



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

Memorandum

DEC 29 2003

To: Assistant Secretary – Indian Affairs
Special Trustee for American Indians
Principal Deputy Special Trustee for American Indians

From: Assistant Deputy Secretary

Subject: Interim "Final" Policies and Procedures

Attached for distribution to your program directors and personnel is the initial portion of the "Indian Affairs Records Management Manual" (manual) issued by the Office of Trust Records (OTR). The manual contains the policies and procedures OTR will use for records management in the Bureau of Indian Affairs (BIA) and The Office of the Special Trustee for American Indians (OST).

BIA and OST program managers and staff should familiarize themselves with the manual. The manual provides the criteria that will be used by OTR to assess BIA and OST records programs in the coming calendar year. The basic records training provided by OTR is based on the manual provisions. Training scheduled for February 2004 and thereafter will incorporate the specific manual provisions with emphasis on site assessments. It is anticipated that the first site assessments will occur in August, six months after February 2004 training sessions for those programs which attend the training in February.

We plan to issue the following three additional chapters in January 2004: Chapter 7 – Research Requests, Chapter 8 – Frozen or Litigation Records and Chapter 12 – Electronic Records. Section 1.3 Compact/Contract/Tribal Records has been reserved. Additionally, OTR plans to release and make available for your use, Appendices A, B and C in electronic format. The Appendices will be posted on Trustnet once OTR provides the BIA and OST Chief Information Officers with electronic copies of the appendices. We anticipate doing so in January 2004.

Please direct comments and/or questions to Andy Abeyta at 505-816-1620. OTR would appreciate receiving your comments and/or suggestions on the manual by March 1, 2004. Thank you.

Attachment

cc: Chief Information Officer, BIA
Chief Information Officer, OST