with state officers, advisory councils, and tribes; documents specifying bureau actions required to comply with the National Historic Preservation Act; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Chronological by study fiscal year

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

**Disposition:** **PERMANENT.** Cut off at fiscal year end when study 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

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**SERIES: 4300**

### **Environmental Quality Services**

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TR-4304-P5

#### Hazardous Waste Site Surveys

**NARA JOB #**  
**N1-075-04-1**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records that provide information on an assessment and whether or not designation of a location as a hazardous waste site is determined: scope of work, budget, studies, surveys, tests, EPA 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 survey 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

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**SERIES: 4300**

### **Environmental Quality Services**

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TR-4305-P5

#### Hazardous Substance Project

**NARA JOB #**  
**N1-075-04-1**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records relating to the identification and/or removal of hazardous substances (other than hazardous waste materials identified through the EPA assessment procedures): scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, follow-up activities and/or 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

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**SERIES: 4300**

### **Environmental Quality Services**

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TR-4306-P5

#### Water Sampling Test

**NARA JOB #  
N1-075-04-1  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following water sampling records used to test water safety: documentation as a result of materials used to test water supplies for determining safety levels of chemicals and/or compounds in accordance with the Safe Water Drinking Act, scope of work, budget, studies, surveys, assessments, field notes, audits, analyses, statements, evaluations, consultations, reports, tests and results of water supplies, 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 safety level has been determined. 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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**SERIES: 4300**

### **Environmental Quality Services**

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TR-4307-P5

#### Soil Testing

**NARA JOB #  
N1-075-04-1  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following soil testing records used to test soil safety levels: documentation as a result of materials used to test soil samples for determining safety levels of chemicals and/or compounds, scope of work, budget, studies, surveys, assessments, field notes, audits, analyses, statements, evaluations, consultations, reports, tests and results, 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 safety level has been determined. 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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**SERIES: 4300**

### **Environmental Quality Services**

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TR-4308-P5

#### Engineering and/or Construction Testing

**NARA JOB #**  
**N1-075-04-1**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following testing records used to determine adequacy of materials (concrete, gravel, etc.) used in the engineering and/or construction projects: 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 adequacy has been determined. 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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**SERIES: 4300**

**Environmental Quality Services**

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4309

Safe Water Drinking Act

NARA JOB #  
N1-075-04-1  
Approved  
11/21/2003

Refer to TR-4306-P5 – Water Sampling Test

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4300**

### **Environmental Quality Services**

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TR-4310a-P5 [Comprehensive Environmental Response, Compensation, and Recovery Act \(CERCLA\) Program File](#)

**NARA JOB #**  
**N1-075-04-1**  
**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; results; reports; hazardous substance release; response; determination of liability, compensation, and recovery; 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-4310b-P5 [Comprehensive Environmental Response, Compensation, and Recovery Act \(CERCLA\) Project File](#)

**NARA JOB #**  
**N1-075-04-1**  
**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

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**SERIES: 4300**

### **Environmental Quality Services**

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TR-4311-P5

#### Environmental Audits

**NARA JOB #  
N1-075-04-1  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: field notes, final environmental audit reports, corrective action plans, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by audit report

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

**Disposition: PERMANENT.** Cut off at fiscal year end when corrective actions are accomplished. 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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**SERIES: 4300**

### **Environmental Quality Services**

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TR-4312a-P5 [Environmental Compliance Program File](#)

**NARA JOB #**  
**N1-075-04-1**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following Resource Conservation and Recovery Act (RCRA) project records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses for 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-4312b-P5 [Environmental Compliance Project File](#)

**NARA JOB #**  
**N1-075-04-1**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following Resource Conservation and Recovery Act (RCRA) project records: scope of work; budget; studies; surveys; tests; assessments; field notes; audits; analyses; statements; evaluations; consultations; reports; results for projects concerning lead based paint, asbestos, underground storage tanks, animal waste, etc.; 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

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**SERIES: 4300**

### **Environmental Quality Services**

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TR-4313-P5

#### Environmental Site Assessment

**NARA JOB #  
N1-075-04-1  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following assessment records used to detect environment liabilities on properties proposed for fee-to-trust transfer: studies, surveys, tests, site assessments, field notes, analyses, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by assessment fiscal year

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

**Disposition: PERMANENT.** Cut off at fiscal year end when assessment 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

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**SERIES: 4300**

### **Environmental Quality Services**

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TR-4314a-P5 [National Environmental Policy Act Program File](#)

**NARA JOB #**  
**N1-075-04-1**  
**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-4314b-P5 [National Environmental Policy Act Project File](#)

**NARA JOB #**  
**N1-075-04-1**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, statements, evaluations, consultations, results, reports, Proposed Project Impact Analysis, Administrative Record for compliance with NEPA, NEPA Compliance, Categorical Exclusion checklist, Environmental Assessment, Finding of No Significant Impact, Environmental Impact Statement, Record of Decision, 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

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**SERIES: 4300**

### **Environmental Quality Services**

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TR-4315a-P5 [Resource Conservation and Recovery Act Program File](#)

**NARA JOB #**  
**N1-075-04-1**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following Resource Conservation and Recovery Act 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-4315b-P5 [Resource Conservation and Recovery Act Project File](#)

**NARA JOB #**  
**N1-075-04-1**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following Resource Conservation and Recovery Act records: scope of work; budget; data; studies; surveys; tests; assessments; field notes; audits; analyses; statements; evaluations; consultations; reports; results for projects concerning solid waste management, landfill operation, open dump closures, etc.; 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**

**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.

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

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

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**SERIES: 4400**

**Forestry & Fire**

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TR-4401-P5

### Forestry Management Plans

**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, 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

**SERIES: 4400**

**Forestry & Fire**

TR-4402-P5

### Timber Sales

NARA JOB #  
N1-075-04-2  
Approved  
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

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**SERIES: 4400**

**Forestry & Fire**

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4403

Timber Sales Data Files

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

Refer to TR-4402-P5 – Timber Sales

**RESERVED**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4400**

**Forestry & Fire**

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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

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**SERIES: 4400**

**Forestry & Fire**

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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

**SERIES: 4400**

**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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**SERIES: 4400**

**Forestry & Fire**

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4407

Timber Cutting Permits

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

Refer to TR-4406-P5 – Cutting Permits

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4400**

**Forestry & Fire**

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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

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**SERIES: 4400**

**Forestry & Fire**

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TR-4409-P5      Forestry Scale Report (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: 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

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**SERIES: 4400**

**Forestry & Fire**

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TR-4410-P5

Forestry Check Scale Report (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: 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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**SERIES: 4400**

**Forestry & Fire**

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4411

Analysis of Obligations Report

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

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4400**

**Forestry & Fire**

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4412

Forestry Working Papers

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

Refer to related TR-4400 Series

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4400**

**Forestry & Fire**

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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

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**SERIES: 4400**

**Forestry & Fire**

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4414

Financial Statements of Indian Lumber Companies

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

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4400**

**Forestry & Fire**

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TR-4415-P5

Forestry Manuscript of Annotated Maps

**NARA JOB #**  
**N1-075-04-2**  
**Approved**  
**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

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**SERIES: 4400**

**Forestry & Fire**

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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

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**SERIES: 4400**

**Forestry & Fire**

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TR-4417-P5

Individual Fire Reports

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

**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

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**SERIES: 4400**

**Forestry & Fire**

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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

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**SERIES: 4400**

**Forestry & Fire**

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4419      Annual Area Forestry Report – CO/AO Copy

NARA JOB #      Refer to TR-4418-P5 – Annual Forestry Reports  
N1-075-04-2  
Approved  
11/21/2003

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4400**

**Forestry & Fire**

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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

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**SERIES: 4400**

**Forestry & Fire**

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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

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**SERIES: 4400**

**Forestry & Fire**

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TR-4422-P5

Cumulative Forestry Comparative Statements

**NARA JOB #**  
**N1-075-04-2**  
**Approved**  
**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

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**SERIES: 4400**

**Forestry & Fire**

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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

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**SERIES: 4400**

**Forestry & Fire**

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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

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**SERIES: 4400**

**Forestry & Fire**

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TR-4425-P5

### Fire Dispatch Logs

**NARA JOB #**  
**N1-075-04-2**  
**Approved**  
**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

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**SERIES: 4400**

**Forestry & Fire**

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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

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**SERIES: 4400**

**Forestry & Fire**

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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 #**  
**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

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**SERIES: 4400**

### **Forestry & Fire**

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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**  
**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

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**SERIES: 4400**

**Forestry & Fire**

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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

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**SERIES: 4400**

### **Forestry & Fire**

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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

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**SERIES: 4400**

### **Forestry & Fire**

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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

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**SERIES: 4400**

**Forestry & Fire**

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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

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**SERIES: 4400**

**Forestry & Fire**

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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.

**INDIAN AFFAIRS RECORDS**  
**SCHEDULE**

**4500 Series**

**NATURAL RESOURCES**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 4500**

### Natural Resources

TR-4500-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 Natural Resources 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.

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

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 Natural Resources 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

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**SERIES: 4500**

**Natural Resources**

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TR-4501-P5

Natural Resources Management Plan

**NARA JOB #**  
**N1-075-04-3**  
**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; periodic plans and reports on land conservation; utilization and management; 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 planning fiscal year.

**Official File:** Action (originating/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: 4500**

**Natural Resources**

TR-4502-P5

### Indian Land Permit

**NARA JOB #**  
**N1-075-04-3**  
**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 competition, approval officer reports, environmental assessment (EA), notice of availability, finding of no significant impact (FONSI), biological assessment (BA), archaeology and cultural surveys, endangered and threatened species, wetland surveys and reconnaissance, layouts and designs, logging and road plans, performance bond documents, fee property road access agreements, grazing land accountability records, 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:** 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:** 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 correspondence.

**Filing Arrangement:** Numerical by permit.

**Official File:** Action (originating/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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**SERIES: 4500**

**Natural Resources**

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TR-4503-P5

Range and Wildlife Maps (Duplicates)

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: prints of individual reservation forest and forage areas, range unit maps, blueprints, black and white prints, linen copies of allotment plat books, manuscripts or annotated materials, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Alphabetical by tribe.

**Official File:** Action (originating/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

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**SERIES: 4500**

**Natural Resources**

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TR-4504-P5

Range Survey

**NARA JOB #  
N1-075-04-3  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: surveys, tests, assessments, field notes, analyses, statements, evaluations, consultations, results, reports, special studies for range grazing potential, range maps relating to the area, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Alphabetical by reservation.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when survey studies are 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

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**SERIES: 4500**

**Natural Resources**

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4505

Grazing Permit Bid Files

NARA JOB #  
N1-075-04-3  
Approved  
11/21/2003

Refer to TR-4502-P5 – Indian Land Permit

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4500**

**Natural Resources**

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4506

Grazing Permit Case Files

NARA JOB #  
N1-075-04-3  
Approved  
11/21/2003

Refer to TR-4502-P5 – Indian Land Permit

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4500**

**Natural Resources**

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TR-4507-P5

### Range Reports

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: periodic and special agency reports on phases of range and wildlife operations, 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/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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**SERIES: 4500**

**Natural Resources**

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TR-4508-P5

### Range and Wildlife Maps

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: prints of individual reservation forest and forage areas, range unit maps, blueprints, black and white prints, linen copies of allotment plat books, manuscripts or annotated materials, and one copy (record set) of each version, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Alphabetical by tribe.

**Official File:** Action (originating/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

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**SERIES: 4500**

**Natural Resources**

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TR-4509-P5

Agricultural Extension Program

**NARA JOB #**  
**N1-075-04-3**  
**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; accomplishment reports; extension projects; 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/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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4500**

**Natural Resources**

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TR-4510-P5

Extension Reports

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: monthly, periodic, and annual consolidated 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/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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**SERIES: 4500**

**Natural Resources**

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TR-4511-P5

### Rehabilitation Program

**NARA JOB #**  
**N1-075-04-3**  
**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; rehabilitation plans and projects for mining, range, agriculture, land and soil erosion; water development; restocking of fish and wildlife; noxious weed eradication; 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/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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4500**

**Natural Resources**

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TR-4512-P5

### Rights Protection Program (Unresolved Claims)

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following claims records (three major categories – trespass, contract, and title): grazing, utility, road, railroad, agricultural, recover land fee patent-cancel, recover land patented as swamp land, recover title-force fee patent, removal of mineral resource, uranium contamination, non-rental payment, unpaid lease rental, breach of contract, fence encroachment, building encroachment, flood damage, inundation flood seepage, unauthorized silt deposit, wrongful land sale, wrongful occupancy of land and structure, and water rights; claims; claim resolutions; legislative activities; technical studies; supporting documentation; and related correspondence.

**Filing Arrangement:** Alphabetical by claim type.

**Official File:** Action (originating/receiving) Office.

**Disposition:** **PERMANENT.** Cut off at fiscal year end in which claim is resolved or rejected. 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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**SERIES: 4500**

**Natural Resources**

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TR-4513-P5

Hopi Partitioned Land Case File

**NARA JOB #  
N1-075-04-3  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: personal data, census enumerations, livestock inventories, surveys, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Alphabetical by resident name.

**Official File:** Action (originating/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.

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



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4500**

**Natural Resources**

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TR-4514-P5

Hopi Partitioned Land Survey

**NARA JOB #  
N1-075-04-3  
Approved  
11/21/2003**

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

**Filing Arrangement:** Numerical by land tract.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when survey 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.

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

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4500**

**Natural Resources**

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TR-4515-P5

Herd Management Program

**NARA JOB #  
N1-075-04-3  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; statements; evaluations; consultations; reports; range, habitat, and wildlife surveys; inventories; statistical data for related environmentally sensitive issues; restrictions for wildlife native to region; legal proceeding documentation effecting a location; project records involving restocking, sale, and hunting; analysis and 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 program fiscal year.

**Official File:** Action (originating/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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4500**

**Natural Resources**

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TR-4516-P5

### Endangered Species Program

**NARA JOB #  
N1-075-04-3  
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; range, habitat, and wildlife surveys; inventories; statistical data for related environmentally sensitive issues; records on restrictions for wildlife native to region; legal proceeding documentation effecting a location; projects requiring budgets; 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/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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4500**

**Natural Resources**

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TR-4517-P5

Fish and Wildlife Program

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; results; reports; project budgets; 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/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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4500**

**Natural Resources**

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TR-4518-P5

Range Management Program

**NARA JOB #  
N1-075-04-3  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work; budget; assessments; audits; analyses; statements; evaluations; consultations; results; reports; grazing land accountability documents; surveys; inventories; studies; restrictions for wildlife native to region; legal proceeding documentation effecting a location; project records; 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/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.

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**4600 Series**

**REAL ESTATE SERVICES**

**and**

**LAND, TITLE and RECORDS OFFICE**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4600-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 Real Estate Services and Land, Title and Records Office 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.

NARA JOB #  
N1-075-06-7  
Approved  
03/23/2006

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 Real Estate Services and Land, Title and Records Office 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

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4601a-P5 Original Allotment – Individual

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: trust patents, deeds, allotment schedules/books, Acts of Congress, Secretarial Orders, Tribal land agreements, allotment or estate record cards, land registers/record books, records of contested land allotment cases, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Numerical by allotment.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end in which land is placed into trust. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4601b-P5 Original Allotment - Tribal (Government Acquired Land)

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

**Contents:** Include, but not limited to, the following records: treaties, executive orders, Acts of Congress, Secretarial Orders, court decisions, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Alphabetical by tribe.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end in which land is placed into trust. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4601c-P5 [Alaskan Native Allotment \(ANA\)](#)

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

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

**Pre-allotment:** application, adjudication and historical records, affidavits, conformance survey letter (to plat of survey), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Conveyance:** BLM certificate, BLM reinstatement decision letter, deed, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Protest:** protest, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Alphabetical by allottee name.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end in which land is placed into trust. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4601d-P5 Alaskan Native Townsites Parcels

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

**Contents:** Include, but not limited to, the following records: application, NEPA clearance, appraisal, archaeological, title deed, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Alphabetical by allottee name.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end in which land is placed into trust. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4602

Land Allotments

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to related TR-4601 Series

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4603

Land Assignments

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to related TR-4601 Series

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4604            Patents, Fees and Certificates of Competency

NARA JOB #            Refer to related TR-4601 Series  
N1-075-04-4                       - or -  
Approved            TR-4609-P5 – Land Transactions  
11/21/2003

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4605

Land Gift Conveyance

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to TR-4609-P5 – Land Transactions

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4606

Land Plat Books

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to TR-4609-P5 – Land Transactions

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4607

Land Tract Books

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to TR-4609-P5 – Land Transactions

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4608

Aborted Land Transactions

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to TR-4609-P5 – Land Transactions

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

TR-4609-P5

### Land Transactions

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

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

**Conveyance:** deed, fee patent, order transferring inherited interest, conveying land (allotted and unallotted), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Pre-conveyance:** certificate of competency, gift conveyance document, proclamation, tribal resolution agreeing to exchange or sale by tribe to individual, appraisal report, correspondence justifying transaction, title opinion by legal counsel, petition for sale, agency reports, certificate of indebtedness, homestead patents, restricted real property insurance policies, related land indexes, title abstracts or opinions of private sector, original bid, abstract of bid, advertisement, heirs written consent to sell, deed establishing transfer of ownership, surveys, environmental impact statements and assessments, other NEPA documents, archaeological reports, land plat and tract books showing land transactions and legal description of land (subdivision, section, township, range, and acreage), reclamation withdrawals, reservoirs, agency and school reserves, aborted land transactions (petitions to sell, transfer, or alienate rights of property), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Numerical by tract number.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end in which transaction is aborted or 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

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4610

Land Title/Deed Files

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to TR-4609-P5 – Land Transactions

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4611-P5

Land Survey Field Notes

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: notebooks containing initial observation of an engineer, surveyor or other specialist establishing the metes and bounds measurement to document specific resources, printouts of electronic mail, and documents created through word processing and spreadsheet software applications.

**Filing Arrangement:** Numerical by land tract.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when survey is 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

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4612-P5

### Cadastral Surveys

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work, budget, studies, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, surveys conducted by Bureau of Land Management or other contractors to establish exterior boundaries, administrative surveys conducted within the boundaries of the reservations, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Numerical by land tract.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when survey is 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

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4613-P5

### Land Maps and Plans

**NARA JOB #  
N1-075-04-4  
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, plans, annotated maps showing townships, reservations, boundaries, location of land purchases under the Indian Reorganization Act, photos, 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/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

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4614-P5

Acquired Sub-Marginal Land Books

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following data entry records: tract number, name of grantor, legal description of land, date of deed approved by the U.S. Attorney General's Office, purchase price, printouts of electronic mail, and documents created through word processing and spreadsheet software applications.

**Filing Arrangement:** Numerical by land tract.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end in which last entry was made. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4615-P5

Land Acquisition Map Book

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: application, consent form, tribal resolution, maps, approved grant form, certificate of completion for right-of-way or easement or permits granted over Indian land for roads, power-lines, railroads, communication lines, irrigation ditches, canals, and pipelines.

**Filing Arrangement:** Geographical by reservation.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end in which last entry was made. 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: 4600**

**Real Estate Services and Land, Title and Records Office**

TR-4616-P5

### Indian Land Right-of-Ways and Easements

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

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

**Pre-decision:** application, consent form, tribal resolution, maps, market analysis, notarized land survey, environmental assessments, appraisal, surety bond, service line agreements, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Decision:** rights-of-way, easements, change orders, modifications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Post-decision:** estimate of equitable compensation, schedules of damages, restoration plans, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Accounting:** journal vouchers, distribution survey, bill for collections, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Numerical by assigned number.

**Official File:** Action (originating/receiving) Office.

**Disposition:** **PERMANENT.** Cut off at fiscal year end of rights-of-way and easement expiration. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4617

Land Lease Accounting Files

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to TR-4402-P5 – Timber Sales  
– or –  
TR-4618-P5 – Indian Land Lease Case Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

TR-4618-P5

### Indian Land Lease Case Files

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

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

**Pre-decision:** estimates; appraisals; restrictions; affidavit; individual land owners consent; lease proposal; lease compliance, inspection, stipulations; title status report; abstract of title; maps and land tract surveys; lease plan; access permits; solicitor approval; power of attorney; acceptance of lessor; Categorical Exclusion check list; Environmental Assessments; insurance policies/certificates; rental value memorandum; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Decision:** lease, lease bond, lease and bond transmittal form, modifications, statement/certificate of award, contract, notice of lease termination, unitization agreements and ratifications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Post-decision:** notice of lease expiration, trespass report, operation reports, court related documents, Findings of No Significant Impact (FONSI), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Accounting:** royalty reports, royalty interest documents, check copies, delinquent lessee listing, account distribution vouchers, 90-day notice, authority to execute irrevocable letter of credit document, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Numerical by lease.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end of lease completion, expiration, 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.**

**Also Refer to TR-4402-P5 – Timber Sales**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4619

Oil Well Records

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to TR-4621-P5 – Indian Mineral Assessment Records

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4620

Nation-wide Oil and Gas Lease Bond Files

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to TR-4618-P5 – Indian Land Lease Case Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4621-P5

### Indian Mineral Assessment Records

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: interagency and private research and mineral firm assessments, evaluations, analysis, copies of records submitted and/or received from U.S. Geological Surveys, well logs, plugging records, production reports, communitization agreements, lease status reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by assessment fiscal year.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when assessment 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

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4622-P5

### Town Lot Use Permits

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: documents used for restricted land or land for which it has been impossible to secure clear legal title, copy of rent receipt, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Numerical by permit number.

**Official File:** Action (originating/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.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4623

Real Property Insurance Policies

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to TR-4609-P5 – Land Transactions

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4624-P5

### Real Estate Appraisal Report Files

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: appraisal reports used by Realty Officers in negotiating leases, land transactions, or involving litigation; inventories; land assessments; reviews and evaluations of appraisal reports; market data on recorded real estate transactions; county assessor's maps; quadrangle maps; reservation maps; county atlases; copies of BIA reservation road maps; plat map; aerial photographs used for appraisals and land use planning; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Chronological by appraisal expiration fiscal year.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when appraisal expires. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4625

Real Estate Appraisal Reference Files

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to TR-4624-P5 – Real Estate Appraisal Report Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4626

Real Estate Market Data Card Files

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to TR-4624-P5 – Real Estate Appraisal Report Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4627

Land Use Feasibility and Marketability Study Files

NARA JOB #  
N1-075-04-4  
Approved  
11-21-2003

Refer to TR-4628-P5 – Reservation Land Use and Development Plan

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4628-P5

### Reservation Land Use and Development Plan

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work, budget, surveys, tests, assessments, field notes, audits, statements, evaluations, consultations, results, environmental and cultural documentation, feasible and marketable studies, cost analysis, design plans, construction plans, original tracings, sepias, mylars, narrative reports, documents resulting from studies to evaluate and analyze use and development of reservation land, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Alphabetical by reservation.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when plan or study 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

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4629-P5

### Real Property Report

**NARA JOB #**  
**N1-075-04-4**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: acquisitions and disposal reports, surface and subsurface leases/permits, land planning, real estate appraisals, 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/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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4630

Heirship Files

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to TR-4631-P5 – Probate File

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

TR-4631-P5

### Probate File

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

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

**Pre-decision:** proof of death, wills, notice of hearing, list of persons receiving notice of hearing, depositions, Bureau of Indian Affairs Inventory (BIAINV), and appraisals of interests possessed by deceased. If applicable, includes decedent tribal enrollment certification, marriage license(s), divorce decree(s), adoption records, affidavit of probate specialists verifying search for missing probable heirs or beneficiaries, correspondence or notes from communication with family, disclaimers, renunciation of interest, guardianship records, final settlement, heir ship cards, statement describing income generating activity, descendents IIM account ledgers, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Decision:** order determining heirs; order approving will and decree of distribution; probate modifications; 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:** Alphabetically by decedent name.

**Official File:** Action (originating/receiving) Office.

**Disposition:** **PERMANENT.** Cut off at fiscal year end in which the estate is settled. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4632

Range Heir File

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Series Moved to Range

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4633-P5

Twenty-Day Case File

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records relating to the Bureau's representation of an Indian in matters concerning their estate in State and Federal Court: probate, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Numerical by court docket number.

**Official File:** LTRO Office.

**Disposition: PERMANENT.** Cut off at fiscal year end in which the estate is settled. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4634-P5

Master Land Description File

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: regular and town site data that is received from the title plant; information from legal description of land within section, township, and range of an area of both trust and right-of-way; reservation code, range, township, section, multiple use (county) code, meridian, range east or west, township north or south; county, state, and township name and code; subdivision; block; lot; cross-reference reservation code and subdivision name; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Numerical by reservation code.

**Official File:** LTRO 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

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4635-P5

Land Chain of Title Plant File

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records to show a complete historical record on all Indian lands: regular and town site data that is received from the title plant; information from legal information in this file is received from the title plants where the data is taken from the Congressional Record; probate files; record of sales; leases; right-of-way; deaths; deeds; patents; Congressional, Presidential, and Secretary Acts. File shows extract control number, land description by quarter section, township, range, and tract reservation code; tract number; average fractional interest conveyed; land description remark; multiple use (county) code; master reservation code; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Alphabetical by tribe or individual name.

**Official File:** LTRO Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when superseded. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4636-P5

Individual Chain of Title File

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records used to maintain current legal ownership records on individual Indians, as well as tribally-owned land: magnetic tape file received from the title plants where it is taken from Congressional Record, probate files, record of sales, deeds, specified documents, and other legal records; extract control number; document type, number, and date; owner reservation code; owner (allotment) number and name; grantor-grantee code; relationship code; fractional interest acquired; master reservation code; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Alphabetical by tribe or individual name.

**Official File:** LTRO Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when superseded. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4637

Range Land File

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Series Moved to Range

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4638

Indian Land Information System

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Series Moved to ADP - 2220 IRMS

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4639

Lease Distribution System Files

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Series Moved to ADP – 2220 IRMS

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4640

Range Permittee Payment System

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Series Moved to Range – No reference provided

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4641-P5

LRIS Location Directory

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: information taken from the GSA Geographical Location Codes Manual which shows state and county code, state and county name, and state abbreviation for all BIA locations and reservation codes.

**Filing Arrangement:** Alphabetical by location.

**Official File:** LTRO 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

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4642

[LRIS Reservation Directory](#)

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Refer to TR-4641-P5 – LRIS Location Directory

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4643-P5

### Indian Land Records

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: land description, current ownership, probate and title history of Indian trust land, records concerning individuals who have received overpayment(s) relative to land disposal, leases, sales and rentals maintained by Title Plants, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Alphabetical by name.

**Official File:** LTRO 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.

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

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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4644

Indian Trust Land Mortgages

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

Series Moved to Credit – No reference provided

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4645-P5

Restriction Removal File

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

**Contents:** Include, but not limited to, the following records: application for removal of restriction, indexes, removal of restriction documents, 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 in which action 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: 4600**

**Real Estate Services and Land, Title and Records Office**

TR-4646-P5

### Unresolved Rights Case

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

**Contents:** Include, but not limited to, the following records: documents essential to the preservation of the legal right and interest of an individual Indian and their government which includes correspondence, forms, and reports on rights protection.

#### a. Statute of Limitations/Unresolved Rights Cases – Litigation

Records include, but not limited to, the following case records: Grazing Trespass, Utility Trespass, Road Trespass, Railroad Trespass, Agricultural Trespass, Recover Land Sold to Wrongful Heir, Recover Land Fee Patent-Cancel, Recover Land Patented as Swamp Land, Recover Title-Force Fee Patent, Removal of Mineral Resource, Uranium Contamination, Non-Rental payment, Unpaid Lease Rental, Breach of Contract, Fence Encroachment, Building Encroachment, Flood Damage, Inundation Flood Seepage, Unauthorized Silt Deposit, Wrongful Land Sale, Wrongful Occupancy of Land and Structure, and Harvest Natural Growth Removal and Trespass Water Right.

**Filing Arrangement:** Alphabetical by claim type.

**Official File:** Action (originating/receiving) Office.

**Disposition: 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. 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.

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

#### b. Statute of Limitations/Unresolved Rights Claims – Non-Litigation

Records include, but not limited to, the following records: rejected claim which may or may not have legal merit but are not recommended for litigation; Administratively Resolved Claim which have been resolved either through negotiation or administrative resolution; Claim Undergoing Litigation which are being litigated by the U.S. Attorney; Legislation Activities when legislation is necessary when there is no administrative or legislative remedy; Technical Studies include items that are necessary for monitoring activity or for the purpose of making determination to fact; dispute clarification of position; boundary disputes include documents which may or may not be long standing boundary problems and current Unresolved Indian Right issues which are on-going, and rights issued which are post 1966 Statute of Limitations Claims.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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(Continuation)

TR-4646b-P5

Unresolved Rights Case

**Filing Arrangement:** Alphabetical by claim type.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when claim is closed. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4647-P5

Recordation Logs (Non-LRIS)

**NARA JOB #**  
**N1-075-04-4**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following manual or electronic log of title records created and maintained for land title recording purposes (logs shall be printed and made part of the hard copy file): title documents which include reservation code, sequential number, year, date received, document type, recorded date, microfilmed date, date returned to the originating office, significant remarks to title documents, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Numerical by recording number.

**Official File:** LTRO Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when last title record is logged. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4648-P5

### Title Documents

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records used to create official certified copies: documents affecting the title to or encumbers tribal or individual allotted land required to be recorded by regulations or Bureau policy; trust patent; restricted fee patent; deed to non-trust status; Executive Order; Treaty; Acts of Congress; Secretarial Order; order transferring inherited interest; deeds to restricted or trust status; supplement plat; mortgage documentation; fee patent; homestead patent; certificate of competency; order removing restrictions; allotment schedule; declaration of taking; lease; right-of-way and easement; memorandum of sale of allotted land; federal reinvesting order; death notice; Non Compos Mentis declaration; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Numerical by tract number.

**Official File:** LTRO Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when ownership has been changed. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4649-P5

### Individual and Tribal Tract File

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records used to document current chain of title ownership and encumbrances affecting a specific tract of trust or restricted Indian land: ownership updated by probates, probate modifications, deeds and other legal instruments; encumbrances such as leases, mortgages, mortgage satisfactions, rights-of-way to show current land status, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Numerical by tract number.

**Official File:** LTRO Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when ownership has been changed. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4650-P5

### Identification and Research Records

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records used to identify individual tract owner for various title and probate purposes: title and identification card; record; enrollment book showing individual interest derived from probate and other title documents; individuals' personal information (date of birth, roll number, family relationships); plat book showing section, township, range, and legal description; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Alphabetical by name of tract owner.

**Official File:** LTRO Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when records are updated. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4651-P5

Land Status Maps, General Land Office Plats, and Land Acquisition Maps

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: land status maps for all reservations which show individual tracts; tract numbers and current status of the tract in terms of trust or fee, tribal, or individual; general land office plats which represent official survey boundaries and show prominent physical features and section, township, and range lines; land acquisition map books, plats, and town site maps; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Numerical by tract number.

**Official File:** LTRO 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

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4652-P5

### Land Index File

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following index records of tribal and individual allotted land documenting historical and current events which track ownership and encumbrances affecting specific land through title documents from the date the land was established to the most recent event: reservation codes, legal land description, state location, county location, number of acres, document type affecting land, document number, original allottee name, grantor/decendent, grantee/heir, fractional interest, ownership type, relations information, cartographic land plats, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Numerical by tract number.

**Official File:** LTRO 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

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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4653-P5

### Probate Documents

**NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: original probate order/decision signed and issued by an administrative law judge from the Office of Hearings and Appeals or by a regional attorney decision maker, order determining heirs, last will and testament, probate modifications, BIA land inventory, data for heir ship, family report, disclaimers, testimonies, death certificate, creditor claims, heirs and interested parties, printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Numerical by probate number.

**Official File:** LTRO Office.

**Disposition: PERMANENT.** Cut off at fiscal year end in which the estate is settled. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4654-P5

### Rights-of-Ways

**NARA JOB #**  
**N1-075-04-4**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: original grant of easement or permit with map; tribal resolution; application; consent of owners; affidavit of completion for easements or permits granted over tribal or individual land for road, power line, railroad, communication line, irrigation ditch, canal, pipeline, etc.; 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:** LTRO Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when right-of-way expires. 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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**SERIES: 4600**

**Real Estate Services and Land, Title and Records Office**

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TR-4655-P5

Abstract of Title

NARA JOB #  
N1-075-04-4  
Approved  
11/21/2003

**Contents:** Include, but not limited to, the following records: abstract of title prepared by a commercial title company for non-trust land acquisitions, land removed from trust status, or being returned to trust status; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Alphabetical by abstract title.

**Official File:** LTRO Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when transaction 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

4700 Series  
ROADS

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4700**

**Roads**

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TR-4700-P5 Program Correspondence and Policy/Directives Files

NARA JOB #  
N1-075-06-7  
Approved  
03/23/2006

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 Roads 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.

NARA JOB #  
N1-075-06-7  
Approved  
03/23/2006

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 Roads 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

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**SERIES: 4700**

**Roads**

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TR-4701-P5

Roads Construction Project Case File

**NARA JOB #**  
**N1-075-04-5**  
**Approved**  
**11/23/2003**

**Contents:** Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, analyses, statements, evaluations, consultations, project case files relating to the construction and maintenance of roads and bridges which are comprised of planning documents (requirements, project plans, etc.), proposals, operation schedules, road assessments, deeds, right-of-way documents, cost estimates, progress reports, final statements or summaries of project cost, material result and certification, related project materials, quality control reports, tribal resolutions and/or contracts, environmental and archaeological clearances, final audit reports on pending contracts, contract modifications, Release of Claims documents, 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 in which 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

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**SERIES: 4700**

**Roads**

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TR-4702-P5

Annual Roads Construction Program Accomplishment Reports

**NARA JOB #**  
**N1-075-04-5**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: annual reports to Central Office which reports expenditures for the reservation, road and bridge, Indian Reservation Road (IRR) activities and types of improvement, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by report fiscal year.

**Official File:** Central Office, Division of Transportation.

**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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**SERIES: 4700**

**Roads**

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TR-4703-P5

### Road Survey Books and Field Notes

**NARA JOB #**  
**N1-075-04-5**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: original notebook or log containing the initial observations, surveys, etc., conducted by engineer or other specialist, field notes, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by survey fiscal year.

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

**Disposition: PERMANENT.** Cut off at fiscal year end in which survey 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.

**Refer to TR-4701-P5 – Road Construction Project Case File**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4700**

**Roads**

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TR-4704-P5

Project Maps and Drawings

NARA JOB #  
N1-075-04-5  
Approved  
11/21/2003

**Contents:** Include, but not limited to, the following records: "as built" tracings, blueprints, profiles, and plans of road and bridge construction projects; reservation road maps and related description of routes; 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 in which 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

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**SERIES: 4700**

**Roads**

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TR-4705-P5

### Road Inventory File

**NARA JOB #  
N1-075-04-5  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: documentation of roads on BIA lands which include area, agency and reservation code, route number, section, road length, quality, code, cost of seal coat by mile and section, class, present type of surface, current and planned road surface type, estimates for planned changes, school bus usage code, status of road section, county section, state, average traffic, user benefit, plan benefit, net benefit, roadway section for shoulder and surface, alignment condition, roadway condition, estimate cost for improvement, documentation reflecting ownership and right-of-way status. Additional documents may include requests for addition of routes, updates to the Indian Reservation Roads System Inventory, data worksheet and reports, inter-agency agreements, policies, fair share versus expenditure analyses, project cost projections, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by inventory fiscal year.

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

**Disposition: PERMANENT.** Cut off at fiscal year end in which file is updated or superseded. 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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**SERIES: 4700**

**Roads**

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TR-4706-P5

Bridge Inventory File

**NARA JOB #**  
**N1-075-04-5**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: documentation of bridges on BIA lands which include area, agency, reservation, route, section, mile, post, state, county, school route, year built, structural characteristics and other structural data, condition of structure, estimated remaining life, proposed improvements, bridge inspection report, structural inventory appraisal report, and load rating report in accordance with the National Bridge Inventory system. Additional documents include Bridge Inventory printout (Department of Transportation Indian Needs Data printout), "as built" plans, bridge maintenance report, schematics, drawings, photos, inspection and evaluation reviews, bridge rating and improvement summary, payment reports for contracts, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by inventory fiscal year.

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

**Disposition: PERMANENT.** Cut off at fiscal year end in which file is updated or superseded. 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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**SERIES: 4700**

**Roads**

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TR-4707-P5

Roads Program Project File

**NARA JOB #**  
**N1-075-04-5**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: Transportation Improvement Program (TIP) estimates of proposed road construction projects and related material, technical reports (moisture density test data, field compaction test data, physical property summary, technical data reports, asphaltic formulae, summary gradation, and testing property), 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:** Central Office, Division of Transportation. Copies at the Federal Highway Administration and Agency Office.

**Disposition: PERMANENT.** Cut off at fiscal year end in which 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

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**SERIES: 4700**

**Roads**

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TR-4708a-P5 Road and Bridge Construction Reports

**NARA JOB #  
N1-075-04-5  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following road and bridge construction records: work program status; proposed projects; record of work program, projects and obligations; reports relating to correspondence on road and bridge construction activities; work program baseline year construction report for Indian Reservation Roads (IRR); pre-designed construction projects; project continuing under construction with modifications; the obligation and project completed accumulative obligation baseline year accomplishments; level of service condition for miles of road maintained by surface type and obligation; snow miles and regular maintenance miles for paved, graveled, and improved earth walkways; hours of ferry operation; backlog by number of tribal construction projects prioritized by resolution; status of annual summary or road and bridge construction; annual road and bridge inventory giving classification of the road systems of miles completed during the year; 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:** Central Office, Division of Transportation.

**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.

TR-4708b-P5 Road and Bridge Maintenance Reports

**NARA JOB #  
N1-075-04-5  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following road and bridge maintenance records: work program status; proposed projects; record of work program, projects and obligations; report relating to correspondence on road and bridge maintenance activities; work program baseline year construction report for Indian Reservation Roads (IRR); pre-designed construction projects; project continuing under construction with modifications; the obligation and project completed accumulative obligation baseline year accomplishments; level of service condition for miles of road maintained by surface type and obligation; snow miles and regular maintenance miles for paved, graveled, and improved earth walkways; hours of ferry operation; backlog by number of tribal construction projects prioritized by resolution; status of annual summary or road and bridge construction; annual road and bridge inventory giving classification of the road systems of miles completed during the year; printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4700**

**Roads**

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**Filing Arrangement:** Chronological by reporting fiscal year.

**Official File:** Central Office, Division of Transportation.

**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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**SERIES: 4700**

**Roads**

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TR-4709a-P5 Road and Bridge Construction Finance File

**NARA JOB #**  
**N1-075-04-5**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: annual funding documentation for road and bridge construction from Federal Highway Assistance (FHWA), obligating document transmitted to the Area Finance Office, summary by reservation of funding received and distributed with associated funding formula and percentage used at the time of distribution, obligation report for Indian Reservation Road (IRR) funds, status of obligations, work accomplishment report, IRR construction program fund obligation report, surveys for additional funding requirements, capability statements, analysis of financial status report, 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 in which 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.

TR-4709b-P5 Road and Bridge Maintenance Finance File

**NARA JOB #**  
**N1-075-04-5**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: annual funding documentation for road and bridge maintenance, funding document received from the Department of Interior (obligating document and transmittal to Finance Office), summary by reservation of funding received (carry over funding) and distributed with associated funding formula and percentage used at the time of distribution, fiscal year budget allowance, final budget decisions, annual performance goals, budget requests, Tribal Priority Allocation (TPA) formulas, 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 in which 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

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**SERIES: 4700**

**Roads**

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TR-4710-P5

National Bridge Inventory System (NBIS) Report File

**NARA JOB #**  
**N1-075-04-5**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: annual report which shows bridges on Indian land by area, agency, reservation, route, section, mile, post, state, country, school route, year built, structural characteristic, other structural data, condition of structure, estimated remaining life, and proposed improvement; profiles of bridges and aerial photos; final closeout and audit 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:** Central Office, Division of Transportation.

**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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**SERIES: 4700**

**Roads**

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TR-4711a-P5 Road Design Project File

**NARA JOB #  
N1-075-04-5  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: archaeological, surfacing design (materials), field trip, criteria (design – green book, class, design speed, width to determine safety zone), terrain design, grade profile (centerline), utility crossing, hydrology (drainage), quad sheet, proposed pipe size, right-of-way, design analysis report, preliminary documents (drafts of the design plan), survey data (survey books), reviews, finalized preliminary plan, 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 in which 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.

TR-4711b-P5 Bridge Design Project File

**NARA JOB #  
N1-075-04-5  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: calculations (spreadsheet, hand, load rating), dimensions, beam design, computer printout (CONSPAN – design beams), survey data from agencies (submitted to Federal Highway Administration for final review/approval authority), geo-technical investigation, surveys, drainage analysis, preliminary construction plan (part of construction files), 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 in which 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

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**SERIES: 4700**

**Roads**

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TR-4712-P5

Technical Assistance Program File

**NARA JOB #**  
**N1-075-04-5**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: documentation showing work with outside entities such as universities, state highway departments, municipalities and contractors providing technical assistance on the establishment of scenic byways, serving in advisory capacity addressing issues, and providing information on civil rights violations, tribal funds, tourism program, and economic development, printouts of electronic mail, documents created through word processing and spreadsheet software. applications, supporting documentation, and related correspondence

**Filing Arrangement:** Chronological by assistance fiscal year.

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

**Disposition: PERMANENT.** Cut off at fiscal year end in which technical assistance 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

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**SERIES: 4700**

**Roads**

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TR-4713-P5

[Nuclear Regulatory Commission \(NRC\) Radiation Exposure File](#)

**NARA JOB #**  
**N1-075-04-5**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: Nuclear Regulatory Commission licenses, training schedules, violations, nuclear gauge equipment inventory, leak test analysis, thermo-luminescent dosimeter (TLD) badges for measuring radiation emission, radiation exposure reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by license expiration fiscal year.

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

**Disposition: PERMANENT.** Cut off at fiscal year end in which NRC license expires. 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**

**4900 Series**

**IRRIGATION and POWER**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4900**

### Irrigation and Power

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TR-4900-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 Irrigation and Power 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.

NARA JOB #  
N1-075-06-7  
Approved  
03/23/2006

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 Irrigation and Power 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

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4901-P5

#### River Basin Studies

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: reservation river basin studies on irrigation, economic, conditions, and resources used in developing area programs; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Chronological by study fiscal year.

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

**Disposition: PERMANENT.** Cut off at fiscal year end when study 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

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**SERIES: 4900**

### Irrigation and Power

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TR-4902-P5

Irrigation Project Planning Case File

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: land lease agreement, project descriptions and summaries, maps, range resources, studies, water storage data, operation and maintenance plans, summary of costs, financial plans, 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 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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**SERIES: 4900**

### **Irrigation and Power**

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TR-4903a-P5

#### Irrigation Project Land Designation File

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: studies, surveys, assessments, field notes, right-of-ways, designating land for irrigation projects, original maps, specifications, 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.

TR-4903b-P5

#### Power Project Land Designation File

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: land records designated for power projects, surveys, original maps, right-of-way, specifications, 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: 4900**

### Irrigation and Power

TR-4904a-P5 Irrigation and Power Construction Program File

NARA JOB #  
N1-075-04-6  
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-4904b-P5 Irrigation and Power Construction Project File

NARA JOB #  
N1-075-04-6  
Approved  
11/21/2003

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

**Irrigation:** studies, surveys, maps, plans, specifications, construction contracts, construction management and inspection reports, scope of work, budget, analysis, results, reports, project history, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Power:** power plant construction plans, specifications, maps, surveys, and studies; construction contracts; construction management and inspection reports; scope of work; budget; analysis; results; project history 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

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4905-P5

#### Irrigation Engineering Data File

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: original survey books; irrigation project maps, drawings, and plans; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Chronological by data fiscal year.

**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

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4906-P5

#### Irrigation Maps and Drawings

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: annotated maps and drawings showing irrigated area, land proposed for restoration, water drainage, buildings, 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

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4907-P5

#### Irrigation Forecast File

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: hydrology forecasts, specifications, plans, storage reservoir, well depth, snow pack record, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by forecast fiscal year.

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

**Disposition: PERMANENT.** Cut off at fiscal year end when forecast is recorded. 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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**SERIES: 4900**

### **Irrigation and Power**

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TR-4908-P5

#### Irrigation Reports

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: periodic narratives and statistical reports on annual irrigation operations, construction, and maintenance; project reviews; 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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**SERIES: 4900**

**Irrigation and Power**

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TR-4909-P5

Power Meter Records

NARA JOB #  
N1-075-04-6  
Approved  
11/21/2003

**Contents:** Include, but not limited to, the following records: water and power usage readings for customers serviced by the power project.

**Filing Arrangement:** Chronological by usage reading fiscal year.

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

**Disposition: PERMANENT.** Cut off at fiscal year end if usage reading 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

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4910-P5

#### Irrigation and Water Rights Legal Case File

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: claims, claims resolution, technical studies, pre-litigation documents, contracts, papers granting permanent water rights (water rights certificates), legal case records involving irrigation matters (adjudication, negotiation and agreement, etc.), other state/federal agreement adjudications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Alphabetical by claim type.

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

**Disposition: PERMANENT.** Cut off at fiscal year end in which claim is resolved or rejected. 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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**SERIES: 4900**

### **Irrigation and Power**

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TR-4911-P5

#### Indian Electric Power Utilities File

**NARA JOB #  
N1-075-04-6  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: customer account power service request application, agreement, contract, billing records, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Numerical by customer account.

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

**Disposition: PERMANENT.** Cut off at fiscal year end when account is closed. 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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**SERIES: 4900**

### **Irrigation and Power**

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TR-4912-P5

#### Power Reports

**NARA JOB #  
N1-075-04-6  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following power annual and statistical report records: narratives, statistical power generation, distribution station operations, maintenance reports on power generation and distribution stations, 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.

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



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4913-P5

#### Irrigation and Power Customer Billing File

**NARA JOB #  
N1-075-04-6  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: monthly billings for customer power and irrigation usage, collection forms, receipts of money from customers, annual report (summary) of money collected from customers, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Numerical by customer account.

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

**Disposition: PERMANENT.** Cut off at fiscal year end of billing 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

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**SERIES: 4900**

**Irrigation and Power**

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4914            Irrigation/Power Customer Account Ledger Sheets and Schedules

NARA JOB #            Refer to TR-4913-P5 – Irrigation and Power Customer Billing File

N1-075-04-6

Approved

11/21/2003

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4915-P5

#### Power Operative Maps, Drawings and Standards

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: original maps showing reservation, drawings and tracings of power distribution systems and location sites, 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

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4916a-P5

#### Irrigation Work Order Files

**NARA JOB #  
N1-075-04-6  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: work orders for routine maintenance of an irrigation ditch, canal, gate, and/or shoulder; weed control; transmittal service orders; equipment maintenance orders; 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 work order 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.

TR-4916b-P5

#### Power Work Order Files

**NARA JOB #  
N1-075-04-6  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: work orders for routine maintenance of power plant, light fixtures at facility, buildings, and system equipment; engineering related word order request; equipment maintenance and/or repairs; 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 work order 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

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4917-P5

#### Soil Surveys

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: studies of irrigation and cultivation potential of soil in particular areas to include determination of physical characteristics of soil, composition, and condition of native vegetation; studies of types of native vegetation; location of cultural features; water availability; field notes; tests; analyses; results; reports; printouts of electronic mail, documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Chronological by survey fiscal year.

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

**Disposition: PERMANENT.** Cut off at fiscal year end when survey is 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

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4918-P5

#### Soil and Moisture Conservation Maps

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: annotated base maps showing erosion conditions and control, technical survey maps showing types of soil, maps showing proposed land restoration and water drainage, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Geographical by land description.

**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

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4919-P5

#### Soil and Moisture Conservation Reports

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following narrative and statistical records: monthly, periodic, and annual consolidation reports on soil surveys, water erosion, and projects; 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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**SERIES: 4900**

### Irrigation and Power

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TR-4920-P5

#### Soil and Moisture History File

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: water availability, type of forage, topography, fencing, grazing potential, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by history period fiscal year.

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

**Disposition: PERMANENT.** Cut off at fiscal year end when history is 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

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4921-P5

#### Irrigation Assessment Order Modifications

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: lists relating to modification of operation and maintenance assessment orders, lists of water users with documents to modify assessment order and annual billing for water users, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Numerical by project modifications.

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

**Disposition: PERMANENT.** Cut off at fiscal year end in which modification 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.

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

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4922-P5

#### Long-Term Cropping Plan

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: long-term crop rotation plans, history reports of crops grown and the yield obtained, summary report of significant historical data on long-term cropping plans, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronologically by planning fiscal year.

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

**Disposition: PERMANENT.** Cut off at fiscal year end when plan is established and final summary report 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

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**SERIES: 4900**

**Irrigation and Power**

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4923

Long-Term Cropping Plan Summary (Annually)

NARA JOB #

N1-075-04-6

Approved

11/21/2003

Refer to TR-4922-P5 – Long-Term Cropping Plan

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 4900**

### Irrigation and Power

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TR-4924-P5

#### National Cooperative Soil Survey

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records used in tracking decisions from cooperating agencies within the National Cooperative Soil Survey: MOU, field review, field assistance, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by survey fiscal year.

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

**Disposition: PERMANENT.** Cut off at fiscal year end when survey 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

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**SERIES: 4900**

**Irrigation and Power**

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TR-4925-P5

### Soil Inventory and Evaluation File

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: results from soil investigation in support of land use (rangeland, forestry, home site, septic system placement, sanitary landfill, road earth embankment, mining, etc.), inventory reports, evaluations, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by survey fiscal year.

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

**Disposition: PERMANENT.** Cut off at fiscal year end when soil investigation 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

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4926a-P5

#### Irrigation Feasibility Program File

**NARA JOB #  
N1-075-04-6  
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-4926b-P5

#### Irrigation Feasibility Project File

**NARA JOB #  
N1-075-04-6  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work, budget, data analysis of soils, drainage, water quantity, compatibility, geography, land ownership, economics, 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

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4927a-P5

#### Irrigation Operation and Maintenance Program File

**NARA JOB #**  
**N1-075-04-6**  
**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-4927b-P5

#### Irrigation Operation and Maintenance Project File

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, statements, evaluations, consultations, results, reports, water usage documents, water quality analyses, cropping data documents, chemical and pesticide application, maintenance activities (repairs and replacements), 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

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**SERIES: 4900**

### **Irrigation and Power**

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**TR-4928a-P5**      **Irrigation Rehabilitation and Betterment Program File**

**NARA JOB #  
N1-075-04-6  
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-4928b-P5**      **Irrigation Rehabilitation and Betterment Project File**

**NARA JOB #  
N1-075-04-6  
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, planning, construction contracts, construction management and inspection 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: 4900**

### Irrigation and Power

TR-4929a-P5

#### Safety of Dams Program File

**NARA JOB #**  
**N1-075-04-6**  
**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; policy issues and activities; dam funding agreement; related expenditure; obligation; contract or agreement for non-dam specific technical assistance; 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-4929b-P5

#### Safety of Dams Project File

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work; budget; surveys; assessments; field notes; audits; statements; evaluations; consultations; results; original design; construction repair and maintenance inspection records; incident reports affecting safety of dams; environmental report; contract agreement; standard operating procedures; emergency action plans; downstream Hazard Classification; SEED Analysis Reports; Deficiency Verification Analysis; Conceptual Design Reports; Value Engineering Study; Final Design Reports; Independent Review; testing, construction, and inspection records, and incident reports affecting the safety of dams; seismic study; inflow design flood; probable maximum floods; 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 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

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**SERIES: 4900**

### Irrigation and Power

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TR-4930a-P5

#### Safety of Dams Emergency Management Program File

**NARA JOB #**  
**N1-075-04-6**  
**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; emergency notification procedures resulting from dam failure or severe flooding; warning and evacuation plans for downstream resident and businesses; inundation mapping and designs; early warning systems operations and maintenance documentation; 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-4930b-P5

#### Safety of Dams Emergency Management Project File

**NARA JOB #**  
**N1-075-04-6**  
**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

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**SERIES: 4900**

### Irrigation and Power

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TR-4931a-P5

#### Safety of Dams Maintenance Program File

**NARA JOB #**  
**N1-075-04-6**  
**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-4931b-P5

#### Safety of Dams Maintenance Project File

**NARA JOB #**  
**N1-075-04-6**  
**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, operation and maintenance manuals, flood gate operation, frequency of maintenance procedures, maintenance performed, flood information, water level and dam leakage, monitoring equipment, special and intermediate SEED examinations, 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

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**SERIES: 4900**

### **Irrigation and Power**

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TR-4932-P5

#### Water Resources Planning and Project Proposal File

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: water resources planning and predevelopment project proposals, individual project proposals, annual regional project proposal compilation, 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

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**SERIES: 4900**

**Irrigation and Power**

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TR-4933-P5

Water Resources Interagency Agreements

**NARA JOB #**  
**N1-075-04-6**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: Water Resources Interagency Agreements, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by interagency agreement.

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

**Disposition: PERMANENT.** Cut off at fiscal year end when agreement expires. 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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**SERIES: 4900**

### Irrigation and Power

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TR-4934a-P5

#### Water Resources Program File

**NARA JOB #  
N1-075-04-6  
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-4934b-P5

#### Water Resources Project File

**NARA JOB #  
N1-075-04-6  
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**

**5200 Series  
CONTINUING EDUCATION**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5200**

### **Education – Continuing Education**

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- 5200-P5      Program Correspondence and Policy/Directives Files
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- a. Program Correspondence Files – Official Files.  
Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Continuing Education program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- b. Program Policy/Directives Master Set with Case History Files – Official Files.  
Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Continuing Education 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

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**SERIES: 5200**

**Education – Continuing Education**

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5201-T5      Education Loan Case Files

NARA JOB #      Refer to 5202-P5 Higher Education Loan/Grant/Scholarship Files  
N1-075-05-5  
Approved  
10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5200**

### **Education – Continuing Education**

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5202-P5      [Higher Education Loan/Grant/Scholarship Case Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include documents such as loan application, agreement, recommendation and progress report of payment or delinquent notices, letter requesting financial assistance/replies, initial application, letter of admission from University or College, Certification of Indian Blood (CIB), Certificate of Lineage, transcript, award letter, financial need analysis, Pell Grant, Federal Aid Funding Student Aid (FAFSA) form, degree check list, probation letter and withdrawal document on student with an outstanding loan. Includes denial letter, letter of appeal and other related correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by tribe then alphabetically by name.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at school year end in which case or contract 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-22).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5200**

**Education – Continuing Education**

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5203-T3      Education Financial Assistance Request Files

NARA JOB #      Refer to 5202-P5 Higher Education Loan/Grant/Scholarship Case Files  
N1-075-05-5

Approved

10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5200**

### **Education – Continuing Education**

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5204-P3      [Adult Education Case Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include documents for adult education applicant such as selection of vocational course, acceptance document of the school or vocational trade program, individual progress report and monthly/annual report from facility. Includes Certificate of Indian Blood (CIB) and Certificate of Lineage and printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by tribe then alphabetically by name.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end when applicant completes or withdraws from program or contract close. 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-22).**

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**5300 Series**

**SCHOOL FACILITIES**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5300**

### **Education – School Facilities**

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- 5300-P5      [Program Correspondence and Policy/Directives Files](#)
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- a. Program Correspondence Files – Official Files.  
Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Educational School Facilities program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- b. Program Policy/Directives Master Set with Case History Files – Official Files.  
Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Educational School Facilities 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

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**SERIES: 5300**

**Education – School Facilities**

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5301-T5      School Functional Requirements Files

NARA JOB #      Refer to 2401-P5 Facilities Management Report Files

N1-075-05-5

Approved

10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5300**

**Education – School Facilities**

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5302-T3      School Equipment Planning Files

NARA JOB #      Refer to 3/3 Routine Procurement Files (use applicable item)

N1-075-05-5

Approved

10/24/2005

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5300**

**Education – School Facilities**

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5303-T4      School Renovation/Repair Budget Files

NARA JOB #      Refer to 2401d-P5 Facilities Management Report Files – Operations and Maintenance (O&M) Report Files  
N1-075-05-5  
Approved  
10/24/2005

OR

NARA JOB #      Refer to 2401h-P5 Facilities Management Report Files – Administration Report Files  
N1-075-05-5  
Approved  
10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5300**

**Education – School Facilities**

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5304a-T1      Educational Facilities Inventory Master Files

NARA JOB #      Refer to 2401a-P5 Facilities Management Report Files – Inventory Report Files  
N1-075-05-5

Approved  
10/24/2005

5304b-T0      Educational Facilities Inventory Master Files (Magnetic tape data)

NARA JOB #      To Be Determined for Scheduling  
N1-075-05-5

Approved  
10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5300**

**Education – School Facilities**

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5305-T3

School Project Planning Files

NARA JOB #

N1-075-05-5

Approved

10/24/2005

Refer to 2415-P5 Facilities Project Management Case Files

**RESERVED**

# INDIAN AFFAIRS RECORDS SCHEDULE

5400 Series

SCHOOL OPERATIONS

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### Education – School Operations

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- 5400-P5      Program Correspondence and Policy/Directives Files
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- a. Program Correspondence Files – Official Files.  
Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Education School Operations program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- b. Program Policy/Directives Master Set with Case History Files – Official Files.  
Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Education School Operation 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

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**SERIES: 5400**

### Education – School Operations

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5401-P5

#### Student Cumulative Files

**NARA JOB #  
N1-075-05-5  
Approved  
10/24/2005**

**Contents:** Records include attendance record, grade report/cards, transcripts, student behavior reports, parental consents, achievement test scores (scores only), scoring page, Certificate of Indian Blood, Certificate of Lineage and Pre-Kindergarten history form. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by grade then alphabetically by name.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions: PERMANENT.** Cut off at school year end in which student graduates, leaves school or transfer cumulative file to new BIA school. 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-22).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

**Education – School Operations**

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5402-T0      Student Case Files (Duplicates)

NARA JOB #      Refer to 5401-P5 Student Case Files

N1-075-05-5

Approved

10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### **Education – School Operations**

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5403-P5      School Student Activity Account Files

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include individual and club organization fiscal files of students, plan of operation, balance sheet, invoices, cancelled checks, bank statements, deposit slip copies, audit documentation and receipts. 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 club organization.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions: PERMANENT.** Cut off at school 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-22).**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### **Education – School Operations**

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5404-P5      School Curriculum Files

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include curriculum or course outline for courses taught at a Bureau of Indian Affairs (BIA) school, individual school code, course identification number and title, course outline schedule and State standards. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by content area then alphabetically.

**Official File:** Action (originating/receiving) Office.

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

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**SERIES: 5400**

### **Education – School Operations**

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**5405-P5**      **Education Publication Files**

**NARA JOB #  
N1-075-05-5  
Approved  
10/24/2005**

**Contents:** Records include planning, development, lay-out, designing, and final publication of school newspapers, bulletins, pamphlets, student handbook, student yearbook and newsletters. Original copy is the only record copy. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by publication type then chronologically.

**Official File:** Action (originating/receiving) Office.

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

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**SERIES: 5400**

### **Education – School Operations**

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- 5406-P5      [Library Catalog Files](#)
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- Contents:** Records include printouts of manual or electronic card catalog showing author, title, subject, educational support materials, and cross-reference indicating descriptive detail for shelf location of book, publication or item. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange by title, author, subject, reading level or call number.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions:** **PERMANENT.** Cut off at school 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

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**SERIES: 5400**

### Education – School Operations

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5407-P5      [Audio-Visual Material Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include audio-visual items and equipment for slides, motion pictures, photographs, video tape, cassette tape and Compact Discs (CDs) created by the school that document school programs and activities. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by media type then chronologically.

**Official File:** Action (originating/receiving) Office.

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

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**SERIES: 5400**

### **Education – School Operations**

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5408-P5      [School History Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include historical documents of school history including name, location, type of school, grade levels served, size of reservation where school is located, authority establishing school, date school opened, number of students and employees, narrative history of school, school yearbook, listing of buildings on school grounds, legal description, ownership of land, school board membership, tribes serviced, map of tribe, school operating status, and letter of accreditation. 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:** Action (originating/receiving) Office.

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

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**SERIES: 5400**

### Education – School Operations

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- 5409-P5      [Indian School Equalization Program \(ISEP\) Files](#)
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- Contents:** Records include all documents generated to determine student count (eligibilities, transportation, etc.) which affect school budget allocations. 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:** Action (originating/receiving) Office.
- Disposition Instructions:** **PERMANENT.** Cut off at school 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

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**SERIES: 5400**

### **Education – School Operations**

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5410-P5      [Student Attendance Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include printouts of attendance records used for statistical purposes which show student name and address, school, parent or guardian, tribe, census roll number, and family numbers. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by grade level then alphabetically by student name.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions:** **PERMANENT.** Cut off at school 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-22).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### Education – School Operations

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5411-P5      Student Enrollment/Attendance Report Files

NARA JOB #  
N1-075-05-5  
Approved  
10/24/2005

**Contents:** Records include printouts of Student Enrollment System (SES) showing daily, monthly and annual attendance roster reports used to develop school census reports. Statistics include student/parent or guardian name, address, school, and tribal census roll number. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence. (Note: These do not include individual attendance records in student case files).

**Filing Arrangement:** Arrange by grade level then chronologically by date.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at school 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-22).

5411b-P3      Student Attendance Reports

NARA JOB #  
N1-075-05-5  
Approved  
10/24/2005

Refer to 5411-P5 Student Enrollment/Attendance Reports

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### **Education – School Operations**

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- 5412-P5      School Transportation and Accident Report Files
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- Contents:** Records include school vehicle (regular, bus routes, and school activities) reports on mileage, maintenance, and accident reports relating to school or student (not maintained at the area school). 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:** Action (originating/receiving) Office.
- Disposition Instructions: PERMANENT.** Cut off at school 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.
- 5412b-T3      School Transportation Reports
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- Refer to 5412-P5 School Transportation and Accident Report Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### **Education – School Operations**

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- 5413-P5      [Education and Statistic Report Files](#)
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- Contents:** Records include dormitory compliance, Adequate Yearly Progress (AYP), Title I, program monitoring reports, school reports, Therapeutic Residential Model, periodic and annual narrative and statistical reports documenting results of education programs, excluding those reports listed in the 5410-P5 Student Attendance Files. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange by program or chronologically.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions:** **PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
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- 5413b-T5      [Education Reports and Statistics](#)
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- Refer to 5413-P5 [Education and Statistics Report Files](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### Education – School Operations

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- 5414-P5      Education Survey Response and Report Files
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- a. Education Survey Response Files  
Records include hard copies of information obtained from students responding to surveys and are compiled by the Bureau of Indian Affairs (BIA) Office of Indian Education Program (OIEP) schools for statistics and studies regarding the education of Indian children such as residential life, drug use, and higher education. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange by subject and then chronologically.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions: PERMANENT.** Cut off at school year end in which survey is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- b. Education Survey Report Files  
Records include hard copy printouts of results from surveys and reports compiled by the Bureau of Indian Affairs (BIA), Office of Indian Education Program (OIEP) schools for statistics and studies regarding the education of Indian children such as residential life, drug use, and higher education. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange by subject and then chronologically.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions: PERMANENT.** Cut off at school year end in which survey is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### Education – School Operations

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5415-P5      [Education Program Audit Case Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include information accumulated during the audit of a school operation. Required audit is to assure accuracy, propriety and legality in the use of assets which includes final audit report, response, comment, recommendation, and corrective action plan. 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:** Action (originating/receiving) Office.

**Disposition Instructions: PERMANENT.** Cut off at school year end in which corrective actions to audit are completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### Education – School Operations

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5416-P5 [Public Law 100-297 Contract/Grant Case Files](#)

NARA JOB #  
N1-075-05-5  
Approved  
10/24/2005

**Contents:** Records include information related to the award of contracts or grants for activities authorized under Public Law 100-297 (amendments, audits, draw downs, tribal resolutions, etc.) Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by state, tribe, then alphabetically by contract number.

**Official File:** Action (originating/receiving) Office.

**Disposition PERMANENT:** Cut off at school year end in which the contract or grant ends. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

5416b-P5 [Public Law 100-297 Contract/Grant Case Files](#)

NARA JOB #  
N1-075-05-5  
Approved  
10/24/2005

Refer to 5416-P5 [Public Law 100-297 Contract/Grant Case Files](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

**Education – School Operations**

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5417-P5      Student Transcript Files

NARA JOB #      No longer used  
N1-075-05-5  
Approved  
10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### Education – School Operations

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**5418-P5**      [Exceptional Child Case Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include documents relating to a student's eligibility determination, referral, evaluation, diagnosis and placement of a student in an exceptional category, including referrals, evaluation summaries, psychological reports, or similar diagnostic reports, professional reports on diagnosis and recommendation for placement; parental/guardian approvals for testing and placement, document release or transfer, progress summary and report; original copies of the Individual Education Program Plan (IEP) of services provided and needed, case files of students referred or evaluated, but not placed for services, due process documents, mediation, complaints, and other documents as required by law. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by grade level then alphabetically by student surname.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions: PERMANENT.** Cut off at school year end in which student graduates, leaves school, services are terminated, placement is not made or student reaches the age of 22. Record of students placed for services may be transferred to receiving school upon student transfer. If student does not transfer, follow procedures for retirement. 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-22).**

**5418b-T3**      [Exceptional Child Case Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

Refer to 5418-P5 [Exceptional Child Case Files](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### Education – School Operations

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5419-P5      [Individual Education Program \(IEP\) Service Plan Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include teacher and service provider documentation of Individual Education Plans (IEP) services for students receiving special education services. 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:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at school 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-22).**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### **Education – School Operations**

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**5420-P5**      [Intensive Residential Guidance \(IRG\) Program Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include documentation of services relating the referral, evaluation, and placement of a student in the Intensive Residential Program such as referrals, evaluation summaries, psychological reports or similar diagnostic reports, professional reports on diagnosis and recommendations for services, parental/guardian approvals for evaluation, placement; document release or transfer, progress summaries/reports, services plan, including case files of students referred or evaluated but not placed. 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 student name.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions: PERMANENT.** Cut off at school year end in which student graduates, leaves school, services terminate, placement is not made or when student reaches the age of 22. 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-22).**

**5420b-T3**      [Intensive Residential Guidance \(IRG\) Program](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

Refer to 5420-P5 [Intensive Residential Guidance \(IRG\) Program](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### Education – School Operations

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5421-P5      [Monitoring Report Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include documents relating to monitoring or evaluation of an educational program's progress, achievement of objectives, attainment of academic/dormitory standards, fiscal expenditures, recommendations, findings, follow-up and progress on corrective actions, notification letter, self-assessment, final report, follow-up letter, progress report, Office of Indian Education Program (OIEP) validation and contracts. 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 school then chronologically.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions: PERMANENT.** Cut off at school year end in which corrective actions are completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### **Education – School Operations**

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5422-P5      [School Board and Record Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include resolutions, by-laws, constitutions, policy/procedures, and agendas that validate the decision of a school board at duly called meetings at school and agency location, including minutes of meeting, mileage, and stipend claim, and expenditure report. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Action (originating/receiving) Office.

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

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**SERIES: 5400**

### **Education – School Operations**

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5423-P5

#### Student Personal Health, Accident, or Injury Incident Files

**NARA JOB #  
N1-075-05-5  
Approved  
10/24/2005**

**Contents:** Records include documents relating to personal injury, accident, serious illness or death of student under the supervision of BIA staff including Report of Accident/Incident (DI-134), notification and sympathy correspondence to parents or guardian, detailed statement of accident in the case of death and legal documentation. 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 student name.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions: PERMANENT.** Cut off at school year end in which incident has been resolved. 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-22).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### **Education – School Operations**

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- 5424-P5      [United States Department of Agriculture \(USDA\) Food Program Files](#)
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- Contents:** Records include documentation of the daily number of meals served to children at specified rates, number of milk served, program income from federal reimbursement, program expenditure for food and labor, other expenditures such as value of donated food, food cycle menu, standardized recipe, USDA commodity record, meal application, hearing on free lunch eligibility, documentation of student and parent involvement, record of compliance with procurement regulation, documentation requiring verification of eligibility, edit check, on-site review, health inspection reports, and distribution agreement with the Human Health Service Department, Income Support Division and Community Development and Commodities Section. Documents also include audit report and written response, civil right complaint, resolutions, claim for reimbursement including applicability for non-Provision and Provision II. 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 month.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions:** **PERMANENT.** Cut off at school 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

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**SERIES: 5400**

### Education – School Operations

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5425-P5      [Student Account Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include individual deposits, cancelled checks, bank statements, copies of deposits and withdrawals, and audit documents. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by grade then alphabetically by student name.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at school 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-22).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### Education – School Operations

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5426-P5	<u>Student Enrollment Files</u>
<b>NARA JOB # N1-075-05-5 Approved 10/24/2005</b>	<p><b>Contents:</b> Records include enrollment application, Certificate of Indian Blood (CIB), Certificate of Lineage, birth certificate, social security number (SSN), guardianship documents, court and/or legal documents, and original parental or guardianship consents. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.</p> <p><b>Filing Arrangement:</b> Arrange by grade then alphabetically by student name.</p> <p><b>Official File:</b> Action (originating/receiving) Office.</p> <p><b>Disposition Instructions: PERMANENT.</b> Cut off at school year end in which student graduates or separates from school. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.</p> <p><b>SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-22).</b></p>

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### Education – School Operations

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5427-P5      [Residential Log Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include log book containing phone calls, medication, parental or guardian visits, student checkouts, security checks, shift changes, tutoring schedules, and incidents. 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:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at school 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-22).**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### Education – School Operations

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5428-P5      Residential Document Files

**NARA JOB #**  
**N1-075-05-5**  
**Approval**  
**10/24/2005**

**Contents:** Records include dormitory schedules, detail schedules, tour of duty schedules, student residential roster and residential handbook/manual. 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:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at school 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-22).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### Education – School Operations

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5429-P5      [In-House Training Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include presentation materials, agendas, handouts created by the organization, evaluations, summaries, sign-in sheets, consultant contracts, fliers created or provided by the organization, training approvals, hotel contracts and summaries of credit hours. 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 training subject.

**Official File:** Action (originating/receiving) Office.

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

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**SERIES: 5400**

### **Education – School Operations**

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5430-P5      [Student Health Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include immunization record, original medical parental or guardian consent, medical history records and medical authorizations. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by grade then alphabetically by student name.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at school year end in which student graduates or separates from school. 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-22).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### Education – School Operations

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5431-P5      Student Services Files

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include Parent/Guardian No Child Left Behind Compact form, disciplinary action/report (due process), parent/guardian authorization (to include field trip, travel, special activities, etc), travel information and counseling service documents. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by grade then alphabetically by student name.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions: PERMANENT.** Cut off at school year end in which student graduates or separates from school. 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-22).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### **Education – School Operations**

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5432-P5      [School-based Support Activity Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include but are not limited to referrals, intervention reports, agendas, evaluations, follow-up reports, minutes and progress reports. 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 team or student.

**Official File:** Action (originating/receiving) Office.

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

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**SERIES: 5400**

### Education – School Operations

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5433-P5      [Pre-Kindergarten Student Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include parent contract, demographic information, parental records, enrollment information, service documents, Certificate of Indian Blood (CIB), developmental screenings/assessments and health 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 by program then alphabetically.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at school year end in which participating student completes the third grade. 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-22).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5400**

### **Education – School Operations**

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5434-P5      [504 \(Civil Rights Act of 1974\) Case Files](#)

**NARA JOB#**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include referrals, plan and documentation of disability and implementation plans. 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 student name.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions:** **PERMANENT.** Cut off at school year end in which case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-22).**

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**5500 Series**

**EDUCATION SUPPLEMENTAL PROGRAMS**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

### **Education – Supplemental Programs**

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- 5500-P5      Program Correspondence and Policy/Directives Files
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- a. Program Correspondence Files – Official Files.  
Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Education Supplemental program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- b. Program Policy/Directives Master Set with Case History Files – Official Files.  
Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Education Supplemental 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

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**SERIES: 5500**

**Education – Supplemental Programs**

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5501-P5      [Chapter 1 Title I Project Files](#)

NARA JOB #      No longer used  
N1-075-05-5  
Approved  
10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

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5502-P5

[Chapter 1 Title I Complaint Files](#)

NARA JOB #

N1-075-05-5

Approved

10/24/2005

Refer to 1401-P5 [Investigation and Litigation Files](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

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5503a-P3      [Chapter 1 Annual Evaluation Report Files](#)

NARA JOB #      Refer to 5513-P5 [Assessment Report Files](#)  
N1-075-05-5  
Approved  
10/24/2005

5503b-T2      [Chapter 1 Annual Evaluation Report Files](#)

NARA JOB #      Refer to 5513-P5 [Assessment Report Files](#)  
N1-075-05-5  
Approved  
10/24/2005

**RESERVED**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

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5504-T4

Title IV Files

NARA JOB #

N1-075-05-5

Approved

10/24/2005

Refer to 5510-P5 Supplemental Education Program Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

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5505-T4

[Title VII - Bilingual Education Files](#)

NARA JOB #  
N1-075-05-5  
Approved  
10/24/2005

No longer used

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

### **Education – Supplemental Programs**

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- 5506-P5      [Johnson O'Malley \(JOM\) Act Files](#)
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- Contents:** Records include plans for administering JOM funds received through contracts with the BIA which identifies methods and extents of JOM payments, eligibility criteria for school districts and students, general fund support, special services, records and reports, budget and contract procedures, costs, and special conditions. Includes plans from each school district with estimates of JOM funds required. 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 contract number.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions:** **PERMANENT.** Cut off at school year end in which contract term ends. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

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5507-T6      Johnson O'Malley (JOM) Act State Annual Plan Report Files

NARA JOB #      Refer to 5506-P5 Johnson O'Malley (JOM) Act Files  
N1-075-05-5  
Approved  
10/24/2005

**RESERVED**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

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5508a-T0      Johnson O'Malley (JOM) Act Contracts

NARA JOB #      Refer to 5506-P5 Johnson O'Malley (JOM) Act Files  
N1-075-05-5  
Approved  
10/24/2005

5508b-P3      Johnson O'Malley (JOM) Act Contracts (Official record copy)

NARA JOB #      Refer to 5506-P5 Johnson O'Malley (JOM) Act Files  
N1-075-05-5  
Approved  
10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

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5509-T3

Monitoring Reports

NARA JOB #

N1-075-05-5

Approved

10/24/2005

Refer to 5421-P5 Monitoring Report Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

### **Education – Supplemental Programs**

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- 5510-P5      [Supplemental Education Program Files](#)
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- Contents:** Records include documents relating to supplemental sub-grant programs funded by the U.S. Department of Education and distributed through the Washington D.C. Office of Indian Education Programs. Documents related to supplementary flow through funds received at the school. Program files contain the project application, budget and funds distribution document, expenditure report, signed assurances, status reports and on-site monitoring reports, local improvement plan and/or materials developed as a result of the project, correspondence, and related information and other documents required by the state for a responsive program. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software application, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange by program then chronologically.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions:** **PERMANENT.** Cut off at school year end in which funding has ended. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

### **Education – Supplemental Programs**

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- 5511-P5      [English Language Learners \(ELL\) Case Files](#)
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- Contents:** Records include initial assessment, English Language Learner (ELL) plan, parental notification permission, waivers and follow-up evaluation. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange by grade then alphabetically.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions:** **PERMANENT.** Cut off at school 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

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**SERIES: 5500**

### **Education – Supplemental Programs**

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5512-P5      [Indian Education Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include application, approved project, transfer of funds, budget, funding documents, financial transactions, letter of grant award, annual reports, school calendars, and evaluations to include summer school programs.. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software application, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which grant is completed or ended. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

### **Education – Supplemental Programs**

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5513-P5

#### Assessment Report Files

**NARA JOB #  
N1-075-05-5  
Approved  
10/24/2005**

**Contents:** Records include pre-test and post-test scores from standard achievement tests, portfolios, other evaluative information required, course assessment and placement testing. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software application, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by assessment.

**Official File:** Action (originating/receiving) Office.

**Disposition Instructions: PERMANENT.** Cut off at school year end in which assessment report 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

### **Education – Supplemental Programs**

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- 5514-P5      [School-wide Title Files](#)
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- Contents:** Records include Consolidated School Reform Plans (CSRP), subsequent yearly amendments, annual reports, school calendars, school report cards, accreditation, parent notification of school status and Adequate Yearly Progress (AYP), Office of Indian Education Program (OIEP) letter of school status and AYP, AYP status report and AYP Appeals to include summer school programs.. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software application, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions:** **PERMANENT.** Cut off at school year end in which new legislation becomes 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**

**6000 Series**

**Office of the Special Trustee  
For American Indians (OST)**



## INDIAN AFFAIRS RECORDS SCHEDULE

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SERIES: 6000

Office of the Special Trustee for American Indians (OST)

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TR-6000-P2 Program Correspondence and Policy/Directives Files

NARA JOB #  
N1-075-08-1  
Approved  
2/28/2008

a. Program Correspondence Files – Official Files

**Contents:** 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 Office of the Special Trustee for American Indians 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 then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

NARA JOB #  
N1-075-08-1  
Approved  
2/28/2008

b. Program Policy/Directives Master Set with Case History Files – Official Files

**Contents:** Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Office of the Special Trustee for American Indians. 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 of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

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**TR-6001-P2**

### Litigation Case Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include documents for legal proceedings affecting the Office of the Special Trustee for American Indians as well as investigation reports, statement of claim, Statute of Limitation report, pleading deposition, court reports, notification of daily activity, requests for document production, employee/supervisory certification forms, supporting document and other related correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by case file then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

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**TR-6002-P2**

**Investigative Case Files**

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include statement of allegations, investigative reports, witness statements, photographs, evidence and supporting documentation. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange numerically by case number then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

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**TR-6003-P2**

**PL 93-638 Compact/Contract and Trust Program Files**

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include self-determination compacts/contracts, memoranda of understanding, modifications, Annual Funding Agreements and supporting documentation for tribes that compact or contract Office of the Special Trustee for American Indians trust programs. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by Tribe then compacts/contract number then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end of funding. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

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**TR-6004-P2**

### Controlled Correspondence Office Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include action item requests and supporting documentation to include copies of priority correspondence, reports, and other information in response to inquiries from beneficiaries, Indian Leaders, department offices and other Federal agencies within the Department of the Interior and Office of the Special Trustee for American Indians. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange by control number.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when action item is completed. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

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**TR-6005-P2**

### Assessment Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include correspondence, reports, questionnaires, action copies of assessment finding, and other records that identify program internal control weaknesses, and corrective actions and supporting documentation taken to resolve such problems. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by region, agency or tribe then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when corrective actions have been corrected. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

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**TR-6006-P2**

### Annual Audit Report Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include documents created in response to formulating annual audits on Tribal and other trust funds and IIM trust funds managed by the Office of the Special Trustee for American Indians to independent auditor/Office of Inspector General. Files include detailed work papers, supporting documentation, financial statements and records pertaining to the audit submission for the entire agency. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when audit has been completed. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

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**TR-6007-P2**

### Project Case Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include documents relating to projects that are mission related, or initiatives by the Office of the Special Trustee for American Indians as well as information on project, project guidelines, determinations on approval, budget levels, summary reports, meeting notes, action plans, goals and objectives, supporting documentation and other related documents. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by project name then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when project is complete. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

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**6008-P2**

### Training Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include presentation materials, agendas, evaluations, summaries, sign-in sheets, training approvals, hotel contracts, training announcements, summaries of credit hours, schedules, rosters, supporting documentation and other related documents from formally established schools which train employees in specialized areas. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by training subject then chronologically by training date.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when training is completed. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

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**TR-6009-P2**

### Research Request Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include documentation created for the functional activity of record retrieval services for the daily operations of the agency and area field offices of the Office of the Special Trustee for American Indians and the Bureau of Indian Affairs. Print out reports consist of the record request form, file processing checklist, metadata sheets from the Box Inventory Search System (BISS) which identify record box location information, box ordering information, copies or lists of records provided in response to requests, copies of official response to requestors, proof of records delivery, i.e. copy of shipping information or facsimile transmittal sheet. 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 request number.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when request is completed. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

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**TR-6010-P2**

### Litigation Research Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include documents evidencing records retrieval and disclosure services provided to litigant researchers at the American Indian Records Repository (AIRR). Records consists of copies of correspondence to litigants for authorization to conduct research at AIRR; box ordering, receipt, tracking and return information; when applicable, proof of delivery of requested record copies. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by litigant or tribe name.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end in which litigation is completed. Maintain in office of record for a maximum of 2 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 the Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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SERIES: 6000

Office of the Special Trustee for American Indians (OST)

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6011-P2

### Access Files

**NARA JOB #**  
**N1-075-07-17**  
**Approved**  
**5/17/2007**

**Contents:** Records include documentation related to the authorization of Indian records access by Federal contract researchers assigned to the American Indian Records Repository (AIRR). Records consist of copies of correspondence from the Office of Trust Records Director outlining individuals' authorization to access Indian records at AIRR; research agreements; and notices of authorization withdrawal or termination, when applicable. 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 contractor company name, then alphabetically by authorized researcher name.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when authorization is withdrawn or terminated. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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SERIES: 6000

Office of the Special Trustee for American Indians (OST)

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(New)

TR-6012-P2

### Indian Services Special Disbursing Agent (ISSDA) Case Files

NARA JOB #

N1-075-08-02

Approved

05/06/2009

#### a. Daily Check Case Files

**Contents:** Record includes Check Lists, Query Builder Reports, Preliminary Daily Disbursement Records (DDR), Check Accountability Forms, Check-In Worksheets, ARP Check Registers, \$10,000 and over/Out of Country Reports, Requests from Accounting Services for voids, labels, inserts, lease reversal disbursement lists, miscellaneous paperwork, notes referencing this check date, Check Verification Forms (CVF), Machine Count forms, Mailing Information (copy of permit forms, Mail Receipts, Registered Mail Lists, Green Cards), Verification Lists (VT Report), Final Daily Disbursement Reports (DDR), Osage Quarterly Annuity (sub-file), and Osage Lake Fund (sub-file, quarterly 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 subject then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

#### a. Oil and Gas Case Files

**Contents:** Record includes Check Accountability Forms, Requests from Accounting Services for miscellaneous paperwork, notes referencing this check date, Stage VI Reports, Production Schedules, Individual Region files, ITS Reports, Requests from Accounting Services for voids, labels, inserts, lease reversal disbursement lists, Check Verification Forms (CVF), Postage Reports, Registered Lists, Verification Lists (VT Report) and Final Daily Disbursement Records (DDR). 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 of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

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b. Wind River Per Capita Case Files

**Contents:** Record includes Check Accountability Forms, Check-In Worksheets, Check Registers, \$10,000 and over/Out of Country Reports, Requests from Accounting Services for voids, labels, inserts, lease reversal disbursement lists, Federal Express labels, Check Verification Forms (CVF), Verification Lists (VT Report), Daily Disbursement Records (DDR), and Faxed DDR w/remaining postage. 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 of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

c. Post Office and Private Mail Company Records

**Contents:** Record includes return receipts, reports of loss and mistreatment of mail, metered mail reports and permit reports. 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 of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

d. Tracking and Control Records

**Contents:** Record includes logs, registers, and other records used to control and document ISSDA mailings, including invoice/advice registers, IIM and Tribal statement worksheets and check logs. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

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**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of two 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 the Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT.**

# INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

**6013-BISS**

## **Box Index Search System (BISS)**

The Box Index Search System functions as a search engine to search for boxes retired to the American Indian Records Repository in Lenexa, Kansas. BISS was created primarily to address longstanding concerns regarding records management and management of records related to the management of Indian Trust Funds. The system is used for all records retired from BIA and OST. BISS also addresses the requirement for Interior to have a systematic index of inactive records especially those related to the trust funds and the management of trust funds. After the development of BISS and the first year of indexing inactive records information into BISS, the U.S. Federal District Court (D.C.) issued an order that required the indexing of boxes of records that may contain responsive documents to litigation requests and document production requests. Boxes retired to AIRR are assigned Accession Numbers that are used to log, track, and retrieve boxes stored at AIRR. Accession Numbers, Box Location within AIRR are identified on the SF135. The BISS system contains information, such as the accession numbers, identifiers recorded on the file labels by the creating and maintaining BIA and OST program offices, the respective Agency or Program office code, and the type of records or documents contained within each file in a box. BISS does not contain or capture information on the box location within AIRR.

BISS data resides on a Dell Server with the operating system as Windows 2000 Advanced Server. The database software is SQL Server 2000 and the web server is Microsoft IIS 5.0. The software applications consist of MS Office XP and PTFS's ArchivalWare.

### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs to BISS consist of boxes of inactive records sent to the AIRR.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

### **B. Master Data File**

Official Record of the Master Data File contains information on Box Number, Box Title, Box Source, Tribes identified File Title, and Document Types. The Box Number is the primary key. Office of Record: Office of Trust Records



# INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-06-2)**

## **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-06-2)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

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**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

## **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-06-2)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

## **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to

**INDIAN AFFAIRS RECORDS SCHEDULE**

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**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

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# INDIAN AFFAIRS RECORDS SCHEDULE

6100 Series  
INDIAN FIDUCIARY FINANCIAL TRUST

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6100-P2

#### Program Correspondence and Policy/Directives Files

NARA JOB #  
N1-075-06-9  
Approved  
6/28/2006

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 Office of the Special Trustee for American Indians (OST) - Indian Fiduciary Financial Trust Records Series (IFFTRS) functions. Records consist of documentation of the activities 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:** Each office is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office two 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 5 USC 552a and INTERIOR, OS-02.**

NARA JOB #  
N1-075-06-9  
Approved  
06-28-2006

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 OST – IFFTRS 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 two 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: 6100**

### Indian Fiduciary Financial Trust

TR-6101-P2

#### Investment Files

**NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003**

**Purpose:** Invest tribal and individual Indian trust funds to make the trust accounts productive for the beneficial owners that are consistent with market conditions which exist at the time the investments are made. Division of Trust Funds Investments controls the buying, selling, and trading of investment instruments in accordance with applicable laws, regulations, and policies.

Office of Trust Funds Management verifies income payable for the day and reconciles differences from the previous day. Prepares work tickets for projected income, which is verification and reconciliation for the incoming incomes from investments five (5) days prior to the maturity date. Prepare, verifies, and files work tickets for "in-house" trades. Monitors called securities; retrieves and files the package for called securities.

Monitors security buy, sells, calls, and maturities in Trust Funds Accounting System (TFAS) and verifies investment work tickets to information with custodian.

**Note:**

1. Related Electronic Systems: Money Max, Trust Funds Accounting Systems (TFAS), and Bloomberg.

**Content:**

- Records of investments
- Bonds
- Trade ticket
- Related correspondence
- Statements of income producing security accounts
- Investments reports
- Money Max System reports

**Filing Arrangement:** Numerical by coupon rate.

**Official File:** The Office of Trust Funds Management is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6102-P2

Tribal Case Files

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** Tribal Accounts are established in accordance with 25 CFR § 115.702.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS).

**Content:**

- Legal documentation such as tribal resolutions, Public Laws, use and distribution plans
- Routine File Maintenance documentation
- SF-1034 Public Voucher for purchases and Services other than Personal
- Financial Transaction documentation such as budget, per capita payouts, SF-1166 Schedule of Payments and Electronic Fund Transfers (EFT)
- ACH disbursements, interest calculation worksheets
- BIA Form 4285 Transfer Between Appropriations
- General Information and other related correspondence: letters to/from account Holders, memos to the file, customer statements

**Filing Arrangement:** Arrange by Tribal name then in numerical order by account number.

**Official File:** The Office of Field Operations is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year in which account is closed. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6103-P2      Weekly Indian Services Special Disbursing Agent (ISSDA) Disbursement Report

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To report all Individual Indian Monies disbursement checks on a weekly basis to Treasury.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS).

**Content:**

- Weekly Check Report
- Daily Disbursement Report (DDR)
- Indian Service Special Disbursing Agent (ISSDA) E-data File

**Filing Arrangement:** Arrange chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6104-P2      Monthly Check Inventory Reconciliation Report

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To reconcile and report on a monthly basis all 0000-4844 checks used to checks ordered from Treasury.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS).

**Content:**

- Daily Disbursement Reports
- Check Order Listing
- Monthly Check Inventory Report

**Filing Arrangement:** Arrange chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6105-P2 Agency Electronic Funds Transfer (EFT) Payment Report

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** This report lists the total number of Electronic Funds Transfer (EFT) payments sent to account holders per month. The Electronic Funds Transfer (EFT) payments are compared to payments made by checks.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS) and the Electronic Certification System (ECS)

**Content:**

- Summary of Wind River Per Capita checks for current month
- SF-1166 Voucher and Schedule of Payments daily activity for current month
- Electronic Funds Transfer (EFT) Report - All Check Disbursement
- Individual Indian Monies (IIM) Electronic Funds Transfer – Disbursement Code 55
- Tribal – checks using SF1166 Voucher and Schedule Payments (VS prefix)
- Custodian's daily activity for current month
- Daily Disbursement Report – VT daily activity for current month
- Tribal Electronic Funds Transfer
- Individual Indian Monies (IIM) Electronic Funds Transfer Disbursement 42, 43, 60, 61, and 85
- Comparison to prior period worksheet
- Summary of Mescal payment for month.
- EFT and check distribution data worksheet
- Tribal Electronic Funds Transfer

**Filing Arrangement:** Arrange chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6106-P2      Quarterly Loss/Claims Report

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To report Individual Indian Monies claims and summarize the potential and actual losses pending settlement and interest calculated.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS)

**Content:**

- Tribal Treasury overnighter rates for the three month period
- Individual Indian Monies (IIM) interest rate for the three month period
- Historical spreadsheets for each loss and claim.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6107-P2 [Intra-Governmental Fiduciary Transactions Confirmation System Report \(IFCS\)](#)

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To reconcile the Treasury securities and earnings submitted online by the Bureau of Public Debt (BPD).

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS) and BPD – Intra Governmental Fiduciary Transactions Confirmation System (IFCS).

**Content:**

- General Ledger Summary of 14X5265-ALL and 14X8030-ALL for Balances
- Interest Expense Calculation worksheet from BPD
- Summary of General Ledger Summary Activity
- Overnighter Accounts Receivable and Assets Reconciliation

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6108-P2      Standard General Ledger (SGL) Edit Checks File

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** Monthly reconciliation to ensure the transmission transactions reported to Treasury will pass the edits.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS)

**Content:**

- Monthly Standard General Ledger (SGL) Trial Balance Summary
- SF-1219 Statement of Accountability monthly worksheet
- SF-1220 Statement of Transactions monthly worksheet
- SF-224 Statement of Transactions monthly worksheet
- Overnighter Account Receivable Report
- SGL Balance Check

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6109-P2

#### Overnighter Reconciliation Report

**NARA JOB #**  
**N1-075-04-7**  
**Approved**  
**12/17/2003**

**Purpose:** To report and reconcile the overnighter earnings reported on the Statement of Transactions (SF-224) with the Overnighter Earnings worksheet and to also determine the overnighter receivable amount that will be reported as an accrual in the Standard General Ledgers (SGL).

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)

**Content:**

- All Trust Assets Report (Book Value Amounts) for overnighter balances
- Daily Null Transactions by Batch Report (Overnighter Only)
- Daily Overnighter Activity spreadsheet
- Interest Earnings month-to-date

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6110-P2

#### Treasury Investment Reconciliation

**NARA JOB #**  
**N1-075-04-7**  
**Approved**  
**12/17/2003**

**Purpose:** To record the activity in Treasury securities; to determine the asset balances at the end of the month; to provide data to Treasury for reconciliation of current asset balances and to provide the balances to the Standard General Ledger (SGL) accounts, both on budget for the Chief Financial Officer (CFO) and in total.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS) and Intra-Governmental Payment and Collection (IPAC).

**Contents:**

- Trust Assets Report TRIBAL ONLY  
by Asset Class
- Trust Assets Report Individual Indian Monies  
(IIM) ONLY by Asset Class
- Overnighter Reconciliation
- Custodians Activity and Adjustment Report
- Intra-Governmental Payment and Collection (IPAC) Daily Activity

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6111-P2 Outside Treasury Investment Reconciliation

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To reconcile the beginning balance and activity during the month with the ending balance for all securities held at the custodian.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)

**Content:**

- Overnighter Reconciliation Report,
- Trust Assets Report TRIBAL ONLY by Treasury Account Symbol (TAS)
- Account Balance by Treasury Account Symbol (TAS) Book vs. Fed Cost Report
- Trust Assets Report Individual Indian Monies (IIM) ONLY by Asset Class
- Trust Assets Report TRIBAL ONLY by Asset Class
- Treasury Investment Reconciliation and
- Custodians Activity and Adjustment Report

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02.**



## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6112-P2 Department of the Interior (DOI) Financial Securities Market Value Footnote

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To provide the market values of non-Treasury securities included in the financial statements of the DOI.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)

**Content:**

- 5265 Assets Report (MS Access format)
- 8030 Assets Report (MS Access format)
- JM437AUO

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6113-P2 [Department of the Interior \(DOI\) Financial Statements Receipts Breakdown Footnote](#)

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To provide the breakdown by receipt type to the National Business Center (NBC) for edit checks of the receipts included in the financial statements for the Department of the Interior (DOI).

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)

**Content:**

- General Ledger Summaries for accounts under Treasury Account Symbol 14X5265 and 14X8030
- SF-6655 – Receipt Account Report balance amounts.

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6114-P2 Individual Indian Monies (IIM) Interim Financial Statements

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To report the monthly financial balances and for use in the audited of the final reported Financial Statements.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)

**Content:**

- Account Balance by Treasury Account Symbol (TAS) Book vs. Fed Cost Report
- JM428ca4 Custom Audit Report (CAR)
- Minerals Management Service (MMS) Data Fax transmittal sheet for the first day of the following month for Individual Indian Monies Minerals Management Service (IIM MMS) Cash Accrual Schedule
- Individual Indian Monies (IIM) Earnings Accrual and Amortization detail
- Trust Assets Report Individual Indian Monies (IIM) ONLY by Asset Class
- JM428ca2 Custom Audit Report (CAR)
- BB log from SF-224 Daily Activity
- Overnighter Reconciliation
- Analysis of receipts and disbursements
- Research and Reclassification of Receipts file
- Individual Indian Monies (IIM) transfer summary
- Individual Indian Monies (IIM) Trial Balance and Adjusting Journal Entries

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6115-P2 Tribal and Other Interim Financial Statements

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To report the monthly financial balances and activity and for use in the audited of the final Financial Statements.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)

**Content:**

- Account Balance by Treasury Account Symbol (TAS) Book vs. Fed Cost Report
- Overnighter receipt confirmations for the first day of the next months for the following five Treasury Account Symbols (TAS): 14X5265, 14X6803, 14X8030, 14X6039 and 14X6140
- Minerals Management Service (MMS) Data Fax Transmittal Sheet for the first day of the following month for Tribal Cash Accrual Schedule
- Trust Assets Report TRIBAL ONLY by Asset Class
- JM428car, JM428cal and JM428ca3 – Custom Audit Report (CAR)
- Tribal and Other Transfer Summary
- Research and Reclassification for Receipts file
- Overnight Accrual for other accounts file
- Tribal Trial Balance and Adjusting Journal Entries (other and combined)

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6116-P2 [Reconciliation of Statement of Differences \(TFS6652\)](#)

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To reconcile Treasury's balances reported by the banks to balances reported by the Office of Trust Funds Management for Agency Location Code (ALC) 14210651 and 00004844.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS)

**Content:**

- Statement of Differences-Deposits and Disbursements
- Proposed Adjustments to SF-1219/1220 Statement of Accountability/Transactions
- SF-224 Statement of Transactions worksheet
- SF-1219 worksheet and SF-1220 worksheet
- SF-1220 worksheet

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6117-P2

#### Individual Indian Monies Overdraft Report

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To report all monthly Individual Indian Monies' House and Individual overdraft accounts activity, including changes from June 1998 balances for historical accounting.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)

**Content:**

- End of month Overdraft Report for House Accounts and Individual Indian Monies Accounts
- SEI\_OD\_House Report (MS Access format)
- Overdraft Individual Indian Monies (IIM) End of Month Report
- Overdrafted Individual Indian Monies (IIM) Summary Report
- SEI\_OD\_IIM Report (MS Access format).

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6118-P2      Summary of Overdraft Tribal Accounts Balances

**NARA JOB #**      **Purpose:** To report all monthly Tribal overdraft accounts activity.  
N1-075-04-7

**Approved**      **Note:**

12/17/2003      1. Related Electronic Systems: Trust Funds Accounting System (TFAS)

**Content:**

- Tribal Overdraft Report
- Account Balance Report Fed Cost

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6119-P2 [House Suspense Balances Report](#)

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To report a three month balance history of all house suspense account balances divided between current and non-current accounts and to report the status of the account.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS)

**Content:**

- House Account End of the Month (EOM) Report (MS Access Format)

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6120-P2      Quarterly Wind River (WR) Check Reporting

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To report all the 0000-4844 checks issued for the Wind River Per Capita payment for a three month period.

**NOTE:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)

**Content:**

- Daily Disbursement Reports for Wind River

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6121-P2 [Current Overdraft Monitoring Report](#)

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To monitor and report the number of days and amount the Individual Indian Monies accounts are in overdraft status.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS)

**Content:**

- Overdraft Individual Indian Monies (IIM) End of Month Report
- Monthly Overdraft Report

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6122-P10 Taxable Earnings Report

**NARA JOB #**  
**N1-075-04-7**  
**Approved**  
**12/17/2003**

**Purpose:** To report taxable income to the Individual Indian Monies (IIM) account holders, to determine the applicability of New Mexico Gross Receipts Tax to vendors and to report all taxable income to the Internal Revenue Services (IRS) as required by Internal Revenue Code 6049(a)(1), 6050N(a)(1), 6041(a) and other code sections.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)

**Content:**

- Returned IRS Form 1099-INT
- Hard copy printouts from 1996 through 1999 that summarizes the interest for those IIM accounts that received a Form 1099-INT
- IRS Form 4804 – Transmittal for IRS reporting for magnetic media
- 1998-2002, Internal Revenue Service penalty notice and settlement documents pertaining to Joseph Clark
- Hard Copy of the annual IIM factor calculation used to compute 1099 interest amounts 1998-2002.
- New Mexico gross receipts tax review binder with invoice copies from the period 4/25/99 through 4/7/03
- Hard copy of duplicate forms provided to account holders
- Correspondence from IRS, account holders and various officials
- Hard copy of all corrected Form 1099's and the corresponding Form 1096
- Internal Revenue Service magnetic media to support penalty notices
- Internal Revenue Service penalty notices and responses for 1998-2001
- Osage Lake Funds summary records for life estates
- Osage Quarterly Reports for the Osage tribal mineral trust
- Tax test account data reports
- Mescal Settlement documents and research

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the taxable calendar year. Maintain in office ten 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6123-P10 [Tax Issue Reporting](#)

NARA JOB #  
N1-075-04-7

Approved  
12/17/2003

**Purpose:** To prepare, report and document tax related issues and research activities.

**Note:**

1. Related Electronic Systems: None

**Content:**

- Internal Revenue Codes
- Treaties and/or other agreements
- Judgment Awards
- United States Supreme Court cases
- Land Claims Settlements
- Beneficiary correspondence

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the calendar year. Maintain in office ten 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6124-P2

#### Interest Factor Reconciliation File

**NARA JOB #**  
**N1-075-04-7**  
**Approved**  
**12/17/2003**

**Purpose:** To reconcile the interest earned and interest distributed on a monthly basis and to ensure that all the monthly earnings and distributions were included in the interest factor.

**Note:**

1. Related Electronic Series: Trust Funds Accounting Systems (TFAS), Daily Accounts Distribution System (DADS), Integrated Records Management System (IMRS), and other Bureau of Indian Affairs Real Property Systems.

**Content:**

- Monthly Interest Reconciliation Report
- One Number Reconciliation Report
- Monthly Overdraft
- Close Accounts Processing System/Partial Account Distribution Systems (CAPS/Pads) monthly interest Distribution worksheet
- Interest Factor Adjustment Report
- Prior month Individual Indian Monies (IIM) Interest Factor
- Lease monthly interest distribution worksheet
- Journal of Transactions – IM6039716
- Daily Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool Reconciliation.

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6125-P2

#### Daily Cash Reconciliation File

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** Identifies discrepancies and/or reconciled items to responsible offices for proper disposition. The report lists the deposit in transit, disbursement in transit, and any increases/decreases to the end of the day balances on Trust Fund Accounting System (TFAS).

**Note:**

1. Related Electronic Systems: Trust funds Accounting System (TFAS), Intra-Governmental Payment and Collection (IPAC), CASHLINK, and Government On-Line Account Link System (GOALS II).

**Content:**

- Daily Transaction Report
- JM462en0.001 – End of Day Report
- I2P Individual Indian Monies (IIM) Sub to Individual Indian Monies (IIM) Pool Reconciliation Report
- Batch Status Report
- Previous day Daily Cash Reconciliation Report
- Classification of Daily Disbursement Report (CDD-TFAS)
- Overnighter worksheet with detailed supporting information
- Daily Cash Reconciliation Report

**Filing Arrangement:** Arranged chronologically by fiscal year.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6126-P2

#### Daily Cash Statement File

**NARA JOB #**  
**N1-075-04-7**  
**Approved**  
**12/17/2003**

**Purpose:** To identify, list and report all daily treasury transactions processed through the Financial Management Services systems and the Trust Funds Accounting System (TFAS), as well as any hardcopy documentation.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS), Intra-Governmental Payment and Collection (IPAC), CASHLINK, and Government On-Line Accounting systems (GOALS II).

**Content:**

- Daily CASHLINK Report – Deposit Ticket (SF-215) and Debit Voucher (SF-5515)
- Treasury SF-1081 (Voucher and Schedule of Withdrawals and Credits)
- Government On-Line Account Link System (GOALS II) Transaction Report per Agency Location Codes (ALC)
- Minerals Revenue Management Report
- Electronic Funds Transfer (EFT) Transfers
- SF-1166 (Voucher and Schedule of Payments) Reports
- SF-1098 (Schedule of Canceled or Undelivered Checks)
- Intra-Governmental Payment and Collection (IPAC) Transaction Reports per Agency Location Codes (ALC)
- Preliminary and Final – Daily Indian Service Special Disbursing Agent (ISSDA) Disbursements Reports

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6127-P2

#### Trust Fund Accounting System (TFAS) and Individual Indian Monies (IIM) Daily Reconciliation File

**NARA JOB #**  
**N1-075-04-7**  
**Approved**  
**12/17/2003**

**Purpose:** To reconcile the Daily Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool to the Trust Fund Accounting System (TFAS) Journal of Transaction IM6039716.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS).

**Content:**

This file consists of the following two major reports and other records used and maintained to prepare these reports:

1. Daily Individual Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool Reconciliation report which balances the Individual Indian Monies (IIM) sub activity that is uploaded to the Individual Indian Monies (IIM) Pool. It ensures the Individual Indian Monies (IIM) pool is properly reflected for overnight investment purposes and that discrepancies are noted for proper disposition.
2. Trust Fund Accounting System (TFAS) Journal of Transactions IM6039716 is an internal journal compiled on a daily basis for the Individual Indian Monies (IIM) Pool (IM6039716) account. The journal is to assist in the Undisbursed Appropriations Account Ledger (TFS-6653) month-end reconciliation and the "One Number" compilation activity.

- Daily Individual Indian Monies (IIM) Subsidiary to Individual Monies (IIM) Pool Reconciliation worksheet
- JM460bli.001 – Post Set Batch Blotter
- JM463en0.001 – End of Day
- JM428i2P.001 – Individual Indian Monies (IIM) to Pool Fund
- JM428i2P.002 – Individual Indian Monies (IIM) to Pool Fund
- JM463mn0.001–Daily Mini Ledger (IM6039716)
- Batch Status Report.

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**



## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6128-P2

Daily Retroactive Investment Report File

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To report receipts over \$50,000.00 posted to the Trust Funds Accounting System (TFAS) after the A.M. sweep for retroactive investment purposes.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS), Intra-Governmental Payment and Collection (IPAC), CASHLINK, and Government On-Line Accounting System (GOALS II).

**Content:**

- Daily CASHLINK (Electronic Funds Transfers) Report
- Close Accounts Processing System and Partial Account Distribution System (CAPS/PADS) Batch Control Log
- Cash Batch Control Log
- Customer Stratus Station (CSS) Cash Batch Control Log
- Tribal and Individual Indian Monies (IIM) Pool Cash/Units Batch Control Log

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6129-P2

#### Control ID 462/463 Reconciliation Report File

**NARA JOB #**  
**N1-075-04-7**  
**Approved**  
**12/17/2003**

**Purpose:** The Control ID 462/463 Reconciliation Report identifies discrepancies as it relates to system generated blotter totals, to the total Control ID 460 and reconciles it to the totals of the batch control logs which are used for internal purposes.

**Note:**

1. Related Electronic System: Trust Funds Accounting System (TFAS)

**Content:**

- Cash Reconciliation Ledger Report
- Reconciliation Report
- JM428SM2 (jm428sm2.001)
- JM428BSO (jm428bs0.001)
- JM460POO (jm460po0.001)
- JM428CCO (jm428cc0.001)
- JM428CCO (jm428cc0.004)
- JM428CPT (jm428cpt.001)
- Oil/Gas Interface Report (jm428oil.001)
- Lease Interface Report (jm428lea.001)
- Osage Interface Report (jm428osg.003)
- JM428I2P (jmi2p.002)
- End of the Day Blotter (jm462en0.001)
- Grand Total ID462/463
- Batch Status Report
- JM428SM1 (jm428sm1.001)
- JM428GNM (jm428gnm.002)
- JM428LEA, ID428
- JM462PYO (jm462py0.462)
- JM428CCO (jm428cc0.003)
- JM428DEP (jm428dep.001)
- Monthly Interest Program (jm428int.000)
- Range Interface Report (jm428rng.001)
- Per Capita Interface Report (jm428cap.001)
- JM428SMO (jm428sm0.001)
- End of the day Blotter (jm460en0.001)
- End of the Day Blotter (jm463en0.001)
- Payouts – check requests & direct deposit requests for Individual Indian Monies (IIM) (jm463py0.463)

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** PERMANENT. Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6130-P2

I2P (individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool) Journalizing

**NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003**

**Purpose:** This is an internal journal used to detail the daily I2P transactions which are uploaded nightly to the Individual Indian Monies (IIM) Pool (IM6039716) account. The journal is to assist in the reconciliation of Undisbursed Appropriations Account Ledger (TFS-6653) month-end reclassification discrepancies, which may exist in Treasury Accounts.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting systems (TFAS)

**Content:**

- Trust Fund Accounting System (TFAS) Transactions by document and batch
- I2P JOURNAL (Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool Reconciliation)

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR- 6131-P2 [Minerals Management Service \(MMS\) Reconciliation Report File](#)

**NARA JOB #**  
**N1-075-04-7**  
**Approved**  
**12/17/2003**

**Purpose:** This is a internal journal used to detail the daily IMMS0712 account transactions. This journal is to assist in the Undisbursed Appropriation Account Ledger (TFS-6653) month-end reclassification discrepancies, which may exist in the Treasury Accounts by Symbol.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS), Intra-Governmental Payment and Collections (IPAC), CASHLINK, and Government On-Line Accounting Link System (GOALS II).

**Content:**

- Minerals Management Service (MMS) Voucher and Schedule of Withdrawals and Credits (SF-1081) Log
- Monthly DDA Statement – 14X6039, 14X6803.
- Deputy Disbursing Agent (DDA) Statement – first day of month

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6132-P2

SF 6653/6654 Reconciliation Reports and Analysis Worksheet File

**NARA JOB #**  
**N1-075-04-7**  
**Approved**  
**12/17/2003**

**Purpose:** To reconcile month-end treasury account symbol balances with the Trust Funds Accounting System balances and to identify, verify and report timing or reconciling item discrepancies to responsible offices for proper disposition.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS), Intra-Governmental Payment and Collection (IPAC), CASHLINK, and Government On-Line Accounting Link System (GOALS II).

**Content:**

1. Prior Months Macro File Work Sheet –
  - IM500 (IM6039716 Journal)
  - Daily Cash Statement
  - I2P Journal (Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool Reconciliation)
2. SF6653/6654 Reconciliation (Undisbursed Appropriations Account Ledger/Trial Balance) –
  - Previous months SF-6653/6654 month end worksheet
  - Minerals Management Service Reconciliation worksheet
  - SF-224 Statement of Transactions
  - SF-1219/1220 Statement of Disbursements
  - SF-1219/1220 Detail Reports
  - Respective month's ending Daily Cash Reconciliation Report
  - Monthly Cash Statement Compilation Report
  - Miscellaneous Treasury Receipts Clearing Account (OT3220) Reconciliation
  - SF-6653/6654 Analysis Report
  - SF-224 Detail Reports
  - Respective month end Minerals Management Service Fax Report
  - Account Balance by Treasury Account Symbol (TAS) Book vs. Fed Cost Report
3. SF6653 Analysis (Undisbursed Appropriations Account Ledger) –
  - Daily Cash Statement Report for the last day of the month
  - Miscellaneous Treasury Receipts Clearing Account (OT3220) Reconciliation
  - Previous month's SF6653/6654 (Undisbursed Appropriations Account Ledger/Trial Balance)
  - Daily Cash Reconciliation Report for the last day of the month
  - Monthly Daily Cash Statement Report
  - Minerals Management Service Fax by TAS Report
  - Previous month's SF-6653/6654 Analysis Report
4. Monthly Cash Statement Classification Comparison to the SF-224, SF-1219/1220 Activity –

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### **Indian Fiduciary Financial Trust**

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- Daily Cash Statement Reports
- SF-224 Detail Reports
- SF-1219/1220 Detail Reports
- SF-224 Statement of Transactions
- SF-1219/1220 Statement of Differences
- SF-6653 Undisbursed Appropriations Account Ledger

5. Monthly Cash Statement Classification –
  - Prior Month's Cash Statement Activity

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6133-P2

#### Month End Unit Reconciliation

**NARA JOB #**  
**N1-075-04-7**  
**Approved**  
**12/17/2003**

**Purpose:** This report is a compilation of total units per the Custodian, Bureau of Public Debt (Securities held at Treasury and overnighter) and Performance Bond activity. The report identifies and notes discrepancies with regards to custodial units' balances as compared to Trust Fund Accounting System (TFAS) balances.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS).

**Content:**

- All Trust Assets Report
- Schedule of Treasury Securities held at Treasury
- Statement of Accounts
- Report of Position Not Held at Custodian
- Report of Custodian Positions Not Held on TFAS
- Performance Bond-Cash Comparison
- Reconciliation of Daily Balances
- Report of Custodian Positions Out of Balance
- Position Reconciliation worksheet
- Report of Custodian Positions in Balance
- End of Day Bank Reconciliation
- Custodial Statement of Securities

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6134-P2

#### One Number Reconciliation

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** Reconciles the activity in the Individual Indian Monies (IIM) control account and all tribal accounts with Treasury balances.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS)

**Content:**

- Individual Indian Monies (IIM) Systems Balance Analysis Reports
- Earnings Accrual for the respective month ending
- "One Number" worksheet for Monthly Interest Factor Adjustment Reconciliation
- I2P Balancing (Individual Indian Monies (IIM) Sub to Individual Indian Monies (IIM) Pool Reconciliation
- Trust Asset Report IIM ONLY (Book Value Amounts) for the respective month
- Account Balance by Treasury Account Symbol (TAS) Book vs. Fed Cost Report for the respective month.
- Tribal Systems Balance Analysis Reports
- IM6039716
- Schedule of Accounts Receivable
- Interest Overdraft Balance and Change worksheet from Monthly Interest Factor Adjustment Reconciliation
- Journal of Transaction IM6039716
- Monthly SF-6653/6654 balances to TFAS Cash balances for the respective month
- Trust Asset Report TRIBAL ONLY by Treasury Account Symbol (TAS) for the respective month

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**



## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6135-P2

#### Daily Interest Reconciliation

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** This report records the daily activity of the Individual Indian Monies (IIM) interest suspense accounts and reconciles the interest distributed and funded. It is also used to report discrepancies to the Branch of Accounting Services for proper disposition.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting (TFAS), Intra-Governmental Payment and collections (IPAC), CASHLINK, and Government On-Line Accounting Link System (GOALS II).

**Content:**

- Trust Fund Accounting System Transaction Register (TFAS-TR)
- IIMPOOLINT Daily Transaction Report

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6136-P2 [Monthly Daily Disbursement Report \(VT\) Reconciliation File](#)

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** This report reconciles the interest earned and ensures interest factor includes all earnings and distributions.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting (TFAS), Intra-Governmental Payment and Collections (IPAC), CASHLINK, and Government On-Line Accounting Link Systems (GOALS II).

**Content:**

- Financial Management Service (FMS)  
1219-Statement of Accountability
- VT (Check Register) reconciliation report  
with supporting worksheets
- Daily Indian Service Special Disbursing Agent  
(ISSDA) Disbursement Report
- Monthly Cash Statement with VT information for the previous month

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6137-P2

#### Reconciliation List and Fax Confirmations

**NARA JOB #**  
**N1-075-04-7**  
**Approved**  
**12/17/2003**

**Purpose:** To report outstanding receipts and disbursements for the respective day. The outstanding items are printed out for the individual regions. These items are receipts and disbursements that still need to be posted to the Trust Fund Accounting System (TFAS) or they are in transit with Treasury.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS), Intra-Governmental Payment and collections (IPAC), CASHLINK, and Government On-Line Accounting Link System (GOALS II).

**Content:**

- The records used to prepare the report are hard copies of the confirmations received from the fax machine for each region.

**Filing Arrangement:** Arranged chronologically.

**Official File:** Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6138-P2 [Quarterly Internal Review Reports](#)

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** Each office within the Office of the Special Trustee for American Indians monitors corrective actions for internal and external trust activities.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS).

**Content:**

- Quarterly In-House Summarized Management Control reports that summarize management control deficiencies as identified via Federal Manager's Financial Integrity Act (FMFIA) evaluations
- Quarterly Annual Audit Reports that consist of compliance audits and issues that have to do with operational processes

**Filing Arrangement:** Arranged chronologically.

**Official File:** Each office is identified as the office of record.

**Disposition Instructions:** PERMANENT. Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6139-P2 Individual Indian Monies (IIM) Pool Earnings

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** The Office of Trust Funds Management distributes Individual Indian Monies (IIM) Pool Earnings; calculate the adjustments to Individual Indian Monies (IIM) Pool Earnings and the average daily balance as well as calculating the Individual Indian Monies (IIM) monthly interest factor.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS) and Integrated Records management System (IRMS).

**Content:**

- Individual Indian Monies (IIM) Schedule of Accounts Receivable: This is a continuous on-line 12 month schedule (Excel spreadsheet) that shows accounts receivable on an accrual basis on securities held at month end
- Earned Income: The report reflects interest earned for each security for the month
- Earned Amortization/Accretion: This report reflects calculated amortization and accretion for each security each month
- Trust Funds Accounting Systems (TFAS) Journal of Transaction IM-6039-716: This is an on-line cash basis worksheet and shows all interest received, securities bought and sold and the related gains/losses. It is used to convert from cash basis to accrual, to determine the accrued gain/loss, to reconcile earnings, and to assure income is accurately calculated
- Transaction Printout of Pool Account IM-6039-716: Shows interest earnings on government overnighters
- Individual Indian Monies (IIM) Account (IM-6039-716) Earnings Accrual for the Month: Worksheet used to calculate the Individual Indian Monies (IIM) Pool Earnings to be distributed for the Month and in the Individual Indian Monies (IIM) Monthly Factor Worksheet
- Cash Flow: Verify if the calculated earnings are correct. The Change in Cash on this report must equal the calculated amount on Earnings to Distribute for the Month
- Sale Journal: This report reflects the securities sold for the month. The report is used to determine the gains/losses realized for the month. Gains/losses are not realized every month
- Individual Indian Monies (IIM) Interest Factor Memorandum: Memorandum issued to the agencies stating the Individual Indian Monies (IIM) Monthly Interest Pool
- Individual Indian Monies (IIM) Monthly Interest Factor worksheet: Worksheet used to determine the Individual Indian Monies (IIM) Monthly Interest Factor
- Distribution of Interest worksheet: Worksheet used to determine what portion of the total Individual Indian Monies (IIM) Interest should be distributed to the various areas
- Accounts Daily Balance (ADB) – Final Totals Report: Verify the Average Daily Balance calculated manually
- Accounts with Negative Accounts Daily Balance (ADB) Report: The number of Individual Indian Monies (IIM) accounts with a negative Average Daily Balance or zero Average Daily Balance and used in calculating the Average Daily Balance

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

- Average Daily Balance (ADB) – After Manual/Before Final Report: Showing the Average Daily Balance amount with the Manual Adjustments taken into account but before the number of accounts with negative Average Daily Balance or zero Average Daily Balance
- Manual Adjustments Report: Verify the manual adjustments that were calculated manually
- Average Daily Balance (ADB) Adjustments Spreadsheet: Obtain the total manual adjustments
- Average Daily Balance (ABD) – After 815 Adjustments/Before Manual Adjustments Report: Showing the Average Daily Balance after the Daily Account Distribution System (DADS) (815) Adjustments have been included but prior to the Manual Adjustments
- Idle Cash – Pre 815 Adjustment Report: Showing the Average Daily Balance as calculated by Idle Cash, prior to any adjustments
- Idle Cash Totals Spreadsheet: Verify Daily Account Distribution System (DADS) (815) Adjustments and Manual Adjustments
- Interest Factor Adjustment Memo: Memo from Branch of Reconciliation stating how much the Interest Factor should be adjusted, due to funding and rounding, and how it should be adjusted
- Balance Sheet Current Adjustments Report: Report used by the Branch of Reconciliation to determine the Interest Factor Adjustment
- Rounding Difference Report: Report from the Chief Information Officers Office containing the Rounding Difference amount
- Daily Account Distribution System (DADS) Log Tables: Totals from the Daily Account Distribution System (DADS) Log at the end of the month and maintains the daily and total to adjust the Earnings Accrual amount on the Individual Indian Monies (IIM) Monthly Interest Factor Worksheet
- Lease Interest Report: Maintains daily and total used to adjust the Earnings Accrual amount on the Individual Indian Monies (IIM) Monthly Interest Factor Worksheet
- Daily Account Distribution System (DADS) (815 Adjustment Report): Used during the month end process to verify that accounts have not been overdrawn
- 815 Adjustments Detail - Final Master Report: Lists each transaction for each Individual Indian Monies (IIM) account and used in calculating the Average Daily Balance
- 815 Adjustment Summary – Final Master Report: Lists each Individual Indian Monies (IIM) account and gives a total of the transaction amount in calculating the Average Daily Balance
- 815 Adjustment Summary – Deposit Master A17 Report
- 815 Adjustment Detail - Deposit Master A17 Report
- 815 Adjustment Summary – Deposit Master: Shows the total amount of interest posted and is used in calculating the Average Daily Balance
- 815 Adjustment Detail – Deposit Master: This report lists the accounts that earned interest calculated automatically and posted to the Individual Indian Monies (IIM) account, which shows each interest posting transaction and is used in calculating the Average Daily Balance
- Manual Adjustment example of a dual account: Calculate the Average Daily Balance from Trust Funds Accounting System (TFAS) for Individual Indian Monies (IIM) account holder that had two Individual Indian Monies (IIM) accounts but one is now being closed
- Manual Adjustment example of an overdraft account: Calculate the Average Daily Balance from Trust Funds Accounting System (TFAS) when an Individual Indian Monies (IIM) account is overdrawn

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

- Manual Adjustment example of an account with a returned check: Calculate the Average Daily Balance from Trust Funds Accounting System (TFAS) when an Individual Indian Monies (IIM) account is closed and the ending balance is disbursed but the check is returned
- Daily Account Distribution System (DADS) Full With Close Log: Used in determining the Daily Account Distribution System (DADS) Log Totals
- Partial Account Distribution System (PADS) Log: Used in determining the Daily Account Distribution System (DADS) Log Totals as well as verifying the interest funded amount in the Daily Account Distribution System (DADS) Adjustment process
- Daily Account Distribution System (DADS) (FULL) Cash Blotter page: Used in the Daily Account Distribution System (DADS) Log process
- Daily Account Distribution System (DADS) (Partial) Cash Blotter page: Used in the DADS process
- Journal Voucher: Office Trust Funds Management (OTFM) document used to transfer money from one Individual Indian Monies (IIM) account to another. This document is used as a source document to support a Daily Account Distribution System (DADS) (Full) and Partial Account Distribution System (PADS) transaction during the Daily Account Distribution System (DADS) Log, and to calculate manual interest from Management Accounting and Distribution System (MADDS) for the Lease Log processes
- Trust Funds Accounting System (TFAS) Transaction report supporting the Daily Account Distribution System (DADS) transaction: Showing money posted through a Daily Account Distribution System (DADS) transaction and is used during the Daily Account Distribution System (DADS) Log process
- Fax Cover Sheet for DADS transaction: Obtained during the DADS Log process
- Fax Cover Sheet for DADS to Close Account transaction: Obtained during the DADS Log process
- Work tickets: Used as a source document during the DADS Log and DADS Adjustment process
- D-3 Check or Direct Deposit Request: Used as a source document during the DADS Log process
- PADS Log Spreadsheet: Used during the DADS Log process to verify that an account has not been overdrawn due to a PADS transaction
- Bin Log: Log that is used during the DADS Log process to document other types of partial distributions
- Balance Sheet Current Adjustments for prior month: Used by the Branch of Reconciliation in determining the Cumulative Adjustment amount
- One Number Balance Sheet: Used by the Branch of Reconciliation in verifying the Cumulative Adjustment amount
- A17 Duplicates Report: Report that shows where distribution transactions occurred more than once from an account
- Deposit Master Table: Table is used daily in the DADS Adjustments process and to assist in determining the month end totals
- Bureau Indian Affairs (BIA) Form 4285 – Intra-Bureau Cash Transaction Authorization (BB encoding prefix) Transfer: Created during the Lease Interest process to transfer funds and verified during DADS Adjustment process
- Deposit Master Worksheet: Verify that all of the Partial Account Distribution System (PADS) to Close, Partial Account Distribution System (PADS), and Closed transactions add up to the amount being transferred in the “BB”
- Add Transactions to the Deposit Master Worksheet Spreadsheet: Used during the DADS Adjustment process to maintain a monthly log of all manual interest calculation postings are added to the DADS (815) Adjustment Report
- Lease Interest Log: Keep a daily account of the Lease Interest posted to Individual Indian Monies (IIM) accounts
- Lease Interest Worksheet: Verify deposit amounts, deposit dates and to verify account balances

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### **Indian Fiduciary Financial Trust**

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- Lease Interest Distribution Voucher: A system generated report used as a source document during the Lease Interest Adjustment process. Amounts from this report are entered into the Lease Interest Log
- Lease Reversals Report: Summarizing transactions that were reversed on the Lease Log
- Lease Report Partial Account Distribution System (PAD) CONCAT: Report generated from IRMS containing the lease interest posted
- One Number Balance Sheet Check Worksheet: Used by the Bureau of Reconciliation to check against the One Number Balance Sheet
- Deposit Master A-17 Access Table: Lease Interest posted in Trust Funds Accounting System (TFAS)

**Filing Arrangement:** Arranged numerically by coupon rate.

**Official File:** Office of Trust Funds Management is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**



## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6140-P2 One Day Overnight Security Investment

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** Individual Indian Money (IIM) and Tribal funds are consolidated and “swept” twice daily by a program that takes all available un-invested cash and invests it in a Treasury “overnighter”, which results in a one day investment.

There are two daily sweeps of invested cash. The amounts available are faxed to Treasury for investment. Treasury provides a daily overnight interest rate that is entered in Trust Funds Accounting System (TFAS) to calculate and distribute daily earnings. Office of the Special Trustee for American Indians performs a manual verification of the interest and distribution.

Treasury transfers principal and interest back to Office of the Special Trustee for American Indians via Form SF-1081 stating how much money was transferred. Trust Funds Accounting System (TFAS) automatically calculates interest per participating account and accrues for invested funds.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS), Polaris, and Bloomberg.

**Content:**

- Cover Letter
- Investment Confirmation Letter
- Overnight Amount Calculation Worksheet
- Computer Controlled Cash Management Reports
- Current Day's Control Log
- Summary of Interest Report
- Overnight Rate Calculation worksheet
- Daily Reconciliation AM worksheet
- Report of Income Posted
- Previous Day's PM Control Long
- Un-invested Cash Report
- Full Call Posting Journal, if applicable
- GNMA Live Report, if Applicable
- FHLMC Live Report, if Applicable
- FNMA Live Report, if Applicable
- Interest Earnings month to date worksheet
- Batch Status Report
- Today's Settlement Report from SMAC
- Individual Indian Monies (IIM) Transaction Recap Report
- Report of all scheduled payments

**Filing Arrangement:** Arranged chronologically by fiscal year and month.

**Official File:** The Office of Trust Funds Management is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR OS-02**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6141-P2 Overnight Interest Factor

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** The total overnight investment amount and adjustment amount are used to calculate the overnight rate and entered in the Treasury Rates Table (TRATES).

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS)

**Content:**

- Overnight Amount Calculation: Prepared daily to calculate the amount to be called in to the Treasury and the amount called into Treasury are also used on the Overnight Rate Calculation Worksheet.
- Overnight Rate Calculation Worksheet: Included in the same file as the Overnight Amount Calculation, under a different worksheet tab. It is used to calculate the rate to be copied into the Treasury Rate Table (TRATES) used to calculate other interest factors within Office of the Special Trustee for American Indians.
- As of Investments for EFTs and Collections: Filled out when a Deposit Ticket is received to document the transaction.
- Deposit Ticket: Documents that a Manual Buy or Sell happened that was not recorded by the Un-invested Cash Report.
- Computer Controlled Cash Management Report: Lists all the Overnighter activity, there is an A.M. and a P.M. report.
- Asset Balances Before/After Posting: This report is usually the second page of the Computer Controlled Cash Management Report that lists the total amount invested for each Government Overnighter.
- Tribal and Individual Indian Monies (IIM) Pool Cash/Units Batch Control Log: Used to calculate the amount to be put to the Overnight Amount Calculation Worksheet.
- Interest Earnings Month to Date.
- P.M. and A.M. Un-invested Cash Report: A report that lists the Un-invested Cash for all Tribal Accounts in ID0437.

**Filing Arrangement:** Arranged chronologically.

**Official File:** The Office of Trust Funds Management is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6142-P2      Standard General Ledger Compilation Report

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To report and record all activity in accounts to a general ledger formation on a monthly and quarterly basis.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS).

**Content:**

- TFAS Transactions Report for current month
- Trust Assets Report TRIBAL ONLY by Asset Class
- Monthly Amortization Summary Report
- Overnighter Accounts Receivable Report
- Monthly Accounts Receivable Report

**Filing Arrangement:** Arranged chronologically.

**Official File:** The Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6143-P2 Standard General Ledger (SGL) Report to National Business Center (NBC)

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To report quarterly the amounts by standard general ledger accounts to the National Business Center (NBC) for all on-budget accounts activity.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS).

**Content:**

- General Ledger Summaries for 14X5265-ALL
- 14X8030 – ALL
- 14X5265 – Financial Statements
- 14X8030 – Financial Statements

**Filing Arrangement:** Arranged chronologically.

**Official File:** The Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6144-P2 [Daily Overdraft Report](#)

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To determine new overdrafts that occurred as a result of the previous day's business. The identified overdrafts are resolved the same day if the overdrafts are not related to payment over cancellation, debit vouchers or oil and gas recoupments.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS).

**Content:**

- E-mail Notifications (to Issues Team, Accounts, Branch and Division Chiefs)
- Copy of Daily Overdraft Report

**Filing Arrangement:** Arranged chronologically.

**Official File:** The Office of Trust Funds Management is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6145-P2      Reporting Receipts and Disbursements to Treasury

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To report monthly receipts and disbursements posted to the Trust Funds Accounting System (TFAS) to Treasury for Agency Location Code (ALC) 4844 and 1421-0651.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS) and Intra-Governmental Payment and Collections (IPAC).

**Content:** 1. SF-1219 Statement of Accountability and SF-1220 Statement of Transactions:

- Daily Receipt Transactions by Batch Report
- Daily Disbursement Transactions by Batch Report
- Daily Null Transactions by Batch Report
- Cash Receipts Deposited
- Indian Service Special Disbursing Agent (ISSDA Disbursements)
- Intra-governmental Payment and Collection (IPAC) Transactions
- Daily Cash Balance
- Proposed Adjustments to SF- 1219/1220 worksheet

2. SF-224 Statement of Transactions

- Daily Receipt Transactions by Batch Report
- Daily Disbursement Transactions by Batch Report
- Daily Null Transactions by Batch Report
- Cash Receipts
- Cash Disbursements
- Overnighter Activity
- Intra-governmental Payment and Collection (IPACs)
- BF-4285 Transfers Between Appropriations
- Custodians Activity and Adjustments Report
- Daily Cash Balance
- Manual 1081's Voucher and Schedule of Withdrawals and Credits
- Proposed Adjustments to SF-224 Statement of Transactions worksheet

Filing Arrangement: Arranged chronologically.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### **Indian Fiduciary Financial Trust**

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**Official File:** The Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6146-P2 [Transfer Files](#)

**NARA JOB #**  
**N1-075-04-7**  
**Approved**  
**12/17/2003**

**Purpose:** Office of the Special Trustee for American Indians to ensure the accurate processing of all financial transactions and to ensure compliance with established U.S. Treasury guidelines. Controls accounting activities that properly record all funds received, disbursed, invested, and held in trust for individual Indian and Indian tribes, providing centralized accounting services for all trust funds management.

**Note:**

1. Related Electronic Systems: Customer Strata Station (CSS); Trust Funds Accounting System (TFAS); Integrated Records Management System (IRMS); other Bureau of Indian Affairs Real Property Management Systems; and Treasury Financial Management Systems: Intra-Government Payment and Collection (IPAC), Electronic Certification System (ECS) and Government Online Accounting Link System (GOALS II).

**Content:**

- SF-1081 Voucher and Schedule of Withdrawals and Credits
- Work Tickets
- Intra-Governmental Payments and Collections (IPAC)
- GAO 1017 Journal Voucher (JV encoding prefix)
- BIA Form 4285 Intra-Bureau Cash Transaction Authorization (BB encoding prefix)
- Supporting documentation such as lease distribution/interest calculation, probate/lease contract and worksheets/vouchers

**Filing Arrangement:** Office of Field Operations – file daily in chronological order. Office of Trust Services – file daily in chronological order by batch transaction number.

**Official File:** The Office of Field Operations is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**



## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6147-P2

#### Disbursement Files

**NARA JOB #**  
**N1-075-04-7**  
**Approved**  
**12/17/2003**

**Purpose:** Office of the Special Trustee for American Indians to ensure the accurate processing of all financial transactions and to ensure compliance with established U.S. Treasury guidelines. Controls accounting activities that properly record all funds received, disbursed, invested, and held in trust for individual Indian and Indian tribes, providing centralized accounting services for all trust funds management.

**Note:**

1. Related Electronic Systems: Customer Strata Station (CSS); Trust Funds Accounting System (TFAS); Integrated Records Management System (IRMS); other Bureau of Indian Affairs Real Property Management Systems; and Treasury Financial Management Systems: Intra-Government Payment and Collection (IPAC), Electronic Certification System (ECS) and Government Online Accounting Link System (GOALS II).

**Content:**

- SF-1166 Voucher and Schedule of Payments (VS encoding prefix)
- SF-1034 Public Voucher for Purchases and Services other than Personal
- Form 5-4250 Indian Service Special Disbursing Agent (ISSDA)
- Daily Disbursements Report (DDR) (VT encoding prefix)
- SF-1147 Public Voucher for Refunds

**Filing Arrangement:** Office of Field Operations – file daily in chronological order. Office of Trust Services – file daily in chronological order by batch transaction number.

**Official File:** The Office of Field Operations is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6148-P2      Daily Indian Service Special Disbursing Agent (ISSDA) Disbursement Report

**NARA JOB #**      **Purpose:** To report and show all daily Individual Indian Monies' check disbursements.  
**N1-075-04-7**

**Approved**      **Note:**

**12/17/2003**      1. Related Electronic Systems: Trust Funds Accounting System (TFAS).

**Content:**

- Daily Disbursement Reports (DDR)
- Verification List
- Check Register

**Filing Arrangement:** Arrange chronologically.

**Official File:** The Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6149-P2

#### Cash Receipting Files

**NARA JOB #**  
**N1-075-04-7**  
**Approved**  
**12/17/2003**

**Purpose:** Office of the Special Trustee for American Indians to ensure the accurate processing of all financial transactions and to ensure compliance with established U.S. Treasury guidelines. Controls accounting activities that properly record all funds received, disbursed, invested, and held in trust for individual Indian and Indian tribes, providing centralized accounting services for all trust funds management.

**Note:**

1. Related Electronic Systems: Customer Strata Station (CSS); Trust Funds Accounting System (TFAS); Integrated Records Management System (IRMS); other Bureau of Indian Affairs Real Property Management Systems; and Treasury Financial Management Systems: Intra-Government Payment and Collection (IPAC), Electronic Certification System (ECS) and Government Online Accounting Link System (GOALS II).

**Content:**

- Mail Logs
- Form 5-7775-4218 – Field Receipts
- Completed bank deposit ticket
- Form 4284 – Schedules of Collections
- Supporting documentation such as lease distribution/interest calculation, probate/lease contract and worksheets/vouchers
- SF-215 – Deposit Tickets
- DI-1040 – Bills for Collection
- Work Tickets
- Copies of Remittances

**Filing Arrangement:** Office of Field Operations – arrange document package by document number, then chronologically. Office of Trust Services – file daily in chronological order by batch transaction number.

**Official File:** The Office of Field Operations is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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TR-6150-P2      Reconciliation of Individual Indian Monies (IIM) Financial Statement Interest Earnings

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** To reconcile the income from assets reported in the financial statements with the interest earnings computed for the Individual Indian Monies pool.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS).

**Content:**

- Individual Indian Monies Financial Statements
- Individual Indian Monies Account (IM6039716) Earnings Accrual

**Filing Arrangement:** Arranged chronologically.

**Official File:** The Office of Trust Reporting and Reconciliation is identified as the office of record.

**Disposition Instructions:** **PERMANENT.** Cut off files at the end of the fiscal year. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6151-P2

#### Individual Indian Monies (IIM) Case Files

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**Purpose:** Accounts are established for individuals who have interest in income producing trust assets and/or are recipients of judgment and other per capita distributions.

**Note:**

1. Related Electronic Systems: Trust Funds Accounting System (TFAS).

**Content:** IIM Case Files contain records under the account establishment, maintenance and closure criteria and consist of:

1. Legal documentation such as individual identification information, e.g. copy of drivers license; social security card; certificate of Indian blood; non-Indian declaration; birth, marriage and death certificates; Internal Revenue Service - Form W-9 (Request for Taxpayer Identification and Certification) and Form 1099 (Interest and MISC); encumbrance plans, heir ship data, such as probate and estate orders;
2. Account Maintenance documentation such as documentation showing account classification change orders, like returned remittances, changes of address and permanent disbursement authorizations (Form 4249);
3. Financial Transaction documentation request for withdrawal of individual funds, copies of applications, one-time authorities for disbursement, SF-1047 (public vouchers for refunds), royalty and production statements, ACH disbursements, special deposits, interest calculation worksheets, copies of 1099 interest earnings;
4. General information and other related correspondence: mail logs, letters to/from account holders, memos to the file, customer statements, stop payment (SF-1184) information.

**Filing Arrangement:** Arranged numerically by account number then chronologically.

**Official File:** The Office of Field Operations is identified as the office of record.

**Disposition Instructions: PERMANENT.** Cut off files at the end of the fiscal year in which account is closed. Maintain in office two 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 ARE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

**Indian Fiduciary Financial Trust**

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4852

IIM Ledgers and Cards

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

Refer to TR-6151-P2 – Individual Indian Monies (IIM) Case Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

**Indian Fiduciary Financial Trust**

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4853

IIM Posting and Control Records

NARA JOB #  
N1-075-04-7

Refer to TR-6151- P2 – Individual Indian Monies (IIM) Case Files

Approved  
12/17/2003

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

**Indian Fiduciary Financial Trust**

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4854

IIM Duplicate Posting and Control Records

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

Refer to TR-6151- P2 – Individual Indian Monies (IIM) Case Files

**RESERVED**



# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

**Indian Fiduciary Financial Trust**

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4855

IIM Name File

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

Refer to TR-6171- P2 – Trust Funds Accounting Systems (TFAS)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

**Indian Fiduciary Financial Trust**

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4856

IIM Balance Forward Files

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

Refer to TR-6151- P2 – Trust Funds Accounting Systems (TFAS)

**RESERVED**

INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

**Indian Fiduciary Financial Trust**

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4857

Cash Collection Files

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

Refer to TR-6149- P2 – Cash Receipting Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

**Indian Fiduciary Financial Trust**

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4858

General Ledger Detailed Listings

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

Refer to TR-6171- P – Trust Funds Accounting System (TFAS)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

**Indian Fiduciary Financial Trust**

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4859

IIM Deposit Ticket Files

NARA JOB #

N1-075-04-7

Approved

12/17/2003

Refer to TR-6149- P2 – Cash Receipting Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

**Indian Fiduciary Financial Trust**

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TR-6160-P2 through TR-6170-P2

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

Record Series Reserved for Later Use

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6171-P

System Title: Trust funds Accounting System (TFAS)

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**System Description:**

The Trust Funds Accounting System (TFAS), with complete implementation beginning in March 2000, is used to manage investments of the individual and tribal accounts. It is used to manage the trust accounting requirements of approximately 252,000 individual Indian and 1,300 tribal accounts (number of accounts as of date February 2002). The system stores the information necessary for the Office of the Special Trustee for American Indians to fulfill its trust fiduciary responsibilities to the beneficiaries. This information includes beneficiary name and address, transaction history, investments, receipts and disbursements. TFAS receives periodic data from the Integrated Records Management System (IRMS) and other Bureau of Indian Affairs Real Property Systems, Royalty Distribution and Reporting System (RDRS), and People legacy systems to conduct the disbursement of trust monies for leases, judgment awards, and related disbursement activities.

The Trust Reform Act of 1994 further supported the management of trust assets:

The American Indian Trust Fund Management Reform Act of 1994 (Reform Act), Public Law 103-412, Oct 25, 1994, 108 Stat.4239, Section 5.i. states "Maintain a verifiable system of records that is capable, at a minimum, of identifying: (1) the location, the beneficial owners, any legal encumbrances (i.e., leases, permits, etc.), the user of the resource, the rents and monies paid, if any, and the value of trust or restricted lands and resources; (2) dates of collections, deposits, transfers, disbursements third party obligations (i.e., court ordered child support, judgments, etc.), amount of earnings, investment instruments, and closing of all trust fund accounts; (3) documents pertaining to actions taken to prevent or compensate for any diminishment of the Indian trust assets; and (4) documents that evidence the Secretary's actions regarding the management and disposition of Indian Trust assets;"

The current system is a commercial off-the-shelf trust funds accounting system with the most recent 16 ½ months of data stored at one time. The Open Data Replication (ODR) database (a SQL Server/Microsoft product) serves as an adhoc reporting tool for selected data elements as of the previous day's processing cycle.

**a. Inputs:**

The inputs to Trust Funds Accounting System (TFAS) include investments, schedules of collections, earnings accrual statements, overnight distributions, escrow funds, judgment awards, daily batch files, journal vouchers, routine/maintenance files, financial document transaction files, IIM posting and control records file, voucher and standard of withdrawals and credits file, public voucher for refunds, and related information.

Disposition: Apply disposition instructions approved for paper and microfilm records.

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

#### b. Master Data Files:

The Master data files contains information on individuals including cash and account summaries which are: account number, name, and balances; date of last transactions; area trust accountant or IIM technician; management codes; date account opened in TFAS; calculated 18<sup>th</sup> birthday, if a minor; and transactions including: cash receipts, disbursements, asset income, buys, sales/maturities, capital changes, fees, ticker/CUSIP, minor asset type and check register. This data is captured in a SQL database format. It is proposed that the copy of the data for transfer can be extracted from this SQL database into a flat file for transfer to NARA.

#### b.1. History File

**Disposition: PERMANENT.** Create duplicate copy of data off-line and transfer to the National Archives upon approval of this schedule in accordance with NARA regulations currently cited in 36 CFR 1228.270, and related NARA instructions and guidance. Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies – Interior, BIA – 3); Indian Land Records – Interior, BIA – 4; Indian Land Leases – Interior, BIA – 5; Integrated Records Management System Interior, BIA – 25.

#### b.2. Current Data File

**Disposition : PERMANENT.** Create duplicate copy of data off-line and transfer to the National Archives at the end of each fiscal year in accordance with NARA regulations, such as those currently cited in 36 CFR 1228.270, and related NARA instructions and guidance. Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies – Interior, BIA – 3); Indian Land Records – Interior, BIA – 4; Indian Land Leases – Interior, BIA – 5; Integrated Records Management System Interior, BIA – 25.

#### c. Outputs:

c.1. Case file specific queries, sorts, reports, tables and related records that are created for case files, studies, inquiries, inspections, and related program files.

Disposition: Apply disposition instructions approved for paper and microfilm records.

c.2. Data compilation reports (e.g., StrataVision (a Computer Output to Laser Disk (C.O.L.D.)) reports) that are not case file specific but are created daily, weekly, bi-weekly, monthly, quarterly, and annually as a result of program reporting requirements.

Disposition: Apply disposition instructions approved for paper and microfilm records.



## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

**d. Documentation:**

**d.1.** Documentation to be sent with History File (item b.1)

System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or data base.

**Disposition: PERMANENT.** Transfer to the National Archives with system data as identified in item b.1 above.

**d.2.** Documentation to be sent with Current Data File (item b.2)

System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or data base.

**Disposition: PERMANENT.** Transfer to the National Archives with system data as identified in item b.2 above.

Additional Information for: **Trust Funds Accounting System (TFAS)**

Users:	<b>Department of Interior</b> Office of the Special Trustee for American Indians Bureau of Indian Affairs Office of Hearing and Appeals Office of Historical Trust Accounting Minerals Management Service <b>Tribes</b> <b>Various other Federal Agencies</b>
Program:	<b>Office of the Special Trustee for American Indians</b>
Function:	<b>Accounting Management</b>

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### Indian Fiduciary Financial Trust

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Related Scheduled Series/Systems:

4851 IIM Case Files  
4852 IIM Ledgers and Cards  
4853 IIM Posting and Control Records  
4854 IIM Duplicate Posting and Control Records  
4855 IIM Name File  
4856 IIM Balance Forward Files  
4859 IIM Deposit Ticket Files

Tribal Series

NARA Job No.:

N1-75-89-1 for textual records

Related Unscheduled Series/Systems:

IRMS, ODR and CSS

Location: Oaks, Pennsylvania - location of the mainframe/system managers

Points of contact: Chief Information Officer, Office of the Special Trustee for American Indians

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6172-P2 System Title: Daily Account Distribution System (DADS)

NARA JOB #  
N1-075-04-7  
Approved  
12/17/2003

**System Description:**

The system is an in-house developed system, implemented August 1998, and is used to electronically process distribution of funds between accounts within the Trust Funds Management System (TFAS). Information on the disbursing account is used to adjust the account's average daily balance for interest calculation purposes. The data spans from August 1998 to the present. The system resides only in Albuquerque, NM and is used only by Trust Funds Management, Albuquerque, NM.

The system stores the information in MS Access format and is necessary for the Office of the Special Trustee (OST) to fulfill its trust fiduciary responsibilities to the beneficiaries. The system stores current month information on the disbursing account. After each month the disbursing information is stored in a separate table in the MS Access database. The data is sorted by post date and account ID – up to 12 characters and could be the Individual Indian Monies account number.

The Trust Reform Act of 1994 further supported the management of trust assets:

The American Indian Trust Fund Management Reform Act of 1994 (Reform Act), Public Law 103-412, Oct 25, 1994, 108 Stat.4239, Section 5.i. states "Maintain a verifiable system of records that is capable, at a minimum, of identifying: (1) the location, the beneficial owners, any legal encumbrances (i.e., leases, permits, etc.), the user of the resource, the rents and monies paid, if any, and the value of trust or restricted lands and resources; (2) dates of collections, deposits, transfers, disbursements third party obligations (i.e., court ordered child support, judgments, etc.), amount of earnings, investment instruments, and closing of all trust fund accounts; (3) documents pertaining to actions taken to prevent or compensate for any diminishment of the Indian trust assets; and (4) documents that evidence the Secretary's actions regarding the management and disposition of Indian Trust assets;"

**a. Inputs:**

The inputs to the system include receipts with deposit date and dollar amount.

**Disposition:** Apply disposition instructions approved for paper and microfilm records.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### **Indian Fiduciary Financial Trust**

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**b. Master Data Files:**

The master data file contains name, account, pad date, deposit date, deposit amount, old interest, new interest, batch id, batch sequence number and user id.

**b.1. History File – Copy of all data currently residing on the system.**

**Disposition: PERMANENT.** Create duplicate copy of data off-line and transfer to the National Archives upon approval of this schedule in accordance with NARA regulations currently cited in 36 CFR 1228.270, and related NARA instructions and guidance. Restrictions include: FOIA exemptions: (4) Trade Secrets & Commercial or Financial Information – financial information received in connection with contracts and bids. (6) Personal Information Affecting an Individual's Privacy – personal information such as SSN, home address, performance appraisals, identities and qualifications of unsuccessful job applicants.

**b.2. Current Data File**

**Disposition: PERMANENT.** Create duplicate copy of data off-line and transfer to the National Archives at the end of each calendar year in accordance with NARA regulations, such as those currently cited in 36 CFR 1228.270, and related NARA instructions and guidance. Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies—Interior, BIA—3). Restrictions include: FOIA exemptions: (4) Trade Secrets & Commercial or Financial Information – financial information received in connection with contracts and bids. (6) Personal Information Affecting an Individual's Privacy – personal information such as SSN, home address, performance appraisals, identities and qualifications of unsuccessful job applicants.

**c. Outputs:**

**c.1.** Case file specific queries, sorts, reports, tables and related records that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition:** Apply disposition instructions approved for paper and microfilm program records.

**c.2.** Data compilation reports (e.g., management reports and plans) that are not case file specific but are created bi-weekly, monthly, quarterly, and annually as a result of program reporting requirements.

**Disposition:** Apply disposition instructions approved for paper and microfilm records.

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

**d. Documentation:**

**d.1. Documentation to be sent with History File (item b.1)**

System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database.

**Disposition: PERMANENT.** Transfer to the National Archives with system data as identified in item b.1 above.

**d.2. Documentation to be sent with Current Data File (item b.2)**

System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database.

**Disposition: PERMANENT.** Transfer to the National Archives with system data as identified in item b.2 above.

Additional Information for: **Daily Account Distribution System (DADS)**

Users: **Department of Interior  
Office of the Special Trustee for American Indians**

Program: **Office of the Special Trustee for American Indians**

Function: **Accounting Management**

Related Series/Systems: **NONE**

NARA Job No.: **N1-75-89-1 for textual records**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6100**

### **Indian Fiduciary Financial Trust**

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Related Unscheduled Series/Systems: TFAS  
ODR  
PADSCAPS  
SEI Security

Location: **Albuquerque, New Mexico**

Points of contact: **Chief Information Officer, Office of the Special Trustee for American Indians**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

TR-6173-TFR      Lockbox/Trust Funds Receivable Application (TFR)

The Lockbox receipting process includes receipt of funds from individuals or entities as payment transactions and posting of those funds to the appropriate beneficiary accounts. Once a payment is received at the Lockbox, the payment is deposited with the U.S. Treasury and the payment, the envelope and all other documentation submitted are imaged and posted to the Trust Funds Receivable System.

The data within the system begins 7/1/05 to the present, and is entered into the system from the Lockbox Payment Desk. A TFR record number is given by the system to each check received. Data which is also keyed into TFR by the Lockbox Payment Desk staff, BIA program staff and DTFA/BIC staff. The payment information is posted to the Trust Funds Accounting System (TFAS). Records in TFR are arranged by CT number, then Alpha, by region then by agency.

#### A. Source Records/Inputs

1. **Source Records (Paper):** Data inputs to the system from the lockbox staff are imaged payments consisting of invoice coupons and other payment documentation received. Manually keyed information consist of envelope P.O Box number, check amount, deposit date, remitter name and an SF-215 number. The BIA program staff and OST Field Operations staff will make modifications (if needed) to the TFR Check Worksheet and the DTFA/BIC staff: posts batch numbers for each posted payment.

**Disposition Instructions:** Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)

2. **Source Records (Electronic):** Electronic files or records used to create or update a master file, including, but not limited to , work files, valid transaction files, and intermediate input/output records. (GRS-20/1b)

**Disposition Instructions:** TEMPORARY. Delete after information has been transferred to the master file and verified.

#### B. Master Data File

TFR is a relational database web application accessed through the Trust Portal, utilizing Microsoft SQL Server version 8 and Cold Fusion and MS Access. The application resides on a separate server with a Windows 2000 Server Operating System and is approximately 2 gigabytes in size. Data is backed up daily. TFR contains privacy act information and does not produce a public version of the data. A TFR system generated record number is assigned to each check received.

**Disposition Instructions:** PERMANENT. Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. (N1-075-07-6)

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

#### C. System Generated Documents/Outputs

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions:** Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. (N1-075-07-6)

**Disposition Instructions:** PERMANENT. Printed Report Files. File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. (GRS-20/1a)

**Disposition Instructions:** TEMPORARY. Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. (GRS-20/1b)

**Disposition Instructions:** TEMPORARY. Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. (GRS-20/1c)

**Disposition Instructions:** TEMPORARY. Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.



## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. (GRS-24/3b1)

**Disposition Instructions:** TEMPORARY. Destroy/delete 1 year after termination of system.

#### D. Documentation

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. (N1-075-07-6)

**Disposition Instructions:** PERMANENT. Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. (GRS-20/11b)

**Disposition Instructions:** TEMPORARY. Destroy or delete when superseded or obsolete.

#### E. Backups/Vital Record Backups

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. (GRS-20/8a)

**Disposition Instructions:** TEMPORARY. File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

## Indian Fiduciary Financial Trust

TR-6174-TBCC [Trust Beneficiary Call Center Database \(TBCC\)](#)

The Trust Beneficiary Service Center system was created to track and document all beneficiary contacts whether they are inquiries about trust assets or requests for general information. The shared beneficiary contact database allows Trust Beneficiary Call Center staff (TBCC), Whereabouts Unknown (WAU) Project staff and Field Operations staff to: make more informed responses; provide consistent responses and eliminate duplicate transactions. The TBCC system allows for documentation of beneficiary's name and contact information. Updates and resolution to inquiries received by the Call Center are documented within the system. Implementation of the tracking system has allowed OST to provide better accountability to Indian beneficiaries by ensuring that all documented inquiries are resolved on a timely basis and with accurate information.

### A. Source Records/Inputs

1. **Source Records (Paper):** Beneficiary name, address, IIM account number, and other personal identifiers are imported and manually input from ODR on a nightly basis. The inquiry category, description, updates and resolution and other ticket information and supporting documents must be keyed into ServiceCenter by the user. Scanned letters sent to the beneficiary may also be attached to a beneficiary contact record in ServiceCenter.

**Disposition Instructions:** Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)

2. **Source Records (Electronic):** Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. (GRS-20/1b)

**Disposition Instructions:** TEMPORARY. Delete after information has been transferred to the master file and verified.

### B. Master Data File

The master data files contain beneficiary's name and contact information, personal information (i.e., SSN, Tribal Affiliation), and inquiry and resolution of inquiry. Each inquiry is assigned a unique call number or incident number that be queried, as well as queried by any field (i.e., account number, status, contact name, etc.).

**Disposition Instructions:** PERMANENT. Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. (N1-075-07-7)

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

#### C. System Generated Documents/Outputs

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions:** Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. (N1-075-07-7)

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; 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.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. (GRS-20/1a)

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. (GRS-20/1b)

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. (GRS-20/1c)

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6100**

### Indian Fiduciary Financial Trust

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. (GRS-24/3b1)

**Disposition Instructions:** TEMPORARY. Destroy/delete 1 year after termination of system.

#### D. Documentation

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. (N1-075-07-7)

**Disposition Instructions:** PERMANENT. Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. (GRS-20/11b)

**Disposition Instructions:** TEMPORARY. Destroy or delete when superseded or obsolete.

#### E. Backups/Vital Record Backups

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. (GRS-20/8a)

**Disposition Instructions:** TEMPORARY. File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**6200 Series**

**Appraisal Services**

## INDIAN AFFAIRS RECORDS SCHEDULE

### Appraisal Services

		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>Appraisal Services</b>		<b>Appraisal Services</b>	
<b>Unscheduled</b>	Program Correspondence Files - Official Files	<b>TR-6200a-P2</b>	Program Correspondence Files - Official Files <b>(New)</b>
<b>Unscheduled</b>	Program Policy/Directives Master Set with Case History Files - Official Files	<b>TR-6200b-P2</b>	Program Policy/Directives Master Set with Case History Files - Official Files <b>(New)</b>
<b>Unscheduled</b>	Appraisal Services Case/Work Files	<b>TR-6201-P5</b>	Appraisal Services Case/Work Files <b>(New)</b>
<b>Unscheduled</b>	Appraisal Request System - Input Files	<b>TR-6202a-P5</b>	Appraisal Request System - Input Files <b>(New)</b>
<b>Unscheduled</b>	Appraisal Request System - Master Data Files	<b>TR-6202b-P5</b>	Appraisal Request System - Master Data Files <b>(New)</b>
<b>Unscheduled</b>	Appraisal Request System - Archival Scanned Images	<b>TR-6202c(1)-P5</b>	Appraisal Request System - Archival Scanned Images <b>(New)</b>
<b>Unscheduled</b>	Appraisal Request System - Non-Archival Scanned Images	<b>TR-6202c(2)-P5</b>	Appraisal Request System - Non-Archival Scanned Images <b>(New)</b>
<b>Unscheduled</b>	Appraisal Request System - System Generated Documents in Case Files	<b>TR-6202d(1)-P5</b>	Appraisal Request System - System Generated Documents in Case Files <b>(New)</b>
<b>Unscheduled</b>	Appraisal Request System - System Generated Documents Organized by Program, Regional, Agency or Field Office	<b>TR-6202d(2)-P5</b>	Appraisal Request System - System Generated Documents Organized by Program, Regional, Agency or Field Office <b>(New)</b>
<b>Unscheduled</b>	Appraisal Request System - System Documentation	<b>TR-6202e-P5</b>	Appraisal Request System - System Documentation <b>(NEW)</b>

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6200**

## **Appraisal Services**

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- 6200-P5      Program Correspondence and Policy Directives Files
- NARA JOB #      a. Program Correspondence Files – Official Files  
N1-075-09-6      **Contents:** Records include program files that contain correspondence created, received and where action is taken; or have the primary  
Approved      responsibility for the documenting the activities which relate directly to the Office of the Special Trustee for American Indians Appraisal  
6/8/2011      Services function. Correspondence consist of incoming and outgoing originals or copies of letters, memoranda, reports, forms,  
                         attachments and other materials that pertain to the program activities of the office in which these records are created or received and  
                         maintained. Also, included are records from electronic mail, documents created through word processing, spreadsheet software  
                         Applications and supporting documentation, regardless of media format.
- Filing Arrangement:** Arrange alphabetically by subject then chronologically.
- Official File:** Office of Record.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 2 years after cut off;  
and then retire paper records to the records center, and pre-accession electronic records to the National Archives. Subsequent legal  
transfer of the records will be as jointly agreed to between United States Department of the Interior and the National Archives and Records  
Administration (NARA), as specified in NARA standards applicable at the time of transfer.
- NARA JOB #      b. Program Policy/Directives Master Set with Case History Files – Official Files  
N1-075-09-6      **Contents:** Records include files related to the internal program policy, guidance and regulations of daily operations for the Office of  
Approved      the Special Trustee for American Indians Appraisal Services. Records consist of the preparation, review, documentation of design related  
6/8/2011      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 records from electronic mail, documents created through word processing, spreadsheet software applications,  
                         supporting documentation and related correspondence, regardless of media format.
- Filing Arrangement:** Arrange alphabetically by subject then chronologically.
- Official File:** Office of Record.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6200**

### **Appraisal Services**

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**Disposition Instructions: PERMANENT.** Cut off at fiscal yearend when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire paper records to the records center, and pre-accession electronic records to the National Archives. Subsequent legal transfer of the records will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration (NARA), as specified in NARA standards applicable at the time of transfer.



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6200**

### **Appraisal Services**

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TR-6201-P5      Appraisal Services Case/Work Files (Trust)

NARA JOB #  
N1-075-09-6  
Approved  
6/8/2011

**Contents:** Records include trust case/work files that document real property appraisal services prepared by the Office of the Special Trustee for American Indians (OST) that are used by Bureau of Indian Affairs and/or Public Law 93-638 realty tribal programs (Note: The National Business Center (NBC) creates and maintains records that document real property appraisals but they are not, nor have they ever been, used by NBC to manage Indian trust assets). These records contain a complete history of the requested actions, along with all other data, information, and documentation necessary to support the appraiser's opinions and conclusions and to show compliance with all Uniform Standards of Professional Appraisal Practice (USPAP) applicable to the specific type of appraisal service and valuation product provided, along with any other applicable standards, regulations, or legal requirements, e.g., the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) . Trust case/work files include, but are not limited to, copies of client requests for appraisal services, instructions for agency staff appraisers, contract appraisers or 3<sup>rd</sup> party appraisers; pre-appraisal conference (and other meeting) notes; field notes; subject data from realty specialists (legal descriptions, title reports, maps, zoning, land use descriptions, etc.); correspondence with realty specialists, owners/proponents, and/or appraisers; analyses, supplemental data; summaries of any written reports, testimony, or a transcript of testimony; and final signed (true) copies of valuation products, e.g., appraisal services reports, reviews, and consulting reports. **(Note: Outputs consisting of printable or exportable electronic statistical reports by region and/or bureau that are filed in an Appraisal Request System(s) are covered by TR-6202-P5).** Also included are records from electronic mail, documents created through word processing, spreadsheet software applications, and supporting documentation, regardless of media format.

**Filing Arrangement:** Arrange by reservation or an Alaskan region and then by Appraisal Request System number.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end in which final report or other valuation product/service requested has been completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire paper records to the records center, and pre-accession electronic records to the National Archives. Subsequent legal transfer of the records will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration (NARA), as specified in NARA standards applicable at the time of transfer.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6200**

### **Appraisal Services**

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TR-6202-P5

#### Appraisal Request Systems

NARA JOB #  
N1-075-09-6  
Approved  
6/8/2011

**Contents:** The Appraisal Request System(s) provide Indian trust land appraisal request tracking capabilities to Indian Affairs employees and users from tribes and other government offices.

The application(s) are designed to follow an appraisal request electronically, from assignment to completion, allowing users to initiate and track the request in all stages of the process. The systems supply statistical capability, standardize the submission of the requests and offer a number of search variables, while improving management of appraisal activities.

System users key in the appraisal request's information; the specialist conducting the appraisal; the name of the requestor (Tribes, a consortium or agency personnel) and contractor information. Information maintained in the appraisal tracking system are appraisal requests, land information, appraisal data, appraisal award information, appraisal amount estimates and requestor data. A history is created and a variety of appraisal reports are compiled such as, a report on appraisal backlogs complete with count and an indication of timeframes.

a. Input Files

The inputs to the system include: Name data; Townsite data; Allotment data; Legal Description and Tract data; Assigned appraiser and reviewer information, Dates appraised; Market value information; Land Usage data; Inspection data; Location codes; Award dates; Appraisal estimates; Contractor data; Sale data and report data.

**Disposition Instructions: PERMANENT. Apply disposition instructions approved for paper and microfilm records.**

**Data restricted in accordance with Privacy Act Notice as required.**

b. Master Data Files

The Appraisal Request System's database(s) are compiled logically in tables containing appraisal service and real property data. Records include: Information/data captured within the Appraisal Tracking System(s); appraisal approving and reviewing official information; data relating to the owner and location (state, county, and legal description); specification of property rights to be appraised; appraisal results; appraisal funding information; cost of services associated with appraisals and contractors and historical data. Master files contain data related to request records and a unique number is assigned to each individual request. Some of the appraisal request case file tracking systems contains images of documents associated with appraisal requests.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6200**

### **Appraisal Services**

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**Disposition: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer.

**Data restricted in accordance with Privacy Act Notice as required.**

c. Scanned Images

1. Archival Scanned Images. Record include images of appraisal request related documents scanned at accepted archival standards for preservation and placed on correspondence paper case files such as the Appraisal Services Case/Work Files and Realty files scheduled for permanent retention.

**Disposition Instructions: Permanent.** Transfer to the National Archives with related Master Data Files (TR-6200b-P2) as specified in NARA standards applicable at the time of transfer.

**Data restricted in accordance with Privacy Act Notice as required.**

2. Non-Archival Scanned Images. Record include images of appraisal request related documents scanned below minimum archival standards for preservation and placed on correspondence paper case files such as the Appraisal Services Case/Work Files and Realty files scheduled for permanent retention.

**Disposition Instructions: Temporary.** Destroy or delete scanned images when no longer needed for business or reference purposes.

**Data restricted in accordance with Privacy Act Notice as required.**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 6200**

### **Appraisal Services**

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d. System Generated Documents/Outputs:

1. System Generated Documents in Case Files: Queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans), studies, inquiries, inspections, and related program files. Records include outputs consisting of printable or exportable (electronic) statistical reports summarizing appraisal services workload by region and/or bureau and acreage appraised by month or quarter, as well as completed and in-process appraisal services request summaries and copies of scanned images linked to requests. (Note: Those copies of completed appraisal services request summaries that are filed in Appraisal Services Case/Work Files (Trust) are covered by TR-6201-P5). Also included are records from electronic mail, documents created through word processing, spreadsheet software applications, and supporting documentation, regardless of media format.

**Disposition Instructions:** Apply disposition instructions approved for paper and microfilm records.

**Data restricted in accordance with Privacy Act Notice as required.**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files.

**Filing Arrangement:** Printed Report Files. File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year.

**Disposition: PERMANENT.** Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 5 years after cut off; then retire paper records to the records center, and pre-accession electronic records to the National Archives. Subsequent legal transfer of the records will be as jointly agreed to between United States Department of Interior and the National Archives and Records Administration (NARA), as specified in NARA standards at the time of transfer.

**Data restricted in accordance with Privacy Act Notice as required.**

d. System Documentation

Indian Affairs Appraisal Systems data dictionary or system catalog with data definitions and record layouts; System Data specifications; system design and analysis; business process analysis charts; file specifications; code books; system, file or record layouts; user guides and manuals; flow charts; training manuals; output specifications; final reports; all data conversion including mapping documentation; system training files; all system documentation regardless of medium, relating to a master file, a database or series of tables.

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Data Files identified in item b above.

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**9000 Series**

**HISTORICAL TRUST ACCOUNTING**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

# INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 9000

## Historical Trust Accounting

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### TR-9001-P5 Program Correspondence and Policy/Directives Files

#### NARA JOB # a. Program Correspondence Files – Official Files

N1-075-06-08  
Approved  
9/28/2006

**Contents:** Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Historical Trust Accounting program function. Records relate to program management, program projects, including, but not limited to: Judgment and Per Capita Individual Indian Money (IIM) Accounts, Land-based IIM Accounts, Special Deposit IIM Accounts (SDA), Tribal Trust Accounting, and Data Digitization and Validation. Records include, but are not limited to, incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program and administrative 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 under general subject areas, such as: (1) General Program Management, (2) Judgment and Per Capita IIM Accounts, (3) Land-based IIM Accounts, (4) SDA IIM Accounts, (5) Tribal Trust Accounting, and then alphabetically by subject.

**Official File:** Central Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to the Federal 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 the Interior and the National Archives and Records Administration.

### **SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**

#### NARA JOB # b. Program Policy/Directives Master Set with Case History Files – Official Files

N1-075-06-08  
Approved  
9/28/2006

**Contents:** Records include files relating to the internal program policy, guidance and regulations of daily operations for the Historical Trust Accounting program. Records consist of the preparation, review, and documentation of decisions related to policy development, to the Administrative Record of The Historical Accounting Plan for Individual Indian Money, regulation case history, public comment, proposed and final regulations, clearances, publications 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9000**

### **Historical Trust Accounting**

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**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Central Office.

**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 the Federal 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 the Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9000**

### Historical Trust Accounting

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**TR-9002-P5**

#### Executive Director's Chronological File

**NARA JOB #  
N1-075-06-08  
Approved  
9/28/2006**

**Contents:** Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Historical Trust Accounting program function. Records include, but are not limited to, 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 electronic finding aids, printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange chronologically by date received or created.

**Official File:** Central Office.

**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 the Federal 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 the Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9000**

### **Historical Trust Accounting**

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**TR-9003-P3**      **[Cobell v. Norton Related Electronic Mail Records](#)**

**NARA JOB #  
N1-075-06-08  
Approved  
9/28/2006**

**Contents:** Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records and relate to: (1) *Cobell v Norton* litigation; (2) American Indian trust reform; or (3) administration of Individual Indian Money (IIM) accounting, including any attachments to the record messages after they have been copied to paper.

**Filing Arrangement:** Arrange by staff member and then chronologically by date.

**Official File:** Central Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 3 years after cut off, and then retire to the Federal 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 the Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9000**

### Historical Trust Accounting

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**TR-9004-P5**      **Indian Reservation Histories**

**NARA JOB #  
N1-075-06-08  
Approved  
9/28/2006**

**Contents:** Records include individual histories of Indian reservations. The history of each reservation is in the form of a narrative that contains information such as the location of records relating to the reservation, the major treaties or legislation relating to the reservation, the process of allotment, and information on resource development, judgment funds or other information on disbursement of trust fund monies. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange by BIA Region and then by Indian tribe.

**Official File:** Central Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to the Federal 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 the Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

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SERIES: 9000

### Historical Trust Accounting

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TR-9005-P5 Historical Accounting Quality Control Files

NARA JOB #  
N1-075-06-08  
Approved  
9/28/2006

a. Quality Control Reviews

**Contents:** Records include audit working files of the historical accounting projects. A quality control review is conducted on various types of historical accounting reconciliations and related activities, such as verifying the reliability of the data contained in the Accounting Reconciliation Tool, the information technology system utilized for account reconciliations. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange by subject of quality control review and then chronologically by date.

**Official File:** Central Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to the Federal 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 the Interior and the National Archives and Records Administration.

b. Quality Control Reports

**Contents:** Records include quality control reports summarizing the quality control reviews of historical accounting projects and activities. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange by subject of quality control review and then chronologically by date.

**Official File:** Central Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to the Federal 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 the Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9000**

### **Historical Trust Accounting**

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**TR-9006-P5**

#### **Historical Trust Statistical Reports**

**NARA JOB #  
N1-075-06-08  
Approved  
9/28/2006**

**Contents:** Records consist of periodic reports on (1) the completion of each project or phase of a project in historical accounting; (2) meta analysis (overview analysis) of studies and reports; and (3) any specific or ad hoc statistical analysis. The reports include detailed explanations of the methodology utilized to derive any statistical samples and how the data was analyzed to predict within a specified margin of error the accuracy of historical accounting projects. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange chronologically by date.

**Official File:** Central Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to the Federal 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 the Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9000**

### **Historical Trust Accounting**

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**TR-9007-P5**      **Historical Trust Accounting Document Request Tracking and Control Files**

**NARA JOB #  
N1-075-06-08  
Approved  
9/28/2006**

**Contents:** Records include logs, registers, copies of requested documents and other records used to control or document the status of requests for accounting records necessary to reconcile accounts or document account transactions. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange by BIA Agency and then either chronologically or by subject.

**Official File:** Central Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to the Federal 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 the Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**

## INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 9000

### Historical Trust Accounting

#### TR-9008-P5 Historical Statement of Account Files

NARA JOB #  
N1-075-06-08  
Approved  
9-28/2006

a. Mailings

**Contents:** Records relating to the development of Historical Statements of Account mailed to account owners. Records include the cover letter for each mailing, the Historical Statement of Account, the brochure on Historical Statements of Account, a Statement of Limitations (if required for the mailing), and the Interest Comparison Statement (if required), and the record copies of the statements mailed to account holders. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange chronologically by mailing date and then by the accounting group number assigned to each Indian Tribe.

**Official File:** Central Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to the Federal 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 the Interior and the National Archives and Records Administration.

#### **SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**

b. Returned Mail

**Contents:** Returned Historical Statement of Accounts mailed to account owners for which further research failed to identify the correct address. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange chronologically by mailing date and then by the accounting group number assigned to each Indian Tribe.

**Official File:** Central Office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to the Federal 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 the Interior and the National Archives and Records Administration.

#### **SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**9100 Series**

**SPECIAL DEPOSIT ACCOUNT (SDA) PROJECT FILES**

**Historical Trust Accounting**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9100**

### **Special Deposit Account (SDA) Project Files**

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**TR-9101-P5**      **SDA Project Case Files**

**NARA JOB #  
N1-075-06-08  
Approved  
9/28/2006**

**Contents:** Records include financial and accounting records documenting transactions within each SDA batch. These records include, but are not limited to, vouchers and schedules of withdrawal and credits (SF-1081), public vouchers for refund (SF-1047), Bureau of Indian Affairs (BIA) intra-bureau cash transaction authorizations (BIA-4285), journal vouchers (SF-1017-G), lease agreements, farming and grazing permits, and may include TAAMS, IRMS, and TFAS reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange by BIA Region and then by SDA account number.

**Official File:** Record copy maintained by originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when project is completed. Maintain in office of record for a maximum of 5 years after cut off, and then retire to the Federal 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 the Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9100**

### **Special Deposit Account (SDA) Project Files**

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**TR-9102-P5**      **SDA Chronological File**

**NARA JOB #  
N1-075-06-08  
Approved  
9/28/2006**

**Contents:** Records include program correspondence files that are created, received, and where action is taken, or have the primary responsibility for documentation of the activities which relate directly to the SDA Project 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 chronologically by date received or created.

**Official File:** Field Offices 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 the Federal 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 the Interior and the National Archives and Records Administration.

**Closed Series:** Dates: From 2001 – December 30, 2005

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**9200 Series**

**Tribal Trust Accounting Project Files**

**Historical Trust Accounting**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

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SERIES: 9200

### Tribal Trust Accounting Project Files

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TR-9201-P5 Tribal Trust Accounting Project Files

NARA JOB #  
N1-075-06-08  
Approved  
9/28/2006

**Contents:** Records include files relating to Tribal trust accounting and to the historical trust accounting support OHTA provides the Department of Justice in Tribal account cases. Records include, but are not limited to, incoming and outgoing originals or copies of correspondence, reports, forms, project plans, 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 Tribe and 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 the Federal 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 the Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**9900 Series**

**Electronic Systems**

**(Office of Historical Trust Accounting (OHTA) Only)**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9900**

### **Historical Trust Accounting (OHTA Only)**

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TR-9901-P System Title: Accounting Reconciliation Tool (ART)

NARA JOB #  
N1-075-06-08  
Approved  
9/28/2006

#### System Description:

In *Cobell v. Norton*, 226 F. Supp. 2d 1, 148 (D.D.C. 2002), the United States District Court for the District of Columbia (Court) directed the Department of the Interior (DOI) to conduct a historical accounting for about 260,000 Individual Indian Monies (IIM) accounts. In July 2001, DOI established the Office of Historical Trust Accounting to support this task. The Accounting Reconciliation Tool (ART) is the information technology system used to facilitate the historical accounting of IIM and tribal accounts. Historical data are based on data received from the Trust Fund Accounting System (TFAS) managed by DOI's Office of Special Trustee for American Indians, the predecessor Integrated Records Management System (IRMS), and other Bureau of Indian Affairs Real Property Systems. ART is a closed system containing private and confidential trust data on individual Indian and tribal accounts utilized to facilitate the reconciliation of selected trust accounts and/or transactions against supporting records. There is no public access to the ART data. ART operates out of OHTA's office in Washington, DC, and connects through a private network to professional accounting firms located in Albuquerque, NM, Los Angeles, CA, and at OHTA's facility within the American Indian Records Repository (AIRR) in Lenexa, KS. In addition to IIM accounts, ART includes a module for the reconciliation of tribal accounts. Information in ART includes beneficiary name and address, transaction history, investments, receipts, disbursements and imaged records necessary to reconcile account transactions through fiscal year 2000. The system is also used for statistical sampling to verify account accuracy and to support quality control audits of reconciled transactions.

The operating system is Microsoft Server 2003, the database is Microsoft SQL Server 2000. ART has a full backup on a weekly basis with incremental daily backups.

#### a. Source Data

##### a.1 BIA and OST Data

ART's historical record is populated by electronic land records obtained from BIA's Trust Asset Accounting Management System (TAAMS), OST's (TFAS), and the predecessor IRMS. Records received from these systems are validated to insure completeness and correctness before they are entered into ART. The records represent trust transactions and refer to ownership, transaction type, basis, and amount. Also, OST's Box Index Search System (BISS) is included in ART to assist in the identification of relevant records stored in the AIRR that are needed for the accounting reconciliation process.

**Disposition Instructions: Apply disposition instructions approved for paper, microfilm and electronic records in NARA Job Nos.**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9900**

### **Historical Trust Accounting (OHTA Only)**

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#### a.2. Department of Justice (DOJ) Concordance Data

DOJ provides OHTA with Concordance hard drives containing .tif images and data of tribal transactions. This data (images) are coded and entered into ART for use in IIM and tribal accounting.

**Disposition Instructions: PERMANENT.** Create duplicate copy of data off-line and transfer to the National Archives at the end of every three fiscal years in accordance with NARA regulations, such as those currently cited in 36 CFR 1228.270, and related NARA instructions and guidance. Subsequent legal transfer of the records to the National Archives of the United States will be jointly agreed to between DOI and NARA.

#### b. Master Data Files

The Master Data File contains information on individual Indian and tribal accounts and account holders: transactions, ownership and references to supporting documents; missing transactions (digitized data); statistical tables; data tables; accountant work papers/files; and documentation on the analyses conducted and the tables used to determine and identify sample transactions. ART includes images of supporting paper official records such as leases, financial documents, etc., where the images are obtained from searches of IIM paper records, BIA Agency working files, archived files, and third-party (e.g., tribal) sources.

**Disposition: PERMANENT.** Create duplicate copy of data off-line and transfer to the National Archives at the end of every three fiscal years in accordance with NARA regulations, such as those currently cited in 36 CFR 1228.270, and related NARA instructions and guidance. Subsequent legal transfer of the records to the National Archives of the United States will be jointly agreed to between DOI and NARA.

#### c. Outputs

Outputs support historical account reconciliations for OHTA program projects, including, but not limited to: Judgment and Per Capita IIM Accounts, Land-based IIM Accounts, and Tribal Trust accountings. Outputs include but are not limited to (1) reconciled transactions, (2) samples for quality control review or statistical analysis, (3) reconciliation work papers, (4) quality control review work papers, (5) account holder statements, (6) imaged financial documents relating to account holder transactions, (7) reports, (8) tables, and related program files. Outputs are in XML and PDF format and paper.

#### c.1. Paper Outputs

**Disposition: PERMANENT.** Apply disposition instructions approved for paper and microfilm records.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9900**

### **Historical Trust Accounting (OHTA Only)**

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c.2. Electronic Outputs. XML and PDF files on DVDs.

Disposition: **PERMANENT**. Apply disposition instructions approved for paper and microfilm records.

d. Documentation

System data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or data base.

Disposition: **PERMANENT**. Transfer to the National Archives with system data as identified in item b above.

#### **SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**

Additional Information for: Accounting Reconciliation Tool (ART)

Users: Department of the Interior  
Office of Historical Trust Accounting  
Tribes  
Department of Justice  
Department of the Treasury  
Various other Federal Agencies

Program: Office of Historical Trust Accounting

Function: Accounting Management

Related Scheduled Series/Systems: 4871 TFAS  
IRMS  
TAAMS  
4851 IIM Cases Files  
4802 Tribal Case Files

Location of the two servers: 1801 Pennsylvania Ave., Washington, DC, 20006, and the Federal Records Center, AIRR, Lenexa, KS.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9900**

### **Historical Trust Accounting (OHTA Only)**

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TR-9902-P

System Title: Special Deposit Account (SDA) Plus

NARA JOB #  
N1-075-06-08  
Approved  
9/28/2006

System Description:

SDA Plus is a comprehensive project tracking system developed to assist the Office of Historical Trust Accounting (OHTA) contractors in the historical Special Deposit Account (SDA) distribution project. SDA plus is designed to:

- Automate several tasks that are required as part of the distribution project;
- Maintain data integrity of both source transaction data and data created throughout the distribution process;
- Control and standardize the capture of specific additional information obtained;
- Facilitate comprehensive status reporting at the project, account, document, transaction, and task level;
- Integrate all aspects of the project, from source transaction analysis to the posting of distributions and transfers resulting from final Recommended Action Forms (RAF); and
- Ensure and often automate the quality control of each task in the distribution process.

SDA Plus is a Microsoft Access 2002 application and requires Microsoft Word and Microsoft Excel to realize full functionality. SDA Plus is fully backed up on a daily basis.

a. Source Data

a.1 OST Data

SDA Plus' historical record is populated by electronic account transactions obtained from the Office of the Special Trustee's (OST) current Trust Funds Accounting System (TFAS) and historical Indian Records Management System (IRMS). Records received from these systems are validated to insure completeness and correctness before they are loaded into SDA Plus. The records represent financial Trust transactions relating to Special Deposit (House) Accounts maintained by the OST.

**Disposition Instructions: PERMANENT.** Apply disposition instructions approved for paper, microfilm, and electronic records. (See OST/BIA records schedules for TFAS.)



## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9900**

### **Historical Trust Accounting (OHTA Only)**

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#### a.2. Supporting Data

Additional information derived from official Trust records such as leases, financial documents, transaction ledgers, and ownership records is key punched or electronically imported into and stored within the application's database.

**Disposition Instructions: PERMANENT.** Apply disposition instructions approved for paper, microfilm, and electronic records. (See OST/BIA records schedules for TFAS.)

#### b. Master Data Files

The Master data files contain certain TFAS-derived information on specific special deposit accounts, the status of the distribution effort conducted for each particular account, and additional information on each financial transaction added to the application. In addition, a control file of all Recommended Action Forms created is maintained which reflects certain information pertaining to the final product of the distribution efforts.

**Disposition: PERMANENT.** Create duplicate copy of data off-line and transfer to the National Archives at the end of each fiscal year in accordance with NARA regulations, such as those currently cited in 36 CFR 1228.270, and related NARA instructions and guidance.

#### c. Outputs

Outputs support historical (pre-1/1/2003) SDA distributions and include the following: TFAS, IRMS, and manual ledger account activity details; residual balance summaries; Recommended Action Forms (RAF); document request listings; and various status reports at both a detailed and summary level.

##### c.1. Paper Outputs

**Disposition: PERMANENT.** Apply disposition instructions approved for paper and microfilm records.

c.2. Electronic Outputs Document account listings can be produced in Microsoft Excel format.

**Disposition Instructions: PERMANENT.** Apply disposition instructions approved for paper, microfilm, and electronic records. (See OST/BIA records schedules for TFAS.)

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9900**

### **Historical Trust Accounting (OHTA Only)**

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d. Documentation

Documentation to be sent with Master Data Files (item b) include: file specifications, data specifications, table and record layouts, user guides, technical documentation, and output specifications.

**Disposition: PERMANENT.** Transfer to the National Archives with items identified in item b above.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**

Additional Information for: **SDA Plus**

Users: **Department of the Interior Contractors**

Program: **Office of Historical Trust Accounting**

Function: **Accounting Management**

Related Scheduled Series/Systems: 4871 TFAS  
IRMS

Location of the server: Various DOI contractor locations as determined by Office of Historical Trust Accounting

Point of contact: Allen Naranjo, SDA Program Manager, OHTA, 505-796-3172.

# **INDIAN AFFAIRS RECORDS SCHEDULE**

## **Crosswalk**

**16 BIAM (Release 3) to IARS  
OST – Unscheduled Records to 6000 Series  
4800 (IFFTRS) to 6100 Series**

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>100 Series General Administrative Files</b>		<b>100 Series General Administrative Files</b>	
Reserved	Refer to GRS 16/7 Records Management Files	Reserved	Refer to GRS 16/7 Records Management Files
Reserved	No Longer Used	Reserved	No Longer Used
Reserved	Refer to GRS 23/6a Suspense Files	Reserved	Refer to GRS 23/6a Suspense Files
Reserved	Refer to GRS 23/7 Transitory Files	Reserved	Refer to GRS 23/7 Transitory Files
Reserved	Refer to GRS 3/8a Inventory Requisition File	Reserved	Refer to GRS 3/8a Inventory Requisition File
Reserved	Refer to the Program Correspondence and Policy/Directives Files (program specific)	Reserved	Refer to the Program Correspondence and Policy/Directives Files (program specific)
Reserved	Refer to GRS 2/6a Leave Application Files	Reserved	Refer to GRS 2/6a Leave Application Files
Reserved	Refer to GRS 2/6a Leave Application Files	Reserved	Refer to GRS 2/6a Leave Application Files
Reserved	Refer to GRS 1/18a Supervisors' Personnel Files and Duplicate OPF Documentation	Reserved	Refer to GRS 1/18a Supervisors' Personnel Files and Duplicate OPF Documentation
Reserved	Refer to GRS 9/3 Noncommercial, Reimbursable Travel Files	Reserved	Refer to GRS 9/3 Noncommercial, Reimbursable Travel Files
Reserved	Refer to GRS 9/3a Noncommercial, Reimbursable Travel Files	Reserved	Refer to GRS 9/3a Noncommercial, Reimbursable Travel Files
Reserved	Refer to the Program Correspondence and Policy/Directives Files (program specific)	Reserved	Refer to the Program Correspondence and Policy/Directives Files (program specific)
Reserved	No longer used (non-record material)	Reserved	No longer used (non-record material)
Reserved	Refer to GRS 18/7a Classified Document Container Security Files	Reserved	Refer to GRS 18/7a Classified Document Container Security Files
Reserved	Refer to GRS 16/4 Records Holdings Files	Reserved	Refer to GRS 16/4 Records Holdings Files
Reserved	Refer to GRS 16/4 Records Holdings Files	Reserved	Refer to GRS 16/4 Records Holdings Files
Reserved	Refer to GRS 16/2 Records Disposition Files	Reserved	Refer to GRS 16/2 Records Disposition Files
Reserved	No longer used (Non-record material)	Reserved	No longer used (Non-record material)
Reserved	No longer used (Non-record material)	Reserved	No longer used (Non-record material)
Reserved	Refer to GRS 2/22b Payroll System Reports	Reserved	Refer to GRS 2/22b Payroll System Reports
Reserved	Refer to the Program Correspondence and Policy/Directives Files (program specific)	Reserved	Refer to the Program Correspondence and Policy/Directives Files (program specific)
Reserved	Refer to the Program Correspondence and Policy/Directives Files (program specific)	Reserved	Refer to the Program Correspondence and Policy/Directives Files (program specific)
Reserved	Refer to GRS 23/1 Office Administrative Files	Reserved	Refer to GRS 23/1 Office Administrative Files
Reserved	Refer to GRS 23/1 Office Administrative Files	Reserved	Refer to GRS 23/1 Office Administrative Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>1200 Series Executive Management Files</b>		<b>1200 Series Executive Management Files</b>	
1200a-P5	Program Correspondence Files - Official Files	1200a-P5	Program Correspondence Files - Official Files
1200b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	1200b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
1201-P5	Assistant Secretary Correspondence Files	1201-P5	Assistant Secretary Correspondence Files
1202-P5	Congressional and White House Correspondence Files	1202-P5	Congressional and White House Correspondence Files
1203-P5	Bureau Controlled Correspondence Office Files	1203-P5	Bureau Controlled Correspondence Office Files
1204-P5	Regional Director Reports to Central Office Files	1204-P5	Regional Director Reports to Central Office Files
Reserved	Refer to 1204-P5 Regional Director Reports to Central Office Files	Reserved	Refer to 1204-P5 Regional Director Reports to Central Office Files
Reserved	Refer to 1204-P5 Regional Director Reports to Central Office Files	Reserved	Refer to 1204-P5 Regional Director Reports to Central Office Files
1207-P5	Bureau Committee Management Files	1207-P5	Bureau Committee Management Files
Reserved	Refer to 1207-P5 Bureau Committee Management Files	Reserved	Refer to 1207-P5 Bureau Committee Management Files
Reserved	Refer to 1200b-P5 Program Policy/Directives Master Set with Case History Files - Official Files	Reserved	Refer to 1200b-P5 Program Policy/Directives Master Set with Case History Files - Official Files
Reserved	Refer to 1200b-P5 Program Policy/Directives Master Set with Case History Files - Official Files	Reserved	Refer to 1200b-P5 Program Policy/Directives Master Set with Case History Files - Official Files
Reserved	Refer to GRS 16/3 Forms Files and GRS 16/6 Reports Control Files	Reserved	Refer to GRS 16/3 Forms Files and GRS 16/6 Reports Control Files
Reserved	Refer to GRS 23/9 Finding Aids (or Indexes)	Reserved	Refer to GRS 23/9 Finding Aids (or Indexes)
1213-P5	Reorganization Planning Files	1213-P5	Reorganization Planning Files
1214-P5	Long-Range Development Plan Files	1214-P5	Long-Range Development Plan Files
Reserved	Refer to GRS 16/14 Management Control Records	Reserved	Refer to GRS 16/14 Management Control Records
Reserved	Refer to GRS 16/14 Management Control Records	Reserved	Refer to GRS 16/14 Management Control Records
1217-P5	Strategic Plan Files	1217-P5	Strategic Plan Files
1218-P5	Biographical Files	1218-P5	Biographical Files
1219-P5	Speech Files	1219-P5	Speech Files
1220-P3	News and Press Releases	1220-P3	News and Press Releases
Reserved	Refer to GRS 14/11 FOIA Requests Files	Reserved	Refer to GRS 14/11 FOIA Requests Files
Reserved	Refer to GRS 14/12 FOIA Appeals Files	Reserved	Refer to GRS 14/12 FOIA Appeals Files
Reserved	Refer to GRS 14/14 FOIA Reports Files	Reserved	Refer to GRS 14/14 FOIA Reports Files
Reserved	Refer to GRS 14/25 Privacy Act Reports Files	Reserved	Refer to GRS 14/25 Privacy Act Reports Files
Reserved	Refer to GRS 14/23 Privacy Act Accounting of Disclosure Files	Reserved	Refer to GRS 14/23 Privacy Act Accounting of Disclosure Files
Reserved	Refer to GRS 14/21 Privacy Act Requests Files and GRS 14/22 Privacy Act Amendment Case Files	Reserved	Refer to GRS 14/21 Privacy Act Requests Files and GRS 14/22 Privacy Act Amendment Case Files
Reserved	Refer to GRS 14/25 Privacy Act Reports Files	Reserved	Refer to GRS 14/25 Privacy Act Reports Files
1227-P5	Congressional Investigative Case Files	1227-P5	Congressional Investigative Case Files
Reserved	Refer to 1401-P5 Investigative and Litigation Case Files	Reserved	Refer to 1401-P5 Investigative and Litigation Case Files
Reserved	Refer to 1402-P5 Legal Activity Report Files	Reserved	Refer to 1402-P5 Legal Activity Report Files
1230-P5	Legislative Review Files	1230-P5	Legislative Review Files
Reserved	Refer to GRS 16/12 Information Collection Budget Files	Reserved	Refer to GRS 16/12 Information Collection Budget Files
Reserved	Refer to GRS 16/14 Management Control Records	Reserved	Refer to GRS 16/14 Management Control Records
Reserved	Refer to GRS 16/14 Management Control Records	Reserved	Refer to GRS 16/14 Management Control Records
1233-P5	External Audit Report Files	1233-P5	External Audit Report Files
Reserved	Refer to 1233-P5 External Audit Report Files	Reserved	Refer to 1233-P5 External Audit Report Files
1234-P5	Government Accounting Office (GAO) Audit Coordination Files	1234-P5	Government Accounting Office (GAO) Audit Coordination Files
Reserved	Refer to 1234-P5 Government Accounting Office (GAO) Audit Coordination Files	Reserved	Refer to 1234-P5 Government Accounting Office (GAO) Audit Coordination Files
1235-P5	Federal Register Notices Files	1235-P5	Federal Register Notices Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>1200 Series Executive Management Files(continued)</b>		<b>1200 Series Executive Management Files (continued)</b>	
1236-P5	Administrative Appeal Files	1236-P5	Administrative Appeal Files
Reserved	Refer to GRS 1/26a Personnel Counseling Records	Reserved	Refer to GRS 1/26a Personnel Counseling Records
Reserved	Refer to GRS 1/26b Personnel Counseling Records	Reserved	Refer to GRS 1/26b Personnel Counseling Records
1239-P5	Special Project Case Files	1239-P5	Special Project Case Files
Reserved	Refer to 1239-P5 Special Project Case Files	Reserved	Refer to 1239-P5 Special Project Case Files
Reserved	Refer to GRS 16/2a(2) Records Disposition Files	Reserved	Refer to GRS 16/2a(2) Records Disposition Files
Reserved	Refer to GRS 16/2a(2) Records Disposition Files	Reserved	Refer to GRS 16/2a(2) Records Disposition Files
1241-P5	Overdue Correspondence Report Files	1241-P5	Overdue Correspondence Report Files
1242-P5	Tribal Leaders Directory Files	1242-P5	Tribal Leaders Directory Files
1243-P5	Public Information Fact Sheet Files	1243-P5	Public Information Fact Sheet Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>1300 Series Indian Gaming</b>		<b>1300 Series Indian Gaming</b>	
1300a-P5	Program Correspondence Files - Official Files	1300a-P5	Program Correspondence Files - Official Files
1300b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	1300b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
1301-P5	Indian Gaming Management Files	1301-P5	Indian Gaming Management Files
1302-P5	Revenue Allocation Planning Files	1302-P5	Revenue Allocation Planning Files
1303-P5	Recommendation on Determination or Approval Files	1303-P5	Recommendation on Determination or Approval Files
1304-P5	National Environmental Policy Act Compliance Files	1304-P5	National Environmental Policy Act Compliance Files
1305-P5	Federal Rule Making and Regulations Files	1305-P5	Federal Rule Making and Regulations Files
1306-P5	Office of the Inspector General (OIG) Audit Files	1306-P5	Office of the Inspector General (OIG) Audit Files
1307-P5	Indian Gaming Purchase Contract or Agreement Files	1307-P5	Indian Gaming Purchase Contract or Agreement Files
1308-P5	Indian Gaming Security Clearance Files	1308-P5	Indian Gaming Security Clearance Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>1400 Series Legal</b>		<b>1400 Series Legal</b>	
1400a-P5	Program Correspondence Files - Official Files	1400a-P5	Program Correspondence Files - Official Files
1400b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	1400b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
1401-P5	Investigative and Litigation Case Files	1401-P5	Investigative and Litigation Case Files
1402-P5	Legal Activity Report Files	1402-P5	Legal Activity Report Files
1403-P5	Court of Indian Appeals Case Files	1403-P5	Court of Indian Appeals Case Files
1404-P5	Litigation Support Funding Files	1404-P5	Litigation Support Funding Files



16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>1500 Series Indian Self-Determination</b>		<b>1500 Series Indian Self-Determination</b>	
1500a-P5	Program Correspondence Files - Official Files	1500a-P5	Program Correspondence Files - Official Files
1500b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	1500b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
1501-P5	Indian Self-Determination (ISD) Contract Files	1501-P5	Indian Self-Determination (ISD) Contract Files
1502-P5	Indian Self-Determination (ISD) Grant Files	1502-P5	Indian Self-Determination (ISD) Grant Files
1503-P5	Indian Self-Determination (ISD) Self-Governance Grants and Cooperative Agreements Files	1503-P5	Indian Self-Determination (ISD) Self-Governance Grants and Cooperative Agreements Files
1504-P5	Indian Self-Determination (ISD) Self-Governance Demonstration Project Planning Grant Files	1504-P5	Indian Self-Determination (ISD) Self-Governance Demonstration Project Planning Grant Files
1505-P5	Indian Self-Determination (ISD) Self-Governance Compact Files	1505-P5	Indian Self-Determination (ISD) Self-Governance Compact Files
1506-P5	Indian Self-Determination (ISD) Construction Contract Files	1506-P5	Indian Self-Determination (ISD) Construction Contract Files
1507-P5	Indian Self-Determination (ISD) Architect and Engineering (A&E) Contract Files	1507-P5	Indian Self-Determination (ISD) Architect and Engineering (A&E) Contract Files
1508-P5	Indian Self-Determination (ISD) Audit Files	1508-P5	Indian Self-Determination (ISD) Audit Files
1509-P5	Indian Self-Determination (ISD) Appeals Files	1509-P5	Indian Self-Determination (ISD) Appeals Files
1510-P5	Indian Self-Determination (ISD) Delegation of Authority Files	1510-P5	Indian Self-Determination (ISD) Delegation of Authority Files
1511-P5	High Risk Files	1511-P5	High Risk Files
1512-P5	Public Law 93-638 Contract Support Funds (CSF) Distribution Log Files	1512-P5	Public Law 93-638 Contract Support Funds (CSF) Distribution Log Files
1513-P5	Public Law 93-638 Contract Support Funds (CSF) Need Report Files	1513-P5	Public Law 93-638 Contract Support Funds (CSF) Need Report Files
1514-P5	Indirect Cost Agreement Files	1514-P5	Indirect Cost Agreement Files
1515-P5	Federal Property Acquired by Indian Self-Determination (ISD) Contract or Grant Files	1515-P5	Federal Property Acquired by Indian Self-Determination (ISD) Contract or Grant Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>2100 Series Budget</b>		<b>2100 Series Budget</b>	
2100a-P5	Program Correspondence Files - Official Files	2100a-P5	Program Correspondence Files - Official Files
2100b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	2100b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
2101-P5	Congressional District Report Files	2101-P5	Congressional District Report Files
2102-P5	Quarterly Reprogramming Report Files	2102-P5	Quarterly Reprogramming Report Files
2103-P5	Operating Budget Files	2103-P5	Operating Budget Files
2104-P5	Budget Status Report Files	2104-P5	Budget Status Report Files
2105-P5	Cost Recovery Report Files	2105-P5	Cost Recovery Report Files
2106-P5	Facilities Management Program Budget Files	2106-P5	Facilities Management Program Budget Files
2107-P5	Daily Transaction Register Files	2107-P5	Daily Transaction Register Files
2108-P5	Monthly Transaction Register Files	2108-P5	Monthly Transaction Register Files
2109-P5	Accounts Payable and Undelivered Orders Files	2109-P5	Accounts Payable and Undelivered Orders Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>2300 Series Contracts</b>		<b>2300 Series Contracts</b>	
<b>2300a-P5</b>	Program Correspondence Files - Official Files	<b>2300a-P5</b>	Program Correspondence Files - Official Files
<b>2300b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files	<b>2300b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files
<b>Reserved</b>	Refer to GRS 3/5d Solicited and Unsolicited Bids and Proposals Files	<b>Reserved</b>	Refer to GRS 3/5d Solicited and Unsolicited Bids and Proposals Files
<b>Reserved</b>	Refer to GRS 3/5 Solicited and Unsolicited Bids and Proposals Files	<b>Reserved</b>	Refer to GRS 3/5 Solicited and Unsolicited Bids and Proposals Files
<b>Reserved</b>	Refer to GRS 3/5 Solicited and Unsolicited Bids and Proposals Files	<b>Reserved</b>	Refer to GRS 3/5 Solicited and Unsolicited Bids and Proposals Files
<b>2304-P5</b>	Interagency Agreement Case Files	<b>2304-P5</b>	Interagency Agreement Case Files
<b>Reserved</b>	Refer to GRS 3/3a Routine Procurement Files	<b>Reserved</b>	Refer to GRS 3/3a Routine Procurement Files
<b>Reserved</b>	Refer to 1501-P5 Indian Self-Determination (ISD) Contract Files or 1502-P5 Indian Self-Determination (ISD) Grant Files	<b>Reserved</b>	Refer to 1501-P5 Indian Self-Determination (ISD) Contract Files or 1502-P5 Indian Self-Determination (ISD) Grant Files
<b>Reserved</b>	Refer to GRS 3/3a Routine Procurement Files	<b>Reserved</b>	Refer to GRS 3/3a Routine Procurement Files
<b>Reserved</b>	Refer to GRS 3/3a Routine Procurement Files	<b>Reserved</b>	Refer to GRS 3/3a Routine Procurement Files
<b>Reserved</b>	Refer to 1508-P5 Indian Self-Determination (ISD) Audit Files	<b>Reserved</b>	Refer to 1508-P5 Indian Self-Determination (ISD) Audit Files
<b>Reserved</b>	Refer to GRS 3/3a Routine Procurement Files	<b>Reserved</b>	Refer to GRS 3/3a Routine Procurement Files
<b>2311-P5</b>	Buy Indian Act Contract Audit Files	<b>2311-P5</b>	Buy Indian Act Contract Audit Files
<b>Reserved</b>	Refer to GRS 3/3a Routine Procurement Files	<b>Reserved</b>	Refer to GRS 3/3a Routine Procurement Files
<b>Reserved</b>	Refer to 3612-P5 Indian Child Welfare Act (ICWA) Grant Files	<b>Reserved</b>	Refer to 3612-P5 Indian Child Welfare Act (ICWA) Grant Files
<b>2314-P5</b>	Contract Appeals Case Files	<b>2314-P5</b>	Contract Appeals Case Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>2400 Series Facilities Management</b>		<b>2400 Series Facilities Management</b>	
2400a-P5	Program Correspondence Files - Official Files	2400a-P5	Program Correspondence Files - Official Files
2400b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	2400b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
2401-P5	Facilities Management Report Files	2401-P5	Facilities Management Report Files
2401a-P5	Facilities Management Report Files - Inventory Report Files	2401a-P5	Facilities Management Report Files - Inventory Report Files
2401b-P5	Facilities Management Files - Backlog and Inspection Report Files	2401b-P5	Facilities Management Files - Backlog and Inspection Report Files
2401c-P5	Facilities Management Files - Budget Report Files	2401c-P5	Facilities Management Files - Budget Report Files
2401d-P5	Facilities Management Report Files - Operations and Maintenance (O&M) Report Files	2401d-P5	Facilities Management Report Files - Operations and Maintenance (O&M) Report Files
2401e-P5	Facilities Management Report Files - Work Ticket Report Files	2401e-P5	Facilities Management Report Files - Work Ticket Report Files
2401f-P5	Facilities Management Files - Environmental Report Files	2401f-P5	Facilities Management Files - Environmental Report Files
2401g-P5	Facilities Management Files - Law Enforcement Report Files	2401g-P5	Facilities Management Files - Law Enforcement Report Files
2401h-P5	Facilities Management Files - Administration Report Files	2401h-P5	Facilities Management Files - Administration Report Files
Reserved	Refer to 2414-P5 Operations and Maintenance Case Files	Reserved	Refer to 2414-P5 Operations and Maintenance Case Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	Refer to 2401-P5 Facilities Management Report Files	Reserved	Refer to 2401-P5 Facilities Management Report Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	Refer to GRS 17 Cartographic, Aerial Photographic, Architectural and Engineering Records	Reserved	Refer to GRS 17 Cartographic, Aerial Photographic, Architectural and Engineering Records
Reserved	Refer to GRS 17 Cartographic, Aerial Photographic, Architectural and Engineering Records	Reserved	Refer to GRS 17 Cartographic, Aerial Photographic, Architectural and Engineering Records
Reserved	Refer to 2401-P5 Facilities Management Report Files	Reserved	Refer to 2401-P5 Facilities Management Report Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	Refer to 2401-P5 Facilities Management Report Files	Reserved	Refer to 2401-P5 Facilities Management Report Files
Reserved	Refer to 2401-P5 Facilities Management Report Files	Reserved	Refer to 2401-P5 Facilities Management Report Files
Reserved	Refer to 2401-P5 Facilities Management Report Files	Reserved	Refer to 2401-P5 Facilities Management Report Files
Reserved	Refer to 2401-P5 Facilities Management Report Files	Reserved	Refer to 2401-P5 Facilities Management Report Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	Refer to 2401-P5 Facilities Management Report Files	Reserved	Refer to 2401-P5 Facilities Management Report Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	Refer to 2401-P5 Facilities Management Report Files	Reserved	Refer to 2401-P5 Facilities Management Report Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	Refer to 2415-P5 Facilities Project Management Case Files	Reserved	Refer to 2415-P5 Facilities Project Management Case Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	Refer to 2401-P5 Facilities Management Report Files	Reserved	Refer to 2401-P5 Facilities Management Report Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
2414-P5	Operations and Maintenance Case Files	2414-P5	Operations and Maintenance Case Files
2415-P5	Facilities Project Management Case Files	2415-P5	Facilities Project Management Case Files
2415a-P5	Facilities Project Management Case Files - Planning Case Files	2415a-P5	Facilities Project Management Case Files - Planning Case Files
2415b-P5	Facilities Project Management Case Files - Design Case Files	2415b-P5	Facilities Project Management Case Files - Design Case Files
2415c-P5	Facilities Project Management Case Files - Design and Building Case Files	2415c-P5	Facilities Project Management Case Files - Design and Building Case Files
2415d-P5	Facilities Project Management Case Files - Construction Case Files	2415d-P5	Facilities Project Management Case Files - Construction Case Files
2415e-P5	Facilities Project Management Case Files - Department of Justice (DOJ) Requirement for Construction of Detention Center Case Files	2415e-P5	Facilities Project Management Case Files - Department of Justice (DOJ) Requirement for Construction of Detention Center Case Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>2500 Series Finance</b>		<b>2500 Series Finance</b>	
2500a-P5	Program Correspondence Files - Official Files	2500a-P5	Program Correspondence Files - Official Files
2500b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	2500b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
2501-P5	U.S. Treasury Federal Finance System (FFS) Report Files	2501-P5	U.S. Treasury Federal Finance System (FFS) Report Files
Reserved	To Be Scheduled with Related Electronic System	Reserved	To Be Scheduled with Related Electronic System
Reserved	To Be Scheduled with Related Electronic System	Reserved	To Be Scheduled with Related Electronic System
2503-P5	Certifying Officer Designee Files	2503-P5	Certifying Officer Designee Files
2504-P5	Certificates of Settlement Files	2504-P5	Certificates of Settlement Files
Reserved	No longer used	Reserved	No longer used
Reserved	To Be Scheduled with Related Electronic System	Reserved	To Be Scheduled with Related Electronic System
Reserved	To Be Scheduled with Related Electronic System	Reserved	To Be Scheduled with Related Electronic System
Reserved	Refer to 2107-P5 Daily Transaction Register Files	Reserved	Refer to 2107-P5 Daily Transaction Register Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	No longer used	Reserved	No longer used
Reserved	Refer to GRS 9/1a Commercial Freight and Passenger Transportation Files	Reserved	Refer to GRS 9/1a Commercial Freight and Passenger Transportation Files
Reserved	Refer to GRS 9/1a Commercial Freight and Passenger Transportation	Reserved	Refer to GRS 9/1a Commercial Freight and Passenger Transportation
Reserved	Refer to GRS 9/1a Commercial Freight and Passenger Transportation Files	Reserved	Refer to GRS 9/1a Commercial Freight and Passenger Transportation Files
Reserved	Refer to GRS 7/4 Expenditure Accounting Posting and Control Files	Reserved	Refer to GRS 7/4 Expenditure Accounting Posting and Control Files
Reserved	Refer to GRS 7/3 Appropriation Allotment Files	Reserved	Refer to GRS 7/3 Appropriation Allotment Files
Reserved	Refer to GRS 7/3 Appropriation Allotment Files	Reserved	Refer to GRS 7/3 Appropriation Allotment Files
Reserved	To Be Scheduled with Related Electronic System	Reserved	To Be Scheduled with Related Electronic System
Reserved	To Be Scheduled with Related Electronic System	Reserved	To Be Scheduled with Related Electronic System
Reserved	Refer to 2108-P5 Monthly Transaction Register Files	Reserved	Refer to 2108-P5 Monthly Transaction Register Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	Refer to 2108-P5 Monthly Transaction Register Files	Reserved	Refer to 2108-P5 Monthly Transaction Register Files
2516-P5	Statement of Transaction (SF-224) Files	2516-P5	Statement of Transaction (SF-224) Files
Reserved	Refer to GRS 6/1b Accountable Officers Files	Reserved	Refer to GRS 6/1b Accountable Officers Files
Reserved	Refer to 2109-P5 Accounts Payable and Undelivered Orders Files	Reserved	Refer to 2109-P5 Accounts Payable and Undelivered Orders Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	Refer to 2109-P5 Accounts Payable and Undelivered Orders Files	Reserved	Refer to 2109-P5 Accounts Payable and Undelivered Orders Files
2519-P5	Public Voucher Files	2519-P5	Public Voucher Files
2520-P5	Journal Voucher Files	2520-P5	Journal Voucher Files
2521-P5	Voucher and Schedule of Payment Files	2521-P5	Voucher and Schedule of Payment Files
2522-P5	Cash Documents by Appropriation Files	2522-P5	Cash Documents by Appropriation Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	Refer to 2522-P5 Cash Documents by Appropriations Files	Reserved	Refer to 2522-P5 Cash Documents by Appropriations Files
2523-P5	Disbursement Report Files	2523-P5	Disbursement Report Files
2524-P5	Schedule of Cancelled Checks (SF-1098) Files	2524-P5	Schedule of Cancelled Checks (SF-1098) Files
Reserved	Refer to GRS 5/4 Budget Apportionment Files	Reserved	Refer to GRS 5/4 Budget Apportionment Files
Reserved	Refer to GRS 6/4 General Fund Files	Reserved	Refer to GRS 6/4 General Fund Files
Reserved	Refer to GRS 5/3b Budget Reports Files	Reserved	Refer to GRS 5/3b Budget Reports Files
Reserved	Refer to GRS 7/3 Appropriation Allotment Files	Reserved	Refer to GRS 7/3 Appropriation Allotment Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>2500 Series Finance (continued)</b>		<b>2500 Series Finance (continued)</b>	
Reserved	Refer to GRS 7/3 Appropriation Allotment Files	Reserved	Refer to GRS 7/3 Appropriation Allotment Files
Reserved	Refer to GRS 7/3 Appropriation Allotment Files	Reserved	Refer to GRS 7/3 Appropriation Allotment Files
Reserved	Refer to GRS 7/3 Appropriation Allotment Files	Reserved	Refer to GRS 7/3 Appropriation Allotment Files
Reserved	Refer to GRS 7/3 Appropriation Allotment Files	Reserved	Refer to GRS 7/3 Appropriation Allotment Files
Reserved	Refer to GRS 7/3 Appropriation Allotment Files	Reserved	Refer to GRS 7/3 Appropriation Allotment Files
Reserved	Refer to GRS 5/3b Budget Reports Files	Reserved	Refer to GRS 5/3b Budget Reports Files
Reserved	Refer to GRS 5/3b Budget Reports Files	Reserved	Refer to GRS 5/3b Budget Reports Files
Reserved	Refer to GRS 5/3b Budget Reports Files	Reserved	Refer to GRS 5/3b Budget Reports Files
Reserved	Refer to GRS 5/3b Budget Reports Files	Reserved	Refer to GRS 5/3b Budget Reports Files
Reserved	Refer to GRS 5/3b Budget Reports Files	Reserved	Refer to GRS 5/3b Budget Reports Files
Reserved	Refer to GRS 5/3b Budget Reports Files	Reserved	Refer to GRS 5/3b Budget Reports Files
Reserved	Refer to GRS 5/3b Budget Reports Files	Reserved	Refer to GRS 5/3b Budget Reports Files
Reserved	Refer to GRS 5/2 Budget Background Records	Reserved	Refer to GRS 5/2 Budget Background Records
Reserved	Refer to GRS 5/2 Budget Background Records	Reserved	Refer to GRS 5/2 Budget Background Records
Reserved	Refer to GRS 5/2 Budget Background Records	Reserved	Refer to GRS 5/2 Budget Background Records
Reserved	Refer to GRS 5/2 Budget Background Records	Reserved	Refer to GRS 5/2 Budget Background Records
Reserved	Refer to GRS 5/2 Budget Background Records	Reserved	Refer to GRS 5/2 Budget Background Records
Reserved	Refer to GRS 5/2 Budget Background Records	Reserved	Refer to GRS 5/2 Budget Background Records
Reserved	No longer used	Reserved	No longer used
Reserved	No longer used	Reserved	No longer used
Reserved	Refer to GRS 3/3a Routine Procurement Files	Reserved	Refer to GRS 3/3a Routine Procurement Files
Reserved	Refer to GRS 3/3 Routine Procurement Files	Reserved	Refer to GRS 3/3 Routine Procurement Files
2538-P5	Certificate of Deposit Files	2538-P5	Certificate of Deposit Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
2539-P5	Paid Voucher Files	2539-P5	Paid Voucher Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
2540-P5	Advice of Collections Files	2540-P5	Advice of Collections Files
2541-P5	Statement of Receipts Report Files	2541-P5	Statement of Receipts Report Files
2542-P5	Unappropriated Receipts Trial Balance Files	2542-P5	Unappropriated Receipts Trial Balance Files
Reserved	No longer used	Reserved	No longer used
2544-P5	Trial Balance Files	2544-P5	Trial Balance Files
2545-P5	Reconciliation Statement Files	2545-P5	Reconciliation Statement Files
Reserved	Refer to GRS 2/22 Payroll System Reports	Reserved	Refer to GRS 2/22 Payroll System Reports
Reserved	Refer to GRS 2/22 Payroll Systems Reports	Reserved	Refer to GRS 2/22 Payroll Systems Reports
Reserved	Refer to GRS 9/4b General Travel and Transportation Files	Reserved	Refer to GRS 9/4b General Travel and Transportation Files
2548-P5	Debt Collection Files	2548-P5	Debt Collection Files
2549-P5	U.S. Treasury Federal Finance System (FFS) and Infopak Report Files	2549-P5	U.S. Treasury Federal Finance System (FFS) and Infopak Report Files
2550-P5	Year-end Closing Report Files	2550-P5	Year-end Closing Report Files
2551-P5	Undisbursed/Receipt Account Report Files	2551-P5	Undisbursed/Receipt Account Report Files
2552-P5	Intergovernmental Payment and Collection (IPAC) Files	2552-P5	Intergovernmental Payment and Collection (IPAC) Files
2553-P5	Impact Credit Card Payment Files	2553-P5	Impact Credit Card Payment Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>2600 Series Payroll</b>		<b>2600 Series Payroll</b>	
<b>2600a-P5</b>	Program Correspondence Files - Official Files	<b>2600a-P5</b>	Program Correspondence Files - Official Files
<b>2600b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files	<b>2600b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files
<b>Reserved</b>	Refer to GRS 2/18 Levy and Garnishment Files	<b>Reserved</b>	Refer to GRS 2/18 Levy and Garnishment Files
<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records	<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records
<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records	<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records
<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records	<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records
<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records	<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records
<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records	<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records
<b>Reserved</b>	To Be Determined for Scheduling	<b>Reserved</b>	To Be Determined for Scheduling
<b>Reserved</b>	To Be Determined for Scheduling	<b>Reserved</b>	To Be Determined for Scheduling
<b>Reserved</b>	To Be Determined for Scheduling	<b>Reserved</b>	To Be Determined for Scheduling
<b>Reserved</b>	To Be Determined for Scheduling	<b>Reserved</b>	To Be Determined for Scheduling
<b>Reserved</b>	Refer to GRS 2/17 Direct Deposit Sign-up Form (SF-1199A)	<b>Reserved</b>	Refer to GRS 2/17 Direct Deposit Sign-up Form (SF-1199A)
<b>Reserved</b>	Refer to GRS 2/17 Direct Deposit Sign-up Form (SF-1199A)	<b>Reserved</b>	Refer to GRS 2/17 Direct Deposit Sign-up Form (SF-1199A)
<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records	<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records
<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records	<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records
<b>Reserved</b>	Refer to GRS 2/22b Payroll System Reports	<b>Reserved</b>	Refer to GRS 2/22b Payroll System Reports
<b>Reserved</b>	Refer to GRS 2/22b Payroll System Reports	<b>Reserved</b>	Refer to GRS 2/22b Payroll System Reports
<b>Reserved</b>	Refer to GRS 2/18 Levy and Garnishment Files	<b>Reserved</b>	Refer to GRS 2/18 Levy and Garnishment Files
<b>Reserved</b>	Refer to GRS 6/11 Waiver of Claims Files	<b>Reserved</b>	Refer to GRS 6/11 Waiver of Claims Files
<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records	<b>Reserved</b>	Refer to GRS 2/7 Time and Attendance Source Records
<b>Reserved</b>	Refer to GRS 2/22c Payroll System Records	<b>Reserved</b>	Refer to GRS 2/22c Payroll System Records
<b>Reserved</b>	Refer to GRS 2/23 Payroll Change Files	<b>Reserved</b>	Refer to GRS 2/23 Payroll Change Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>2700 Series Personnel</b>		<b>2700 Series Personnel</b>	
<b>2700a-P5</b>	Program Correspondence Files - Official Files	<b>2700a-P5</b>	Program Correspondence Files - Official Files
<b>2700b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files	<b>2700b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files
<b>Reserved</b>	Refer to GRS 18/22a Personnel Security Clearance Files	<b>Reserved</b>	Refer to GRS 18/22a Personnel Security Clearance Files
<b>Reserved</b>	Refer to GRS 18/23 Personnel Security Status Files	<b>Reserved</b>	Refer to GRS 18/23 Personnel Security Status Files
<b>Reserved</b>	Refer to GRS 2/1b Individual Employee Pay Record	<b>Reserved</b>	Refer to GRS 2/1b Individual Employee Pay Record
<b>Reserved</b>	Refer to GRS 2/1a Individual Employee Pay Record	<b>Reserved</b>	Refer to GRS 2/1a Individual Employee Pay Record
<b>Reserved</b>	Refer to GRS 1/1 Official Personnel Folders (OPFs)	<b>Reserved</b>	Refer to GRS 1/1 Official Personnel Folders (OPFs)
<b>Reserved</b>	Refer to GRS 1/1a Official Personnel Folders (OPFs)	<b>Reserved</b>	Refer to GRS 1/1a Official Personnel Folders (OPFs)
<b>Reserved</b>	Refer to GRS 1/1b Official Personnel Folders (OPFs)	<b>Reserved</b>	Refer to GRS 1/1b Official Personnel Folders (OPFs)
<b>Reserved</b>	Refer to GRS 1/10a Temporary Individual Employee Records	<b>Reserved</b>	Refer to GRS 1/10a Temporary Individual Employee Records
<b>Reserved</b>	Refer to GRS 1/2 Service Record Cards	<b>Reserved</b>	Refer to GRS 1/2 Service Record Cards
<b>Reserved</b>	Refer to GRS 1/16 Personnel Operations Statistical Reports	<b>Reserved</b>	Refer to GRS 1/16 Personnel Operations Statistical Reports
<b>Reserved</b>	Refer to GRS 1/14 Notifications of Personnel Actions	<b>Reserved</b>	Refer to GRS 1/14 Notifications of Personnel Actions
<b>Reserved</b>	Refer to GRS 1/32 Merit Promotion Case Files	<b>Reserved</b>	Refer to GRS 1/32 Merit Promotion Case Files
<b>Reserved</b>	No longer used (Non-record material)	<b>Reserved</b>	No longer used (Non-record material)
<b>Reserved</b>	Refer to GRS 1/3 Personnel Correspondence Files	<b>Reserved</b>	Refer to GRS 1/3 Personnel Correspondence Files
<b>Reserved</b>	Refer to GRS 1/3 Personnel Correspondence Files	<b>Reserved</b>	Refer to GRS 1/3 Personnel Correspondence Files
<b>Reserved</b>	Refer to GRS 1/11 Position Identification Strips	<b>Reserved</b>	Refer to GRS 1/11 Position Identification Strips
<b>Reserved</b>	Refer to GRS 18/22b Personnel Security Clearance Files	<b>Reserved</b>	Refer to GRS 18/22b Personnel Security Clearance Files
<b>Reserved</b>	Refer to GRS 1/33l (1) Examining and Certification Records	<b>Reserved</b>	Refer to GRS 1/33l (1) Examining and Certification Records
<b>Reserved</b>	Refer to GRS 1/33l (2) Examining and Certification Records	<b>Reserved</b>	Refer to GRS 1/33l (2) Examining and Certification Records
<b>Reserved</b>	Refer to GRS 1/12 Employee Award Files	<b>Reserved</b>	Refer to GRS 1/12 Employee Award Files
<b>Reserved</b>	Refer to GRS 1/13 Incentive Awards Program Reports	<b>Reserved</b>	Refer to GRS 1/13 Incentive Awards Program Reports
<b>Reserved</b>	Refer to GRS 1/23 Employee Performance File System Records	<b>Reserved</b>	Refer to GRS 1/23 Employee Performance File System Records
<b>Reserved</b>	Refer to GRS 1/9 Performance Rating Board Case Files	<b>Reserved</b>	Refer to GRS 1/9 Performance Rating Board Case Files
<b>Reserved</b>	Refer to GRS 1/7b Position Classification Files	<b>Reserved</b>	Refer to GRS 1/7b Position Classification Files
<b>Reserved</b>	Refer to GRS 1/7c Position Classification Files	<b>Reserved</b>	Refer to GRS 1/7c Position Classification Files
<b>Reserved</b>	Refer to GRS 1/7a thru c Position Classification Files	<b>Reserved</b>	Refer to GRS 1/7a thru c Position Classification Files
<b>Reserved</b>	Refer to GRS 1/7d Position Classification Files	<b>Reserved</b>	Refer to GRS 1/7d Position Classification Files
<b>Reserved</b>	Refer to GRS 1/17b Correspondence and Form Files	<b>Reserved</b>	Refer to GRS 1/17b Correspondence and Form Files
<b>Reserved</b>	Refer to GRS 1/17b Correspondence and Form Files	<b>Reserved</b>	Refer to GRS 1/17b Correspondence and Form Files
<b>Reserved</b>	Refer to GRS 1/17b (1) Correspondence and Form Files	<b>Reserved</b>	Refer to GRS 1/17b (1) Correspondence and Form Files
<b>Reserved</b>	Refer to GRS 1/17b (1) Correspondence and Form Files	<b>Reserved</b>	Refer to GRS 1/17b (1) Correspondence and Form Files
<b>Reserved</b>	Refer to GRS 1/30 Administrative Grievance, Disciplinary and Adverse Action Files	<b>Reserved</b>	Refer to GRS 1/30 Administrative Grievance, Disciplinary and Adverse Action Files
<b>Reserved</b>	Refer to GRS 25/2 Financial Disclosure Reporting Files	<b>Reserved</b>	Refer to GRS 25/2 Financial Disclosure Reporting Files
<b>Reserved</b>	Refer to GRS 1/8 Interview Records	<b>Reserved</b>	Refer to GRS 1/8 Interview Records
<b>Reserved</b>	Refer to GRS 1/25 Equal Employment Opportunity (EEO) Records	<b>Reserved</b>	Refer to GRS 1/25 Equal Employment Opportunity (EEO) Records
<b>Reserved</b>	Refer to GRS 1/21 Employee Medical Folder	<b>Reserved</b>	Refer to GRS 1/21 Employee Medical Folder
<b>Reserved</b>	Refer to GRS 1/21 Employee Medical Folder	<b>Reserved</b>	Refer to GRS 1/21 Employee Medical Folder
<b>Reserved</b>	Refer to GRS 1/29b Training Records	<b>Reserved</b>	Refer to GRS 1/29b Training Records
<b>Reserved</b>	Refer to GRS 1/29b Training Records	<b>Reserved</b>	Refer to GRS 1/29b Training Records



16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>2700 Series Personnel (continued)</b>		<b>2700 Series Personnel (continued)</b>	
Reserved	Refer to GRS 1/29a Training Records	Reserved	Refer to GRS 1/29a Training Records
Reserved	Refer to GRS 1/29b Training Records	Reserved	Refer to GRS 1/29b Training Records
Reserved	Refer to GRS 1/18a Supervisors' Personnel Files and Duplicate OPF Documentation	Reserved	Refer to GRS 1/18a Supervisors' Personnel Files and Duplicate OPF Documentation
Reserved	Refer to GRS 1/29a Training Records	Reserved	Refer to GRS 1/29a Training Records
Reserved	Refer to GRS 1/22 Statistical Summaries	Reserved	Refer to GRS 1/22 Statistical Summaries
Reserved	Refer to GRS 2/14 Savings Bond Purchase Files	Reserved	Refer to GRS 2/14 Savings Bond Purchase Files
Reserved	Refer to GRS 2/14 Savings Bond Purchase Files	Reserved	Refer to GRS 2/14 Savings Bond Purchase Files
Reserved	Refer to GRS 1/16 Personnel Operations Statistical Reports	Reserved	Refer to GRS 1/16 Personnel Operations Statistical Reports
Reserved	Refer to GRS 1/16 Personnel Operations Statistical Reports	Reserved	Refer to GRS 1/16 Personnel Operations Statistical Reports

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>2800 Series Property Management and Procurement</b>		<b>2800 Series Property Management and Procurement</b>	
2800a-P5	Program Correspondence Files - Official Files	2800a-P5	Program Correspondence Files - Official Files
2800b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	2800b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
Reserved	Refer to GRS 10/6 Motor Vehicle Release Files	Reserved	Refer to GRS 10/6 Motor Vehicle Release Files
Reserved	Refer to GRS 9/4b General Travel and Transportation Files	Reserved	Refer to GRS 9/4b General Travel and Transportation Files
Reserved	Refer to GRS 9/1c Commercial Freight and Passenger Transportation Files	Reserved	Refer to GRS 9/1c Commercial Freight and Passenger Transportation Files
Reserved	Refer to GRS 9/2 Lost or Damaged Shipments Files	Reserved	Refer to GRS 9/2 Lost or Damaged Shipments Files
Reserved	Refer to GRS 3/3 Routine Procurement Files	Reserved	Refer to GRS 3/3 Routine Procurement Files
Reserved	Refer to GRS 4/2 Excess Personal Property Reports	Reserved	Refer to GRS 4/2 Excess Personal Property Reports
2807-P5	Property Transaction Source Document Files	2807-P5	Property Transaction Source Document Files
2808-P5	Property Loan Agreement Files	2808-P5	Property Loan Agreement Files
2809-P5	Employee Property Issue Files	2809-P5	Employee Property Issue Files
Reserved	Refer to GRS 3/9a Inventory Files	Reserved	Refer to GRS 3/9a Inventory Files
Reserved	Refer to GRS 3/9b Inventory Files	Reserved	Refer to GRS 3/9b Inventory Files
Reserved	Refer to GRS 18/15 Personal Property Accountability Files	Reserved	Refer to GRS 18/15 Personal Property Accountability Files
Reserved	Refer to GRS 18/15 Personal Property Accountability Files	Reserved	Refer to GRS 18/15 Personal Property Accountability Files
Reserved	Refer to GRS 18/12 Property Pass Files	Reserved	Refer to GRS 18/12 Property Pass Files
2814-P5	Personal Property Report Files	2814-P5	Personal Property Report Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
2815-P5	Real Property Report Files	2815-P5	Real Property Report Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
2816-P5	Fedstrip Supplementary Address Report Files	2816-P5	Fedstrip Supplementary Address Report Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	Refer to GRS 11/2a Agency Space Files	Reserved	Refer to GRS 11/2a Agency Space Files
Reserved	Refer to GRS 11/2b Agency Space Files	Reserved	Refer to GRS 11/2b Agency Space Files
Reserved	Refer to GRS 15/3 Housing Management Files	Reserved	Refer to GRS 15/3 Housing Management Files
Reserved	Refer to GRS 15/4 Housing Lease Files	Reserved	Refer to GRS 15/4 Housing Lease Files
Reserved	Refer to GRS 15/4 Housing Lease Files	Reserved	Refer to GRS 15/4 Housing Lease Files
Reserved	Refer to GRS 11/5 Building and Equipment Service Files	Reserved	Refer to GRS 11/5 Building and Equipment Service Files
Reserved	Refer to GRS 18/16 Key Accountability Files	Reserved	Refer to GRS 18/16 Key Accountability Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	Refer to GRS 12/5a Post Office and Private Mail Company Records	Reserved	Refer to GRS 12/5a Post Office and Private Mail Company Records
Reserved	Refer to GRS 12/6b Mail and Delivery Service Control Files	Reserved	Refer to GRS 12/6b Mail and Delivery Service Control Files
Reserved	Refer to GRS 12/6h Mail and Delivery Service Control Files	Reserved	Refer to GRS 12/6h Mail and Delivery Service Control Files
2850a-P5	Program Correspondence Files - Official Files	2850a-P5	Program Correspondence Files - Official Files
2850b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	2850b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
Reserved	No longer used (non-record material)	Reserved	No longer used (non-record material)
Reserved	No longer used	Reserved	No longer used
Reserved	Refer to GRS 3/3a Routine Procurement Files	Reserved	Refer to GRS 3/3a Routine Procurement Files
Reserved	Refer to GRS 3/8a Inventory Requisition Files	Reserved	Refer to GRS 3/8a Inventory Requisition Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>2900 Series Safety</b>		<b>2900 Series Safety</b>	
<b>2900a-P5</b>	Program Correspondence Files - Official Files	<b>2900a-P5</b>	Program Correspondence Files - Official Files
<b>2900-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files	<b>2900-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files
<b>Reserved</b>	Refer to GRS 18/9 Survey and Inspection Files (Government-Owned Facilities)	<b>Reserved</b>	Refer to GRS 18/9 Survey and Inspection Files (Government-Owned Facilities)
<b>Reserved</b>	Refer to GRS 18/9 Survey and Inspection Files (Government-Owned Facilities)	<b>Reserved</b>	Refer to GRS 18/9 Survey and Inspection Files (Government-Owned Facilities)
<b>Reserved</b>	Refer to GRS 18/27 Emergency Planning Case Files	<b>Reserved</b>	Refer to GRS 18/27 Emergency Planning Case Files
<b>Reserved</b>	Refer to GRS 18/28 Emergency Operations Tests Files	<b>Reserved</b>	Refer to GRS 18/28 Emergency Operations Tests Files
<b>Reserved</b>	Refer to GRS 18/28 Emergency Operations Tests Files	<b>Reserved</b>	Refer to GRS 18/28 Emergency Operations Tests Files
<b>Reserved</b>	Refer to GRS 10/7 Motor Vehicle Operator Files	<b>Reserved</b>	Refer to GRS 10/7 Motor Vehicle Operator Files
<b>Reserved</b>	Refer to GRS 10/5 Motor Vehicle Accident Files	<b>Reserved</b>	Refer to GRS 10/5 Motor Vehicle Accident Files
<b>Reserved</b>	Refer to GRS 1/31 Personal Injury Files	<b>Reserved</b>	Refer to GRS 1/31 Personal Injury Files
<b>Reserved</b>	Refer to GRS 10/7 Motor Vehicle Operator Files	<b>Reserved</b>	Refer to GRS 10/7 Motor Vehicle Operator Files
<b>Reserved</b>	Refer to GRS 1/34 Occupational Injury and Illness Files	<b>Reserved</b>	Refer to GRS 1/34 Occupational Injury and Illness Files
<b>Reserved</b>	Refer to GRS 6/10a Administrative Claims Files	<b>Reserved</b>	Refer to GRS 6/10a Administrative Claims Files
<b>Reserved</b>	Refer to GRS 6/10b Administrative Claims Files	<b>Reserved</b>	Refer to GRS 6/10b Administrative Claims Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>3200 Series Acknowledgement</b>		<b>3200 Series Acknowledgement</b>	
<b>3200a-P5</b>	Program Correspondence Files - Official Files	<b>3200a-P5</b>	Program Correspondence Files - Official Files
<b>3200b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files	<b>3200b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files
<b>3201-P5</b>	Acknowledgement Files	<b>3201-P5</b>	Acknowledgement Files
<b>3202-P5</b>	Indian Judgment Funds Claims Case Files	<b>3202-P5</b>	Indian Judgment Funds Claims Case Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>3300 Series Employment Assistance</b>		<b>3300 Series Employment Assistance</b>	
<b>3300a-P5</b>	Program Correspondence Files - Official Files	<b>3300a-P5</b>	Program Correspondence Files - Official Files
<b>3300b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files	<b>3300b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files
<b>3301a-P5</b>	Employment Assistance Case Files-Eligible	<b>3301a-P5</b>	Employment Assistance Case Files-Eligible
<b>3301b-P5</b>	Employment Assistance Case Files - Ineligible or cancelled	<b>3301b-P5</b>	Employment Assistance Case Files - Ineligible or cancelled
<b>3302-P5</b>	Employment Assistance Report Files	<b>3302-P5</b>	Employment Assistance Report Files
<b>3303-P5</b>	Client Register Log Files	<b>3303-P5</b>	Client Register Log Files
<b>3304-P5</b>	Work Order Register Log Files	<b>3304-P5</b>	Work Order Register Log Files
<b>3305-P5</b>	Job Placement/Training Information Collection Requirement (ICR) Regulation Files	<b>3305-P5</b>	Job Placement/Training Information Collection Requirement (ICR) Regulation Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>3400 Series Housing</b>		<b>3400 Series Housing</b>	
<b>3400a-P5</b>	Program Correspondence Files - Official Files	<b>3400a-P5</b>	Program Correspondence Files - Official Files
<b>3400b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files	<b>3400b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files
<b>3401-P5</b>	Home Improvement Program (HIP) Applicant Case Files	<b>3401-P5</b>	Home Improvement Program (HIP) Applicant Case Files
<b>3402-P5</b>	Consolidated Home Improvement Program (HIP) Report Files	<b>3402-P5</b>	Consolidated Home Improvement Program (HIP) Report Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>3500 Series Law Enforcement</b>		<b>3500 Series Law Enforcement</b>	
3500a-P5	Program Correspondence Files - Official Files	3500a-P5	Program Correspondence Files - Official Files
3500b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	3500b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
3501-P5	Law Enforcement Case Files	3501-P5	Law Enforcement Case Files
3502-P5	Tribal Law and Order Record Files	3502-P5	Tribal Law and Order Record Files
3503-P5	Security Violations Files	3503-P5	Security Violations Files
Reserved	Refer to 3503-P5 Security Violations Files	Reserved	Refer to 3503-P5 Security Violations Files
Reserved	Refer to 3503-P5 Security Violations Files	Reserved	Refer to 3503-P5 Security Violations Files
3504-P5	Law and Order Report Files	3504-P5	Law and Order Report Files
3505-P5	Indian Police Academy Student Case Files	3505-P5	Indian Police Academy Student Case Files
Reserved	Refer to 3505-P5 Indian Police Academy Student Case Files	Reserved	Refer to 3505-P5 Indian Police Academy Student Case Files
Reserved	Refer to 3505-P5 Indian Police Academy Student Case Files	Reserved	Refer to 3505-P5 Indian Police Academy Student Case Files
3506-P5	Instructor Training Materials Files	3506-P5	Instructor Training Materials Files
3507-P5	Class Work Files	3507-P5	Class Work Files
3508-P5	Administrative Investigation Files	3508-P5	Administrative Investigation Files
3509-P5	Deputy Special Officer Files	3509-P5	Deputy Special Officer Files
3510-P5	Call Log Files	3510-P5	Call Log Files
3511-P5	Cross-Deputization Agreement Files	3511-P5	Cross-Deputization Agreement Files
3512-P5	Juvenile Case Report Files	3512-P5	Juvenile Case Report Files
3513-P5	Adult Detention/Booking Inmate Case Files	3513-P5	Adult Detention/Booking Inmate Case Files
3514-P5	Juvenile Detention/Booking Inmate Case Files	3514-P5	Juvenile Detention/Booking Inmate Case Files
3515-P5	Evidence Control Files	3515-P5	Evidence Control Files
3516-P5	Administrative Detention Files	3516-P5	Administrative Detention Files
3517-P5	Crime Reporting Files	3517-P5	Crime Reporting Files
3518-P5	Internal Affairs Investigation Case Files	3518-P5	Internal Affairs Investigation Case Files
3519-P5	Volunteer/Service Provider Case Files	3519-P5	Volunteer/Service Provider Case Files
3520-P5	Detention Program Activity Files	3520-P5	Detention Program Activity Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>3600 Series Social Services</b>		<b>3600 Series Social Services</b>	
<b>3600a-P5</b>	Program Correspondence Files - Official Files	<b>3600a-P5</b>	Program Correspondence Files - Official Files
<b>3600b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files	<b>3600b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files
<b>3601-P5</b>	General Assistance Case Files	<b>3601-P5</b>	General Assistance Case Files
<b>3602-P5</b>	Child Assistance (Child Welfare) Case Files	<b>3602-P5</b>	Child Assistance (Child Welfare) Case Files
<b>3603-P5</b>	Indian Adoption Record Files	<b>3603-P5</b>	Indian Adoption Record Files
<b>3604-P5</b>	Social Services Report Files	<b>3604-P5</b>	Social Services Report Files
<b>3605-P5</b>	Social Services Only (Non-Cash Assistance) Files	<b>3605-P5</b>	Social Services Only (Non-Cash Assistance) Files
<b>3606-P5</b>	Indian Child Welfare Act (ICWA) Review Files	<b>3606-P5</b>	Indian Child Welfare Act (ICWA) Review Files
<b>3607-P5</b>	Regional Disbursement Office (RDO) Report Files	<b>3607-P5</b>	Regional Disbursement Office (RDO) Report Files
<b>3608-P5</b>	Miscellaneous Assistance Case Files	<b>3608-P5</b>	Miscellaneous Assistance Case Files
<b>3609-P5</b>	Child Abuse and Neglect Report Files	<b>3609-P5</b>	Child Abuse and Neglect Report Files
<b>3610-P5</b>	Social Services Invoice Payment Files	<b>3610-P5</b>	Social Services Invoice Payment Files
<b>3611-P5</b>	Social Services Information Collection Requirement (ICR) Files	<b>3611-P5</b>	Social Services Information Collection Requirement (ICR) Files
<b>3612-P5</b>	Indian Child Welfare Act (ICWA) Grant Files	<b>3612-P5</b>	Indian Child Welfare Act (ICWA) Grant Files
<b>3613-P5</b>	Indian Child Welfare Inquiry Files	<b>3613-P5</b>	Indian Child Welfare Inquiry Files
<b>3614-P5</b>	Child Protective Services Files	<b>3614-P5</b>	Child Protective Services Files
<b>3615-P5</b>	Child Welfare Administrative Review Files	<b>3615-P5</b>	Child Welfare Administrative Review Files
<b>3616-P5</b>	Alcohol and Substance Abuse Case Files	<b>3616-P5</b>	Alcohol and Substance Abuse Case Files
<b>3617-P5</b>	Alcohol and Substance Abuse Report Files	<b>3617-P5</b>	Alcohol and Substance Abuse Report Files



16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>3700 Series Tribal Government</b>		<b>3700 Series Tribal Government</b>	
3700a-P5	Program Correspondence Files - Official Files	3700a-P5	Program Correspondence Files - Official Files
3700b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	3700b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
3701-P5	Tribal Customs and History Files	3701-P5	Tribal Customs and History Files
3702-P5	Tribal Corporate Charter and Constitution Files	3702-P5	Tribal Corporate Charter and Constitution Files
3703-P5	Tribal Council Minutes and Resolution Files	3703-P5	Tribal Council Minutes and Resolution Files
3704-P5	Tribal Membership Rolls Files	3704-P5	Tribal Membership Rolls Files
Reserved	Refer to 3706-P5 Tribal Budget and Allotment Files	Reserved	Refer to 3706-P5 Tribal Budget and Allotment Files
3706-P5	Tribal Budget and Allotment Files	3706-P5	Tribal Budget and Allotment Files
3707-P5	Tribal Attorney Contract Files	3707-P5	Tribal Attorney Contract Files
3708-P5	Trader License Files	3708-P5	Trader License Files
3709-P5	Alaska Native Enrollment Case Files	3709-P5	Alaska Native Enrollment Case Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
3710-P5	Navajo Membership Case Files	3710-P5	Navajo Membership Case Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
3711-P5	Judgment Roll Case Files	3711-P5	Judgment Roll Case Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
3712-P5	Per Capita Membership Case Files	3712-P5	Per Capita Membership Case Files
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
Reserved	To Be Determined for Scheduling	Reserved	To Be Determined for Scheduling
3713-P5	Per Capita Payment Record Files	3713-P5	Per Capita Payment Record Files
3714a-P5	Indian Court Records -Civil Case Files	3714a-P5	Indian Court Records -Civil Case Files
3714b-P5	Indian Court Records -Criminal Case Files	3714b-P5	Indian Court Records -Criminal Case Files
3714c-P5	Indian Court Records -Juvenile Case Files	3714c-P5	Indian Court Records -Juvenile Case Files
3714d-P5	Indian Court Records -Appeal Case Files	3714d-P5	Indian Court Records -Appeal Case Files
3715-P5	Enrollment Appeal Case Files	3715-P5	Enrollment Appeal Case Files
3716-P5	Blood Degree Appeal Case Files	3716-P5	Blood Degree Appeal Case Files
3717-P5	Judgment (Per Capita) Appeal Case Files	3717-P5	Judgment (Per Capita) Appeal Case Files
3718-P5	Tribal Ordinance Files	3718-P5	Tribal Ordinance Files
Reserved	Refer to 3718-P5 Tribal Ordinance Files	Reserved	Refer to 3718-P5 Tribal Ordinance Files
Reserved	Refer to 3614-P5 Child Protective Services Files	Reserved	Refer to 3614-P5 Child Protective Services Files
Reserved	No longer used	Reserved	No longer used
3722-P5	Enrollment Verification Case Files	3722-P5	Enrollment Verification Case Files
3723-P5	Tribal Census Files	3723-P5	Tribal Census Files
3724-P5	Alaska Native Claims Settlement Act (Public Law 92-203) (ANCSA) Files	3724-P5	Alaska Native Claims Settlement Act (Public Law 92-203) (ANCSA) Files
3725-P5	Alaska Native Claims Settlement Act (ANCSA) Enrollment Files	3725-P5	Alaska Native Claims Settlement Act (ANCSA) Enrollment Files
3726-P5	Alaska Native Claims Settlement Act (ANCSA) Eligibility Determination for Land Benefits Files	3726-P5	Alaska Native Claims Settlement Act (ANCSA) Eligibility Determination for Land Benefits Files
3727-P5	Indian Judgment Fund Claims Case Files	3727-P5	Indian Judgment Fund Claims Case Files
3728-P5	Indian Service Population and Labor Force Estimate Report Files	3728-P5	Indian Service Population and Labor Force Estimate Report Files
3729-P5	Stock Ownership Purchase Files	3729-P5	Stock Ownership Purchase Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>3700 Series Tribal Government (continued)</b>		<b>3700 Series Tribal Government (continued)</b>	
<b>3730-P5</b>	Gaming Management Files	<b>3730-P5</b>	Gaming Management Files
<b>3731-P5</b>	Tribal Election Files	<b>3731-P5</b>	Tribal Election Files
<b>3732a-P5</b>	Tribal Enrollment Case Files - Individual Case Files	<b>3732a-P5</b>	Tribal Enrollment Case Files - Individual Case Files
<b>3732b-P5</b>	Tribal Enrollment Case Files - Adoptee Case File	<b>3732b-P5</b>	Tribal Enrollment Case Files - Adoptee Case File
<b>3732c-P5</b>	Tribal Enrollment Case Files - Court and Adoption Agency Case File	<b>3732c-P5</b>	Tribal Enrollment Case Files - Court and Adoption Agency Case File
<b>3733-P5</b>	Indian Labor Force Report Files	<b>3733-P5</b>	Indian Labor Force Report Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>4200 Series Credit</b>		<b>4200 Series Credit</b>	
4200a-P5	Program Correspondence Files - Official Files	4200a-P5	Program Correspondence Files - Official Files
4200b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	4200b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
4201a-P5	Indian Business Development Grant (IBDG) Contract Files - Approved	4201a-P5	Indian Business Development Grant (IBDG) Contract Files - Approved
4201b-P5	Indian Business Development Grant (IBDG) Contract Files - Disapproved (Withdrawn, declined, or cancelled)	4201b-P5	Indian Business Development Grant (IBDG) Contract Files - Disapproved (Withdrawn, declined, or cancelled)
4202a-P5	Indian Revolving Loan Files - Approved	4202a-P5	Indian Revolving Loan Files - Approved
4202b-P5	Indian Revolving Loan Files - Disapproved (Withdrawn, declined, or cancelled)	4202b-P5	Indian Revolving Loan Files - Disapproved (Withdrawn, declined, or cancelled)
Reserved	No longer used	Reserved	No longer used
Reserved	No longer used	Reserved	No longer used
Reserved	No longer used	Reserved	No longer used
4206-P5	Credit Operations Report Files	4206-P5	Credit Operations Report Files
4207-P5	Credit Operations Audit Report Files	4207-P5	Credit Operations Audit Report Files
Reserved	Refer to 3729-P5 Stock Ownership Purchase Files	Reserved	Refer to 3729-P5 Stock Ownership Purchase Files
Reserved	Refer to 3730-P5 Gaming Management Files	Reserved	Refer to 3730-P5 Gaming Management Files
4210a-P5	Individual/Tribal Management and Technical Assistance Grant Files - Approved	4210a-P5	Individual/Tribal Management and Technical Assistance Grant Files - Approved
4210b-P5	Individual/Tribal Management and Technical Assistance Grant Files - Disapproved	4210b-P5	Individual/Tribal Management and Technical Assistance Grant Files - Disapproved
4211-P5	Tribal Loan/Re-lending Program Loan Files	4211-P5	Tribal Loan/Re-lending Program Loan Files
4212-P5	Trust Mortgage Loan Files	4212-P5	Trust Mortgage Loan Files
4213-P5	Individual Indian/Tribal Economic Report Files	4213-P5	Individual Indian/Tribal Economic Report Files
4214-P5	Outstanding Receivables (Due From Public) Files	4214-P5	Outstanding Receivables (Due From Public) Files
4215-P5	Annual Credit and Finance Report Files	4215-P5	Annual Credit and Finance Report Files
4216-P5	Loan Service Files	4216-P5	Loan Service Files
4217-P5	Treasury Loan Transaction Files	4217-P5	Treasury Loan Transaction Files
4218a-P5	Indian Loan Guaranty Files - Approved	4218a-P5	Indian Loan Guaranty Files - Approved
4218b-P5	Indian Loan Guaranty Files - Disapproved	4218b-P5	Indian Loan Guaranty Files - Disapproved
4219-P5	Credit Program Evaluation Report Files	4219-P5	Credit Program Evaluation Report Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>4300 Series Environmental Quality Services</b>		<b>4300 Series Environmental Quality Services</b>	
TR-4300a-P5	Program Correspondence Files - Official Files (New)	TR-4300a-P5	Program Correspondence Files - Official Files
TR-4300b-P5	Program Policy/Directive Master Set with Case History Files - Official Files (New)	TR-4300b-P5	Program Policy/Directive Master Set with Case History Files - Official Files
TR-4301-P5	Environmental Impact Statements	TR-4301-P5	Environmental Impact Statements
TR-4302-P5	Environmental Control Files	TR-4302-P5	Environmental Control Files
TR-4303-P5	Cultural Resources Site Study	TR-4303-P5	Cultural Resources Site Study
TR-4304-P5	Hazardous Waste Site Surveys	TR-4304-P5	Hazardous Waste Site Surveys
TR-4305-P5	Hazardous Substance Project	TR-4305-P5	Hazardous Substance Project
TR-4306-P5	Water Sampling Test	TR-4306-P5	Water Sampling Test
TR-4307-P5	Soil Testing	TR-4307-P5	Soil Testing
TR-4308-P5	Engineering and/or Construction Testing	TR-4308-P5	Engineering and/or Construction Testing
Reserved	Refer to TR-4306-P5	Reserved	Refer to TR-4306-P5
TR-4310a-P5	Comprehensive Environmental Response, Compensation, and Recovery Act (CERCLA) Program File	TR-4310a-P5	Comprehensive Environmental Response, Compensation, and Recovery Act (CERCLA) Program File
TR-4310b-P5	Comprehensive Environmental Response, Compensation, and Recovery Act (CERCLA) Project File	TR-4310b-P5	Comprehensive Environmental Response, Compensation, and Recovery Act (CERCLA) Project File
TR-4311-P5	Environmental Audits	TR-4311-P5	Environmental Audits
TR-4312a-P5	Environmental Compliance Program File	TR-4312a-P5	Environmental Compliance Program File
TR-4312b-P5	Environmental Compliance Project File	TR-4312b-P5	Environmental Compliance Project File
TR-4313-P5	Environmental Site Assessment	TR-4313-P5	Environmental Site Assessment
TR-4314a-P5	National Environmental Policy Act Program File	TR-4314a-P5	National Environmental Policy Act Program File
TR-4314b-P5	National Environmental Policy Act Project File	TR-4314b-P5	National Environmental Policy Act Project File
TR-4315a-P5	Resource Conservation and Recovery Act Program File	TR-4315a-P5	Resource Conservation and Recovery Act Program File
TR-4315b-P5	Resource Conservation and Recovery Act Project File	TR-4315b-P5	Resource Conservation and Recovery Act Project File

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>4400 Series Forestry &amp; Fire</b>		<b>4400 Series Forestry &amp; Fire</b>	
TR-4400a-P5	Program Correspondence Files - Official Files (New)	TR-4400a-P5	Program Correspondence Files - Official Files
TR-4400b-P5	Program Policy/Directive Master Set with Case History Files - Official Files (New)	TR-4400b-P5	Program Policy/Directive Master Set with Case History Files - Official Files
TR-4401-P5	Forestry Management Plans	TR-4401-P5	Forestry Management Plans
TR-4402-P5	Timber Sales	TR-4402-P5	Timber Sales
Reserved	Refer to TR-4402-P5	Reserved	Refer to TR-4402-P5
Reserved	Refer to TR-4402-P5	Reserved	Refer to TR-4402-P5
TR-4405-P5	Monthly Timber Cut Reports - Other than Individual Timber Sales or Permits	TR-4405-P5	Monthly Timber Cut Reports - Other than Individual Timber Sales or Permits
TR-4406-P5	Cutting Permits	TR-4406-P5	Cutting Permits
Reserved	Refer to TR-4406-P5	Reserved	Refer to TR-4406-P5
TR-4408-P5	Log Scale Sheets - Other than Individual Timber Sales or Permits	TR-4408-P5	Log Scale Sheets - Other than Individual Timber Sales or Permits
TR-4409-P5	Forestry Scale Report - Other than Individual Timber Sales or Permits	TR-4409-P5	Forestry Scale Report - Other than Individual Timber Sales or Permits
TR-4410-P5	Forestry Check Scale Report - Other than Individual Timber Sales or Permits	TR-4410-P5	Forestry Check Scale Report - Other than Individual Timber Sales or Permits
Reserved	Refer to TR-4413-P5	Reserved	Refer to TR-4413-P5
Reserved	Refer to TR-4413-P5	Reserved	Refer to TR-4413-P5
Reserved	Refer to Related TR-4400 Series	Reserved	Refer to Related TR-4400 Series
TR-4413-P5	Financial Statements - Indian-owned Operations	TR-4413-P5	Financial Statements - Indian-owned Operations
Reserved	Refer to TR-4413-P5	Reserved	Refer to TR-4413-P5
TR-4415-P5	Forestry Manuscript of Annotated Maps	TR-4415-P5	Forestry Manuscript of Annotated Maps
TR-4416-P5	Fire Management Plans and Agreements	TR-4416-P5	Fire Management Plans and Agreements
TR-4417-P5	Individual Fire Reports	TR-4417-P5	Individual Fire Reports
TR-4418-P5	Annual Forestry Reports	TR-4418-P5	Annual Forestry Reports
Reserved	Refer to TR-4418-P5	Reserved	Refer to TR-4418-P5
Reserved	Refer to TR-4418-P5	Reserved	Refer to TR-4418-P5
TR-4420-P5	Timber Trespass	TR-4420-P5	Timber Trespass
TR-4421-P5	Fire Trespass	TR-4421-P5	Fire Trespass
TR-4422-P5	Cumulative Forestry Comparative Statements	TR-4422-P5	Cumulative Forestry Comparative Statements
TR-4423-P5	Timber Marketing	TR-4423-P5	Timber Marketing
TR-4424-P5	Fire Fighter Management	TR-4424-P5	Fire Fighter Management
TR-4425-P5	Fire Dispatch Logs	TR-4425-P5	Fire Dispatch Logs
TR-4426a-P5	Fire Facility Construction Program File	TR-4426a-P5	Fire Facility Construction Program File
TR-4426b-P5	Fire Facility Construction Project File	TR-4426b-P5	Fire Facility Construction Project File
TR-4427a-P5	Interagency Dispatch Operations Program File	TR-4427a-P5	Interagency Dispatch Operations Program File
TR-4427b-P5	Interagency Dispatch Operations Project File	TR-4427b-P5	Interagency Dispatch Operations Project File
TR-4428a-P5	Fire Equipment Program File	TR-4428a-P5	Fire Equipment Program File
TR-4428b-P5	Fire Equipment Project File	TR-4428b-P5	Fire Equipment Project File
TR-4429a-P5	Rural Fire Assistance Program File	TR-4429a-P5	Rural Fire Assistance Program File
TR-4429b-P5	Rural Fire Assistance Project File	TR-4429b-P5	Rural Fire Assistance Project File
TR-4430a-P5	Wildland Fire Preparedness Program File	TR-4430a-P5	Wildland Fire Preparedness Program File
TR-4430b-P5	Wildland Fire Preparedness Project File	TR-4430b-P5	Wildland Fire Preparedness Project File
TR-4431a-P5	Wildland Fire Suppression Program File	TR-4431a-P5	Wildland Fire Suppression Program File
TR-4431b-P5	Wildland Fire Suppression Project File	TR-4431b-P5	Wildland Fire Suppression Project File

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>4400 Series Forestry &amp; Fire (continued)</b>		<b>4400 Series Forestry &amp; Fire (continued)</b>	
TR-4432a-P5	Wildland Urban Interface Program File	TR-4432a-P5	Wildland Urban Interface Program File
TR-4432b-P5	Wildland Urban Interface Project File	TR-4432b-P5	Wildland Urban Interface Project File
TR-4433a-P5	Hazardous Fuels Reduction Program File	TR-4433a-P5	Hazardous Fuels Reduction Program File
TR-4433b-P5	Hazardous Fuels Reduction Project File	TR-4433b-P5	Hazardous Fuels Reduction Project File

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>4500 Series Natural Resources</b>		<b>4500 Series Natural Resources</b>	
TR-4500a-P5	Program Correspondence Files - Official Files (New)	TR-4500a-P5	Program Correspondence Files - Official Files
TR-4500b-P5	Program Policy/Directive Master Set with Case History Files - Official Files (New)	TR-4500b-P5	Program Policy/Directive Master Set with Case History Files - Official Files
TR-4501-P5	Natural Resources Management Plan	TR-4501-P5	Natural Resources Management Plan
TR-4502-P5	Indian Land Permit	TR-4502-P5	Indian Land Permit
TR-4503-P5	Range and Wildlife Maps (Duplicates)	TR-4503-P5	Range and Wildlife Maps (Duplicates)
TR-4504-P5	Range Survey	TR-4504-P5	Range Survey
Reserved	Refer to TR-4502-P5	Reserved	Refer to TR-4502-P5
Reserved	Refer to TR-4502-P5	Reserved	Refer to TR-4502-P5
TR-4507-P5	Range Reports	TR-4507-P5	Range Reports
TR-4508-P5	Range and Wildlife Maps	TR-4508-P5	Range and Wildlife Maps
TR-4509-P5	Agricultural Extension Program	TR-4509-P5	Agricultural Extension Program
TR-4510-P5	Extension Reports	TR-4510-P5	Extension Reports
TR-4511-P5	Rehabilitation Program	TR-4511-P5	Rehabilitation Program
TR-4512-P5	Rights Protection Program - Unresolved Claims	TR-4512-P5	Rights Protection Program - Unresolved Claims
TR-4513-P5	Hopi Partitioned Land Case File	TR-4513-P5	Hopi Partitioned Land Case File
TR-4514-P5	Hopi Partitioned Land Survey	TR-4514-P5	Hopi Partitioned Land Survey
TR-4515-P5	Herd Management Program	TR-4515-P5	Herd Management Program
TR-4516-P5	Endangered Species Program	TR-4516-P5	Endangered Species Program
TR-4517-P5	Fish and Wildlife Program	TR-4517-P5	Fish and Wildlife Program
TR-4518-P5	Range Management Program	TR-4518-P5	Range Management Program

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>4600 Series Real Estate Services and LTRO</b>		<b>4600 Series Real Estate Services and LTRO</b>	
TR-4600a-P5	Program Correspondence Files - Official Files (New)	TR-4600a-P5	Program Correspondence Files - Official Files
TR-4600b-P5	Program Policy/Directive Master Set with Case History Files - Official Files (New)	TR-4600b-P5	Program Policy/Directive Master Set with Case History Files - Official Files
TR-4601a-P5	Original Allotment - Individual	TR-4601a-P5	Original Allotment - Individual
TR-4601b-P5	Original Allotment - Tribal (Government Acquired Land)	TR-4601b-P5	Original Allotment - Tribal (Government Acquired Land)
TR-4601c-P5	Alaskan Native Allotment	TR-4601c-P5	Alaskan Native Allotment
TR-4601d-P5	Alaskan Native Townsites Parcels	TR-4601d-P5	Alaskan Native Townsites Parcels
Reserved	Refer to Related TR-4601 Series	Reserved	Refer to Related TR-4601 Series
Reserved	Refer to Related TR-4601 Series	Reserved	Refer to Related TR-4601 Series
Reserved	Refer to Related TR-4601 Series	Reserved	Refer to Related TR-4601 Series
Reserved	Refer to TR-4609-P5	Reserved	Refer to TR-4609-P5
Reserved	Refer to TR-4609-P5	Reserved	Refer to TR-4609-P5
Reserved	Refer to TR-4609-P5	Reserved	Refer to TR-4609-P5
Reserved	Refer to TR-4609-P5	Reserved	Refer to TR-4609-P5
TR-4609-P5	Land Transactions	TR-4609-P5	Land Transactions
Reserved	Refer to TR-4609-P5	Reserved	Refer to TR-4609-P5
TR-4611-P5	Land Survey Field Notes	TR-4611-P5	Land Survey Field Notes
TR-4612-P5	Cadastral Surveys	TR-4612-P5	Cadastral Surveys
TR-4613-P5	Land Maps and Plans	TR-4613-P5	Land Maps and Plans
TR-4614-P5	Acquired Sub-Marginal Land Books	TR-4614-P5	Acquired Sub-Marginal Land Books
TR-4615-P5	Land Acquisition Map Book	TR-4615-P5	Land Acquisition Map Book
TR-4616-P5	Indian Land Right-of-Ways and Easements	TR-4616-P5	Indian Land Right-of-Ways and Easements
Reserved	Refer to TR-4402-P5	Reserved	Refer to TR-4402-P5
Reserved	Refer to TR-4618-P5	Reserved	Refer to TR-4618-P5
TR-4618-P5	Indian Land Lease Case Files	TR-4618-P5	Indian Land Lease Case Files
Reserved	Refer to TR-4618-P5	Reserved	Refer to TR-4618-P5
Reserved	Refer to TR-4621-P5	Reserved	Refer to TR-4621-P5
Reserved	Refer to TR-4618-P5	Reserved	Refer to TR-4618-P5
TR-4621-P5	Indian Mineral Assessment Records	TR-4621-P5	Indian Mineral Assessment Records
TR-4622-P5	Town Lot Use Permits	TR-4622-P5	Town Lot Use Permits
Reserved	Refer to TR-4609-P5	Reserved	Refer to TR-4609-P5
TR-4624-P5	Real Estate Appraisal Report Files	TR-4624-P5	Real Estate Appraisal Report Files
Reserved	Refer to TR-4624-P5	Reserved	Refer to TR-4624-P5
Reserved	Refer to TR-4624-P5	Reserved	Refer to TR-4624-P5
Reserved	Refer to TR-4628-P5	Reserved	Refer to TR-4628-P5
TR-4628-P5	Reservation Land Use and Development Plan	TR-4628-P5	Reservation Land Use and Development Plan
TR-4629-P5	Real Property Report	TR-4629-P5	Real Property Report
Reserved	Refer to TR-4631-P5	Reserved	Refer to TR-4631-P5
TR-4631-P5	Probate File	TR-4631-P5	Probate File
Reserved	Moved to Range	Reserved	Moved to Range
TR-4633-P5	Twenty-Day Case File	TR-4633-P5	Twenty-Day Case File
TR-4634-P5	Master Land Description File	TR-4634-P5	Master Land Description File
TR-4635-P5	Land Chain of Title Plant File	TR-4635-P5	Land Chain of Title Plant File
TR-4636-P5	Individual Chain of Title File	TR-4636-P5	Individual Chain of Title File



16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>4600 Series Real Estate Services and LTRO (continued)</b>		<b>4600 Series Real Estate Services and LTRO (continued)</b>	
Reserved	Moved to Range	Reserved	Moved to Range
Reserved	Moved to ADP 2220 IRMS	Reserved	Moved to ADP 2220 IRMS
Reserved	Moved to ADP 2220 IRMS	Reserved	Moved to ADP 2220 IRMS
Reserved	Moved to Range	Reserved	Moved to Range
TR-4641-P5	LRIS Location Directory	TR-4641-P5	LRIS Location Directory
Reserved	Refer to TR-4641-P5	Reserved	Refer to TR-4641-P5
TR-4643-P5	Indian Land Records	TR-4643-P5	Indian Land Records
Reserved	Moved to Credit	Reserved	Moved to Credit
TR-4645-P5	Restriction Removal File	TR-4645-P5	Restriction Removal File
TR-4646a-P5	Unresolved Rights Case-Statute of Limitations/Unresolved Rights Cases - Litigation	TR-4646a-P5	Unresolved Rights Case-Statute of Limitations/Unresolved Rights Cases - Litigation
TR-4646b-P5	Unresolved Rights Case-Statute of Limitations/Unresolved Rights Claims - Non-Litigation	TR-4646b-P5	Unresolved Rights Case-Statute of Limitations/Unresolved Rights Claims - Non-Litigation
TR-4647-P5	Recordation Logs (Non-LRIS)	TR-4647-P5	Recordation Logs (Non-LRIS)
TR-4648-P5	Title Documents	TR-4648-P5	Title Documents
TR-4649-P5	Individual and Tribal Tract File	TR-4649-P5	Individual and Tribal Tract File
TR-4650-P5	Identification and Research Records	TR-4650-P5	Identification and Research Records
TR-4651-P5	Land Status Maps, General Land Office Plats, and Land Acquisition Maps	TR-4651-P5	Land Status Maps, General Land Office Plats, and Land Acquisition Maps
TR-4652-P5	Land Index File	TR-4652-P5	Land Index File
TR-4653-P5	Probate Documents	TR-4653-P5	Probate Documents
TR-4654-P5	Rights-of-Ways	TR-4654-P5	Rights-of-Ways
TR-4655-P5	Abstract of Title	TR-4655-P5	Abstract of Title

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>4700 Series Roads</b>		<b>4700 Series Roads</b>	
TR-4700a-P5	Program Correspondence Files - Official Files (New)	TR-4700a-P5	Program Correspondence Files - Official Files
TR-4700b-P5	Program Policy/Directive Master Set with Case History Files - Official Files (New)	TR-4700b-P5	Program Policy/Directive Master Set with Case History Files - Official Files
TR-4701-P5	Roads Construction Project Case File	TR-4701-P5	Roads Construction Project Case File
TR-4702-P5	Annual Roads Construction Program Accomplishment Reports	TR-4702-P5	Annual Roads Construction Program Accomplishment Reports
TR-4703-P5	Roads Survey Books and Field Notes	TR-4703-P5	Roads Survey Books and Field Notes
TR-4704-P5	Project Maps and Drawings	TR-4704-P5	Project Maps and Drawings
TR-4705-P5	Road Inventory File	TR-4705-P5	Road Inventory File
TR-4706-P5	Bridge Inventory File	TR-4706-P5	Bridge Inventory File
TR-4707-P5	Roads Program Project File	TR-4707-P5	Roads Program Project File
Reserved	Refer to TR-4707-P5	Reserved	Refer to TR-4707-P5
TR-4708a-P5	Road and Bridge Construction Reports	TR-4708a-P5	Road and Bridge Construction Reports
TR-4708b-P5	Road and Bridge Maintenance Reports	TR-4708b-P5	Road and Bridge Maintenance Reports
Reserved	Refer to TR-4708a-P5	Reserved	Refer to TR-4708a-P5
Reserved	Refer to TR-4708b-P5	Reserved	Refer to TR-4708b-P5
TR-4709a-P5	Road and Bridge Construction Finance File	TR-4709a-P5	Road and Bridge Construction Finance File
TR-4709b-P5	Road and Bridge Maintenance Finance File	TR-4709b-P5	Road and Bridge Maintenance Finance File
TR-4710-P5	National Bridge Inventory System (NBIS) Report File	TR-4710-P5	National Bridge Inventory System (NBIS) Report File
TR-4711a-P5	Road Design Project File	TR-4711a-P5	Road Design Project File
TR-4711b-P5	Bridge Design Project File	TR-4711b-P5	Bridge Design Project File
TR-4712-P5	Technical Assistance Program File	TR-4712-P5	Technical Assistance Program File
TR-4713-P5	Nuclear Regulatory Commission (NRC) Radiation Exposure File	TR-4713-P5	Nuclear Regulatory Commission (NRC) Radiation Exposure File

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>4900 Series Irrigation &amp; Power</b>		<b>4900 Series Irrigation &amp; Power</b>	
TR-4900a-P5	Program Correspondence Files - Official Files (New)	TR-4900a-P5	Program Correspondence Files - Official Files
TR-4900b-P5	Program Policy/Directive Master Set with Case History Files - Official Files (New)	TR-4900b-P5	Program Policy/Directive Master Set with Case History Files - Official Files
TR-4901-P5	River Basin Studies	TR-4901-P5	River Basin Studies
TR-4902-P5	Irrigation Project Planning Case File	TR-4902-P5	Irrigation Project Planning Case File
TR-4903a-P5	Irrigation Project Land Designation File	TR-4903a-P5	Irrigation Project Land Designation File
TR-4903b-P5	Power Project Land Designation File	TR-4903b-P5	Power Project Land Designation File
TR-4904a-P5	Irrigation and Power Construction Program File	TR-4904a-P5	Irrigation and Power Construction Program File
TR-4904b-P5	Irrigation and Power Construction Project File	TR-4904b-P5	Irrigation and Power Construction Project File
TR-4905-P5	Irrigation Engineering Data File	TR-4905-P5	Irrigation Engineering Data File
TR-4906-P5	Irrigation Maps and Drawings	TR-4906-P5	Irrigation Maps and Drawings
TR-4907-P5	Irrigation Forecast File	TR-4907-P5	Irrigation Forecast File
TR-4908-P5	Irrigation Reports	TR-4908-P5	Irrigation Reports
TR-4909-P5	Power Meter Records	TR-4909-P5	Power Meter Records
TR-4910-P5	Irrigation and Water Rights Legal Case File	TR-4910-P5	Irrigation and Water Rights Legal Case File
TR-4911-P5	Indian Electric Power Utilities File	TR-4911-P5	Indian Electric Power Utilities File
TR-4912-P5	Power Reports	TR-4912-P5	Power Reports
TR-4913-P5	Irrigation and Power Customer Billing File	TR-4913-P5	Irrigation and Power Customer Billing File
Reserved	Refer to TR-4913-P5	Reserved	Refer to TR-4913-P5
TR-4915-P5	Power Operative Maps, Drawings and Standards	TR-4915-P5	Power Operative Maps, Drawings and Standards
TR-4916a-P5	Irrigation Work Order Files	TR-4916a-P5	Irrigation Work Order Files
TR-4916b-P5	Power Work Order Files	TR-4916b-P5	Power Work Order Files
TR-4917-P5	Soil Surveys	TR-4917-P5	Soil Surveys
TR-4918-P5	Soil and Moisture Conservation Maps	TR-4918-P5	Soil and Moisture Conservation Maps
TR-4919-P5	Soil and Moisture Conservation Reports	TR-4919-P5	Soil and Moisture Conservation Reports
TR-4920-P5	Soil and Moisture History File	TR-4920-P5	Soil and Moisture History File
TR-4921-P5	Irrigation Assessment Order Modifications	TR-4921-P5	Irrigation Assessment Order Modifications
TR-4922-P5	Long-Term Cropping Plan	TR-4922-P5	Long-Term Cropping Plan
Reserved	Refer to TR-4922-P5	Reserved	Refer to TR-4922-P5
TR-4924-P5	National Cooperative Soil Survey	TR-4924-P5	National Cooperative Soil Survey
TR-4925-P5	Soil Inventory and Evaluation File	TR-4925-P5	Soil Inventory and Evaluation File
TR-4926a-P5	Irrigation Feasibility Program File	TR-4926a-P5	Irrigation Feasibility Program File
TR-4926b-P5	Irrigation Feasibility Project File	TR-4926b-P5	Irrigation Feasibility Project File
TR-4927a-P5	Irrigation Operation and Maintenance Program File	TR-4927a-P5	Irrigation Operation and Maintenance Program File
TR-4927b-P5	Irrigation Operation and Maintenance Project File	TR-4927b-P5	Irrigation Operation and Maintenance Project File
TR-4928a-P5	Irrigation Rehabilitation and Betterment Program File	TR-4928a-P5	Irrigation Rehabilitation and Betterment Program File
TR-4928b-P5	Irrigation Rehabilitation and Betterment Project File	TR-4928b-P5	Irrigation Rehabilitation and Betterment Project File
TR-4929a-P5	Safety of Dams Program File	TR-4929a-P5	Safety of Dams Program File
TR-4929b-P5	Safety of Dams Project File	TR-4929b-P5	Safety of Dams Project File
TR-4930a-P5	Safety of Dams Emergency Management Program File	TR-4930a-P5	Safety of Dams Emergency Management Program File
TR-4930b-P5	Safety of Dams Emergency Management Project File	TR-4930b-P5	Safety of Dams Emergency Management Project File

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>4900 Series Irrigation &amp; Power (continued)</b>		<b>4900 Series Irrigation &amp; Power (continued)</b>	
TR-4931a-P5	Safety of Dams Maintenance Program File	TR-4931a-P5	Safety of Dams Maintenance Program File
TR-4931b-P5	Safety of Dams Maintenance Project File	TR-4931b-P5	Safety of Dams Maintenance Project File
TR-4932-P5	Water Resources Planning and Project Proposal File	TR-4932-P5	Water Resources Planning and Project Proposal File
TR-4933-P5	Water Resources Interagency Agreements	TR-4933-P5	Water Resources Interagency Agreements
TR-4934a-P5	Water Resources Program File	TR-4934a-P5	Water Resources Program File
TR-4934b-P5	Water Resources Project File	TR-4934b-P5	Water Resources Project File

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>5200 Series Education (Continuing Education)</b>		<b>5200 Series Education (Continuing Education)</b>	
<b>5200a-P5</b>	Program Correspondence Files - Official Files	<b>5200a-P5</b>	Program Correspondence Files - Official Files
<b>5200b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files	<b>5200b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files
<b>Reserved</b>	Refer to 5202-P5 Higher Education Loan/Grant/Scholarship Case Files	<b>Reserved</b>	Refer to 5202-P5 Higher Education Loan/Grant/Scholarship Case Files
<b>5202-P5</b>	Higher Education Loan/Grant/Scholarship Case Files	<b>5202-P5</b>	Higher Education Loan/Grant/Scholarship Case Files
<b>Reserved</b>	Refer to 5202-P5 Higher Education Loan/Grant/Scholarship Case Files	<b>Reserved</b>	Refer to 5202-P5 Higher Education Loan/Grant/Scholarship Case Files
<b>5204-P5</b>	Adult Education Case Files	<b>5204-P5</b>	Adult Education Case Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>5300 Series Education (School Facilities)</b>		<b>5300 Series Education (School Facilities)</b>	
<b>5300a-P5</b>	Program Correspondence Files - Official Files	<b>5300a-P5</b>	Program Correspondence Files - Official Files
<b>5300b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files	<b>5300b-P5</b>	Program Policy/Directives Master Set with Case History Files - Official Files
<b>Reserved</b>	Refer to 2401-P5 Facilities Management Report Files	<b>Reserved</b>	Refer to 2401-P5 Facilities Management Report Files
<b>Reserved</b>	Refer to GRS 3/3 Routine Procurement Files	<b>Reserved</b>	Refer to GRS 3/3 Routine Procurement Files
<b>Reserved</b>	Refer to 2401d-P5 Facilities Management Report Files - Operations and Maintenance (O&M) Report Files or 2401h-P5 Facilities Management Report Files - Administration Report Files	<b>Reserved</b>	Refer to 2401d-P5 Facilities Management Report Files - Operations and Maintenance (O&M) Report Files or 2401h-P5 Facilities Management Report Files - Administration Report Files
<b>Reserved</b>	Refer to 2401a-P5 Facilities Management Report Files - Inventory Report Files	<b>Reserved</b>	Refer to 2401a-P5 Facilities Management Report Files - Inventory Report Files
<b>Reserved</b>	To Be Determined for Scheduling	<b>Reserved</b>	To Be Determined for Scheduling
<b>Reserved</b>	Refer to 2415-P5 Facilities Project Management Case Files	<b>Reserved</b>	Refer to 2415-P5 Facilities Project Management Case Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>5400 Series Education (School Operations)</b>		<b>5400 Series Education (School Operations)</b>	
5400a-P5	Program Correspondence Files - Official Files	5400a-P5	Program Correspondence Files - Official Files
5400b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	5400b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
5401-P5	Student Cumulative Files	5401-P5	Student Cumulative Files
Reserved	Refer to 5401-P5 Student Case Files	Reserved	Refer to 5401-P5 Student Case Files
5403-P5	School Student Activity Account Files	5403-P5	School Student Activity Account Files
5404-P5	School Curriculum Files	5404-P5	School Curriculum Files
5405-P5	Education Publication Files	5405-P5	Education Publication Files
5406-P5	Library Catalog Files	5406-P5	Library Catalog Files
5407-P5	Audio-Visual Material Files	5407-P5	Audio-Visual Material Files
5408-P5	School History Files	5408-P5	School History Files
5409-P5	Indian School Equalization Program (ISEP) Files	5409-P5	Indian School Equalization Program (ISEP) Files
5410-P5	Student Attendance Files	5410-P5	Student Attendance Files
Reserved	Refer to 5410-P5 Student Attendance Files	Reserved	Refer to 5410-P5 Student Attendance Files
5411-P5	Student Enrollment/Attendance Report Files	5411-P5	Student Enrollment/Attendance Report Files
Reserved	Refer to 5411-P5 Student Enrollment/Attendance Report Files	Reserved	Refer to 5411-P5 Student Enrollment/Attendance Report Files
5412-P5	School Transportation and Accident Report Files	5412-P5	School Transportation and Accident Report Files
Reserved	Refer to 5412-P5 School Transportation and Accident Report Files	Reserved	Refer to 5412-P5 School Transportation and Accident Report Files
5413-P5	Education and Statistic Report Files	5413-P5	Education and Statistic Report Files
Reserved	Refer to 5413-P5 Education and Statistic Report Files	Reserved	Refer to 5413-P5 Education and Statistic Report Files
5414a-P5	Education Survey Response Files	5414a-P5	Education Survey Response Files
5414b-P5	Education Survey Report Files	5414b-P5	Education Survey Report Files
5415-P5	Education Program Audit Case Files	5415-P5	Education Program Audit Case Files
5416-P5	Public Law 100-297 Contract/Grant Case Files	5416-P5	Public Law 100-297 Contract/Grant Case Files
Reserved	Refer to 5416-P5 Public Law 100-297 Contract/Grant Case Files	Reserved	Refer to 5416-P5 Public Law 100-297 Contract/Grant Case Files
Reserved	No longer used	Reserved	No longer used
5418-P5	Exceptional Child Case Files	5418-P5	Exceptional Child Case Files
Reserved	Refer to 5418-P5 Exceptional Child Case Files	Reserved	Refer to 5418-P5 Exceptional Child Case Files
5419-P5	Individual Education Program (IEP) Service Plan Files	5419-P5	Individual Education Program (IEP) Service Plan Files
5420-P5	Intensive Residential Guidance (IRG) Program Files	5420-P5	Intensive Residential Guidance (IRG) Program Files
Reserved	Refer to 5420-P5 Intensive Residential Guidance (IRG) Program Files	Reserved	Refer to 5420-P5 Intensive Residential Guidance (IRG) Program Files
5421-P5	Monitoring Report Files	5421-P5	Monitoring Report Files
5422-P5	School Board and Record Files	5422-P5	School Board and Record Files
5423-P5	Student Personal Health, Accident, or Injury Incident Files	5423-P5	Student Personal Health, Accident, or Injury Incident Files
5424-P5	United States Department of Agriculture (USDA) Food Program Files	5424-P5	United States Department of Agriculture (USDA) Food Program Files
5425-P5	Student Account Files	5425-P5	Student Account Files
5426-P5	Student Enrollment Files	5426-P5	Student Enrollment Files
5427-P5	Residential Log Files	5427-P5	Residential Log Files
5428-P5	Residential Document Files	5428-P5	Residential Document Files
5429-P5	In-House Training Files	5429-P5	In-House Training Files
5430-P5	Student Health Files	5430-P5	Student Health Files
5431-P5	Student Services Files	5431-P5	Student Services Files
5432-P5	School-based Support Activity Files	5432-P5	School-based Support Activity Files
5433-P5	Pre-Kindergarten Student Files	5433-P5	Pre-Kindergarten Student Files
5434-P5	504 (Civil Rights Act of 1974) Case Files	5434-P5	504 (Civil Rights Act of 1974) Case Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>5500 Series Education (Supplemental Programs)</b>		<b>5500 Series Education (Supplemental Programs)</b>	
5500a-P5	Program Correspondence Files - Official Files	5500a-P5	Program Correspondence Files - Official Files
5500b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	5500b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
Reserved	No longer used	Reserved	No longer used
Reserved	Refer to 1401-P5 Investigation and Litigation Files	Reserved	Refer to 1401-P5 Investigation and Litigation Files
Reserved	Refer to 5513-P5 Assessment Report Files	Reserved	Refer to 5513-P5 Assessment Report Files
Reserved	Refer to 5513-P5 Assessment Report Files	Reserved	Refer to 5513-P5 Assessment Report Files
Reserved	Refer to 5510-P5 Supplemental Education Program Files	Reserved	Refer to 5510-P5 Supplemental Education Program Files
Reserved	No longer used	Reserved	No longer used
5506-P5	Johnson O'Malley (JOM) Act Files	5506-P5	Johnson O'Malley (JOM) Act Files
Reserved	Refer to 5506-P5 Johnson O'Malley (JOM) Act Files	Reserved	Refer to 5506-P5 Johnson O'Malley (JOM) Act Files
Reserved	Refer to 5506-P5 Johnson O'Malley (JOM) Act Files	Reserved	Refer to 5506-P5 Johnson O'Malley (JOM) Act Files
Reserved	Refer to 5506-P5 Johnson O'Malley (JOM) Act Files	Reserved	Refer to 5506-P5 Johnson O'Malley (JOM) Act Files
Reserved	Refer to 5421-P5 Monitoring Report Files	Reserved	Refer to 5421-P5 Monitoring Report Files
5510-P5	Supplemental Education Program Files	5510-P5	Supplemental Education Program Files
5511-P5	English Language Learners (ELL) Case Files	5511-P5	English Language Learners (ELL) Case Files
5512-P5	Indian Education Files	5512-P5	Indian Education Files
5513-P5	Assessment Report Files	5513-P5	Assessment Report Files
5514-P5	School-wide Title Files	5514-P5	School-wide Title Files



OST - UNSCHEDULED RECORDS		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>Office of the Special Trustee for American Indians (OST)</b>		<b>6000 SERIES Office of the Special Trustee for American Indians (OST)</b>	
Unscheduled		TR-6000a-P2	Program Correspondence Files - Official Files
Unscheduled		TR-6000b-P2	Program Policy/Directives Master Set with Case History Files - Official Files
Unscheduled		TR-6001-P2	Litigation Case Files (New)
Unscheduled		TR-6002-P2	Investigative Case Files (New)
Unscheduled		TR-6003-P2	PL 93-638 Compact/Contract and Trust Program Files (New)
Unscheduled		TR-6004-P2	Controlled Correspondence Office Files (New)
Unscheduled		TR-6005-P2	Assessment Files (New)
Unscheduled		TR-6006-P2	Annual Audit Report Files (New)
Unscheduled		TR-6007-P2	Project Case Files (New)
Unscheduled		6008-P2	Training Files (New)
Unscheduled		TR-6009-P2	Research Request Files (New)
Unscheduled		TR-6010-P2	Litigation Research Files (New)
Unscheduled		6011-P2	Access Files (New)

INDIAN FIDUCIARY FINANCIAL TRUST RECORDS SCHEDULE (IFFTRS)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>4800 Series Indian Fiduciary Financial Trust Records Schedule (IFFTRS)</b>		<b>6100 Series Indian Fiduciary Financial Trust Series</b>	
TR-4800-P2	Program Correspondence and Policy Directive Files (NEW)	TR-6100a-P2	Program Correspondence and Policy Directive Files
TR-4800-p2	Program Policy/Directives Master Set with Case History Files - Official Files	TR-6100b-P2	Program Policy/Directives Master Set with Case History Files - Official Files
TR-4801-P2	Investment Files (Revised)	TR-6101-P2	Investment Files
TR-4802-P2	Tribal Case Files (Revised)	TR-6102-P2	Tribal Case Files
TR-4803-P2	Weekly Indian Services Special Disbursing Agent (ISSDA) Disbursement Report (Revised)	TR-6103-P2	Weekly Indian Services Special Disbursing Agent (ISSDA) Disbursement Report
TR-4804-P2	Monthly Check Inventory Reconciliation Report (Revised)	TR-6104-P2	Monthly Check Inventory Reconciliation Report
TR-4805-P2	Agency Electronic Funds Transfer (EFT) Payment Report (New)	TR-6105-P2	Agency Electronic Funds Transfer (EFT) Payment Report
TR-4806-P2	Quarterly Loss/Claims Report (New)	TR-6106-P2	Quarterly Loss/Claims Report
TR-4807-P2	Intra-Governmental Fiduciary Transactions Confirmation System Report (IFCS) (New)	TR-6107-P2	Intra-Governmental Fiduciary Transactions Confirmation System Report (IFCS)
TR-4808-P2	Standard General Ledger (SGL) Edit Checks File (New)	TR-6108-P2	Standard General Ledger (SGL) Edit Checks File
TR-4809-P2	Overnighter Reconciliation Report (New)	TR-6109-P2	Overnighter Reconciliation Report
TR-4810-P2	Treasury Investment Reconciliation (New)	TR-6110-P2	Treasury Investment Reconciliation
TR-4811-P2	Outside Treasury Investment Reconciliation (New)	TR-6111-P2	Outside Treasury Investment Reconciliation
TR-4812-P2	DOI Financial Statements Securities Market Value Footnote (New)	TR-6112-P2	DOI Financial Statements Securities Market Value Footnote
TR-4813-P2	DOI Financial Statements Receipts Breakdown Footnote (New)	TR-6113-P2	DOI Financial Statements Receipts Breakdown Footnote
TR-4814-P2	Individual Indian Monies (IIM) Interim Financial Statements (New)	TR-6114-P2	Individual Indian Monies (IIM) Interim Financial Statements
TR-4815-P2	Tribal and Other Interim Financial Statements (New)	TR-6115-P2	Tribal and Other Interim Financial Statements
TR-4816-P2	Reconciliation of Statement of Differences (TFS6652) (New)	TR-6116-P2	Reconciliation of Statement of Differences (TFS6652)
TR-4817-P2	Individual Indian Monies Overdraft Report (New)	TR-6117-P2	Individual Indian Monies Overdraft Report
TR-4818-P2	Summary of Overdraft Tribal Accounts Balances (New)	TR-6118-P2	Summary of Overdraft Tribal Accounts Balances
TR-4819-P2	House Suspense Balances Report (New)	TR-6119-P2	House Suspense Balances Report
TR-4820-P2	Quarterly Wind River (WR) Check Reporting (New)	TR-6120-P2	Quarterly Wind River (WR) Check Reporting
TR-4821-P2	Current Overdraft Monitoring Report (New)	TR-6121-P2	Current Overdraft Monitoring Report
TR-4822-P10	Taxable Earnings Report (New)	TR-6122-P10	Taxable Earnings Report
TR-4823-P10	Tax Issue Reporting (New)	TR-6123-P10	Tax Issue Reporting
TR-4824-P2	Interest Factor Reconciliation File (New)	TR-6124-P2	Interest Factor Reconciliation File
TR-4825-P2	Daily Cash Reconciliation File (New)	TR-6125-P2	Daily Cash Reconciliation File
TR-4826-P2	Daily Cash Statement File (New)	TR-6126-P2	Daily Cash Statement File
TR-4827-P2	Trust Fund Accounting System (TFAS) and Individual Indian Monies (IIM) Daily Reconciliation File	TR-6127-P2	Trust Fund Accounting System (TFAS) and Individual Indian Monies (IIM) Daily Reconciliation File
TR-4828-P2	Daily Retroactive Investment Report File (New)	TR-6128-P2	Daily Retroactive Investment Report File
TR-4829-P2	Control ID 462/463 Reconciliation Report File (New)	TR-6129-P2	Control ID 462/463 Reconciliation Report File
TR-4830-P2	I2P (Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool) Journalizing (New)	TR-6130-P2	I2P (Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool) Journalizing
TR-4831-P2	Minerals Management Service (MMS) Reconciliation Report File (New)	TR-6131-P2	Minerals Management Service (MMS) Reconciliation Report File
TR-4832-P2	SF 6653/6654 Reconciliation Reports and Analysis Worksheet File (New)	TR-6132-P2	SF 6653/6654 Reconciliation Reports and Analysis Worksheet File
TR-4833-P2	Month End Unit Reconciliation (New)	TR-6133-P2	Month End Unit Reconciliation
TR-4834-P2	One Number Reconciliation (New)	TR-6134-P2	One Number Reconciliation
TR-4835-P2	Daily Interest Reconciliation (New)	TR-6135-P2	Daily Interest Reconciliation
TR-4836-P2	Monthly Daily Disbursement Report (VT) Reconciliation File (New)	TR-6136-P2	Monthly Daily Disbursement Report (VT) Reconciliation File
TR-4837-P2	Reconciliation List and Fax Confirmations (New)	TR-6137-P2	Reconciliation List and Fax Confirmations
TR-4838-P2	Quarterly Internal Review Reports (New)	TR-6138-P2	Quarterly Internal Review Reports
TR-4839-P2	Individual Indian Monies (IIM) Pool Earnings (New)	TR-6139-P2	Individual Indian Monies (IIM) Pool Earnings

SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES

INDIAN FIDUCIARY FINANCIAL TRUST RECORDS SCHEDULE (IFFTRS)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>4800 Series Indian Fiduciary Financial Trust Records Schedule (IFFTRS) (continued)</b>		<b>6100 Series Indian Fiduciary Financial Trust Series (continued)</b>	
TR-4840-P2	One Day Overnight Security Investment (New)	TR-6140-P2	One Day Overnight Security Investment
TR-4841-P2	Overnight Interest Factor (New)	TR-6141-P2	Overnight Interest Factor
TR-4842-P2	Standard General Ledger Compilation Report (New)	TR-6142-P2	Standard General Ledger Compilation Report
TR-4843-P2	Standard General Ledger (SGL) Report to National Business Center (NBC) (New)	TR-6143-P2	Standard General Ledger (SGL) Report to National Business Center (NBC)
TR-4844-P2	Daily Overdraft Report (New)	TR-6144-P2	Daily Overdraft Report
TR-4845-P2	Reporting Receipts and Disbursements to Treasury (Revised)	TR-6145-P2	Reporting Receipts and Disbursements to Treasury
TR-4846-P2	Transfer Files	TR-6146-P2	Transfer Files
TR-4847-P2	Disbursement Files	TR-6147-P2	Disbursement Files
TR-4848-P2	Daily Indian Service Special Disbursing Agent (ISSDA) Disbursement Report	TR-6148-P2	Daily Indian Service Special Disbursing Agent (ISSDA) Disbursement Report
TR-4849-P2	Cash Receipting Files	TR-6149-P2	Cash Receipting Files
TR-4850-P2	Reconciliation of Individual Indian Monies Financial Statement Interest Earnings	TR-6150-P2	Reconciliation of Individual Indian Monies Financial Statement Interest Earnings
TR-4851-P2	Individual Indian Monies (IIM) Case Files	TR-6151-P2	Individual Indian Monies (IIM) Case Files
4852	Reserved		Refer To TR-6151-P2
4853	Reserved		Refer To TR-6151-P2
4854	Reserved		Refer To TR-6151-P2
4855	Reserved		Refer To TR-6171-P2
4856	Reserved		Refer To TR-6151-P2
4857	Reserved		Refer To TR-6149-P2
4858	Reserved		Refer To TR-6171-P2
4859	Reserved		Refer To TR-6149-P2
TR-4860-P2		TR-6160-P2	Record Series Reserved for Later Use
TR-4861-P2		TR-6161-P2	Record Series Reserved for Later Use
TR-4862-P2		TR-6162-P2	Record Series Reserved for Later Use
TR-4863-P2		TR-6163-P2	Record Series Reserved for Later Use
TR-4864-P2		TR-6164-P2	Record Series Reserved for Later Use
TR-4865-P2		TR-6165-P2	Record Series Reserved for Later Use
TR-4866-P2		TR-6166-P2	Record Series Reserved for Later Use
TR-4867-P2		TR-6167-P2	Record Series Reserved for Later Use
TR-4868-P2		TR-6168-P2	Record Series Reserved for Later Use
TR-4869-P2		TR-6169-P2	Record Series Reserved for Later Use
TR-4870-P2		TR-6170-P2	Record Series Reserved for Later Use
TR-4871-P	Trust Funds Accounting System (TFAS)	TR-6171-P2	Trust Funds Accounting System (TFAS)
TR-4872-P	Daily Account Distribution System (DADS)	TR-6172-P2	Daily Account Distribution System (DADS)

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>9000 Historical Trust Accounting (OHTA Only)</b>		<b>9000 Historical Trust Accounting (OHTA Only)</b>	
TR-9001a-P5	Program Correspondence Files - Official Files	TR-9001a-P5	Program Correspondence Files - Official Files
TR-9001b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	TR-9001b-P5	Program Policy/Directives Master Set with Case History Files - Official Files
TR-9002-P5	Executive Director's Chronological File	TR-9002-P5	Executive Director's Chronological File
TR-9003-P5	<i>Cobell v. Norton</i> Related Electronic Mail Records	TR-9003-P5	<i>Cobell v. Norton</i> Related Electronic Mail Records
TR-9004-P5	Indian Reservation Histories	TR-9004-P5	Indian Reservation Histories
TR-9005-P5	Historical Accounting Quality Control Files	TR-9005-P5	Historical Accounting Quality Control Files
TR-9006-P5	Historical Trust Statistical Reports	TR-9006-P5	Historical Trust Statistical Reports
TR-9007-P5	Historical Trust Accounting Document Request Tracking and Control Files	TR-9007-P5	Historical Trust Accounting Document Request Tracking and Control Files
TR-9008-P5	Historical Statement of Account Files	TR-9008-P5	Historical Statement of Account Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>9100 Special Deposit Account (SDA) Project Files (OHTA Only)</b>		<b>9100 Special Deposit Account (SDA) Project Files (OHTA Only)</b>	
TR-9101-P5	Special Deposit Account (SDA) Project Case Files	TR-9101-P5	Special Deposit Account (SDA) Project Case Files
TR-9102-P5	Special Deposit Account (SDA) Chronological File	TR-9102-P5	Special Deposit Account (SDA) Chronological File

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>9200 TRIBAL TRUST ACCOUNTING FILES (OHTA Only)</b>		<b>9200 TRIBAL TRUST ACCOUNTING FILES (OHTA Only)</b>	
TR-9201-P5	Tribal Trust Accounting Project Files	TR-9201-P5	Tribal Trust Accounting Project Files

16 BIAM (Release 3)		INDIAN AFFAIRS RECORDS SCHEDULE (IARS)	
SERIES	TITLE	SERIES	TITLE
<b>9900 ELECTRONIC SYSTEMS (OHTA Only)</b>		<b>9900 ELECTRONIC SYSTEMS (OHTA Only)</b>	
TR-9901-P	ACCOUNTING RECONCILIATION TOOL (ART)	TR-9901-P	ACCOUNTING RECONCILIATION TOOL (ART)
TR-9902-P	Special Deposit Account (SDA) Plus	TR-9902-P	Special Deposit Account (SDA) Plus

**Transmittals**

- Transmittal No. 1 – Release of the Indian Affairs Records Schedule (IARS)

**Nonrecord Material**

- Disposition of Nonrecord Material

**Crosswalk**

- 16 BIAM to IARS
- 6000 “Unscheduled” incorporated into the IARS
- 4800 Indian Fiduciary Financial Trust Records Schedule to 6100 Indian Fiduciary Financial Trust Records Series

**IARS Records Series**

- 100 – General Administrative
- 1000 (1200) - Executive Management
- 1300 – Indian Gaming
- 1400 – Legal
- 1500 – Indian Self-Determination
- 2100 – Budget
- 2300 – Contracts
- 2400 – Facilities Management
- 2500 – Finance
- 2600 – Payroll
- 2700 – Personnel
- 2800 – Property Management & Procurement
- 2900 – Safety
- 3200 – Acknowledgement
- 3300 – Employment Assistance
- 3400 – Housing
- 3500 – Law Enforcement
- 3600 – Social Services
- 3700 – Tribal Government
- 4200 – Credit
- 4300 – Environmental Quality Services
- 4400 – Forestry & Fire
- 4500 – Natural Resources
- 4600 – Real Estate Services & Land, Title & Records Office
- 4700 – Roads
- 4900 - Irrigation & Power
- 5200 – Continuing Education
- 5300 – School Facilities



**IARS Records Series continued**

- 5400 – School Operations
- 5500 – Education Supplemental Programs
- 6000 – Office of the Special Trustee for American Indians (OST)
- 6100 – Indian Fiduciary Financial Trust Records Series (IFFTRS)
- 9000 – Historical Trust Accounting (OHTA Only)
- 9100 – Special Deposit Account (SDA) Project Files (OHTA Only)
- 9200 – Tribal Trust Accounting Files (OHTA Only)
- 9900 – Electronic Systems (OHTA Only)