U.S. Department of the Interior
Indian Affairs



Indian Affairs Records Schedule

Tribal and Alaska Native Consultations

October 26 - 29, 2026

Before We Begin



This is a virtual consultation.



Participants will remain on mute and off camera until the specified time for comments.



Please take a moment to rename yourself to include:

- Your name
- Your position/title
- The Tribe or Organization you are attending on behalf of



Please direct any technical issues during the meeting using the chat function to the Host/CoHost



Comments will be accepted via the chat box.



This consultation session will be recorded.



This consultation is CLOSED to the public and the press.

Agenda

- Opening Prayer
- Introductions
- Presentation
- Tribal Comments



Introductions

- Genevieve Giaccardo, Acting Director of the Bureau of Trust Funds Administration (BTFA)

- Bart Stevens, Principal Deputy Bureau Director

- BTFA, Office of Trust Records (OTR)
  - Lisle Pino, Acting Director
  - Teresa Dettling, Supervisory Records and Information Management Specialist (RIMS)
  - Larry Reedy, RIMS
  - Thomas Hemstreet, RIMS

- Department of Interior, Office of the Chief Information Officer, Records Management Division
  - Kate Richards, RIMS
  - Robert Kellogg, Senior Records Specialist, Contractor, Cherokee Nation

Bureau of Trust Funds Administration's Role

- BTFA is delegated records management authority for Record Group 075 pursuant to 303 Departmental Manual 6. This delegation affirmed the requirement for a strengthened and formalized records management program to ensure accurate and accountable stewardship of Indian fiduciary trust records.

- The BTFA, Office of Trust Records (OTR), is responsible for the protection, preservation, inventory and storage of all of the Department of Interior's Indian fiduciary trust records. OTR will provide:
    1) adequate policy, guidance, procedures, and technical assistance and training to all Interior organizations that create, manage, or use Indian fiduciary trust records;
    2) oversee the coordination of **all Interior organization's identification and scheduling** of Indian fiduciary trust records and serve as a central point of contact within Interior for all Indian fiduciary trust records management; and
    3) provide training and technical assistance to bureaus and offices.

Overview of Records Management Authority

- The National Archives and Records Administration (NARA) provides Federal-wide guidance and authority for records management.
- NARA organizes Federal Agencies according to "Record Groups”.
- Indian Affairs falls under Record Group (RG) 075 (Inclusive of Bureau of Indian Affairs, Bureau of Indian Education, and BTFA) with BTFA delegated as the responsible Records Officer.
- 36 CFR 1225.22 mandates periodic review and updates of agency records schedules.
- NARA Memo 27.2021 "New Scheduling Requirement for Tribal Consultation" - All records schedules originally certified and submitted on or after August 1, 2021 must be accompanied by additional information regarding Tribal consultations.

Records Schedules

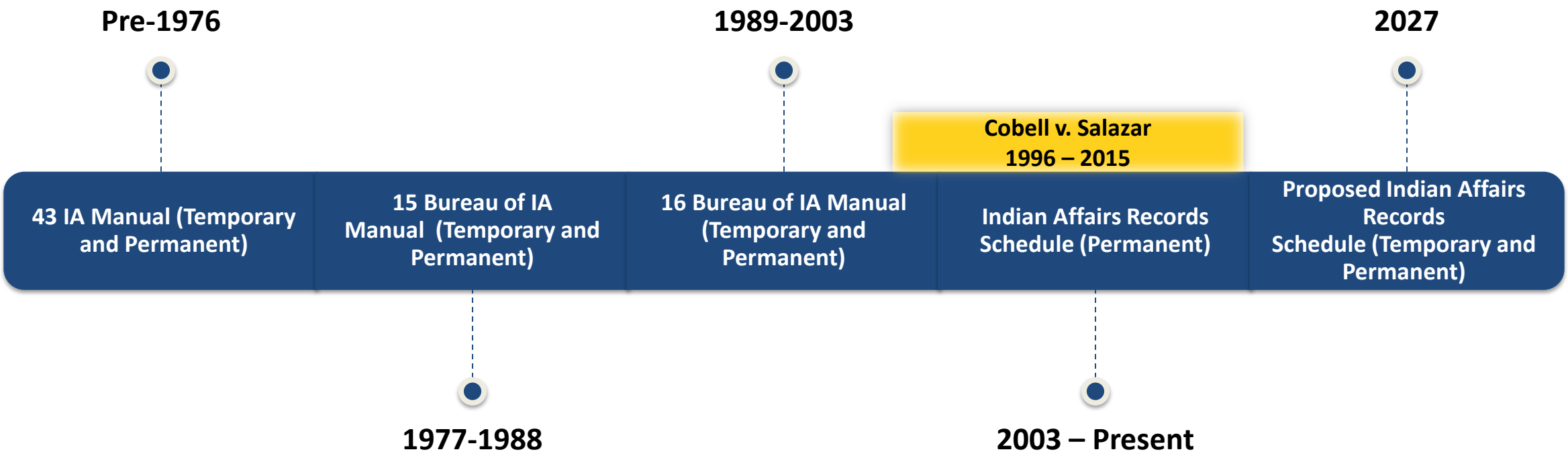
- A Records Schedule provides mandatory instructions (disposition instructions) to Federal staff regarding how to maintain the agency's records and what to do with them when they are no longer needed for current business.

- Disposition instructions state whether individual series of records are "permanent" or "temporary," as well as how long to retain the records.

- Records with historical value, identified as "permanent," are transferred to the National Archives of the United States at the end of their retention period. To protect personal information in these records, NARA reviews them for sensitive details under NARA Directive 1607 and uses security measures required by NARA Directive 1608 to keep that information safe.

- All other records are identified as "temporary" and are eventually destroyed in accordance with the approved Records Schedule.

Timeline of Indian Affairs (IA) Records Schedules



Indian Affairs Records Schedule – Updates

- **Background:** As a result of the *Cobell v. Salazar* litigation and its associated trust-reform requirements, Indian Affairs Records were reclassified as unscheduled in the mid-2000s. Until a new records schedule is formally established through agreement between the Department of the Interior and the National Archives and Records Administration (NARA), these records are managed as permanent.

- BTFA adhered to NARA's government-wide guidance, Implement Updates to Records Schedules, which all federal agencies and bureaus follow. NARA will likewise employ some of the same steps during their records appraisal.

- The Department adopted NARA's Flexible Scheduling methodology, incorporating "big bucket" and "banded retention" guidance to streamline and modernize the Indian Affairs Records Schedule.

- Under this approach, all record series were analyzed and aligned to one of seven defined retention buckets, each specifying the period of retention and ultimate disposition:
  - Two buckets designate permanent records, which will be transferred to NARA upon reaching their retention period.
  - Three buckets designate long-term temporary records (50+ years), allowing indefinite retention by Indian Affairs.
  - Two buckets designate short-term temporary records, permitting disposition of records with limited retention value.

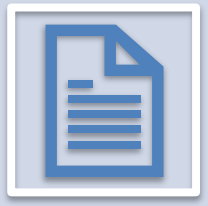
Indian Affairs Records Schedule – Proposed

Schedule Draft Outline

- 0001 – General Program Activity Records – 15 to 25 Years
- 0002 – Long Term Indian Trust Records – 50 Years
- 0003 – Historic and Culturally Significant Program Records - **Permanent**
- 0004 – General Tribal Contract, Tribal Grant, and Financial Monitoring Records – 12 Years
- 0005 – Historically, Significant Loans, Tribal Contract, Tribal Grants, Audits, or Investigations / One Time Sample of Process Records – **Permanent**
- 0006 – Human Services and Legal Records – 50 Years
- 0007 – Audits and Investigation Records – 50 Years

Note: 50 years is the minimum, but this can be indefinite depending on content of the record and Agency/Program need.

Proposed Records Schedule – Overview

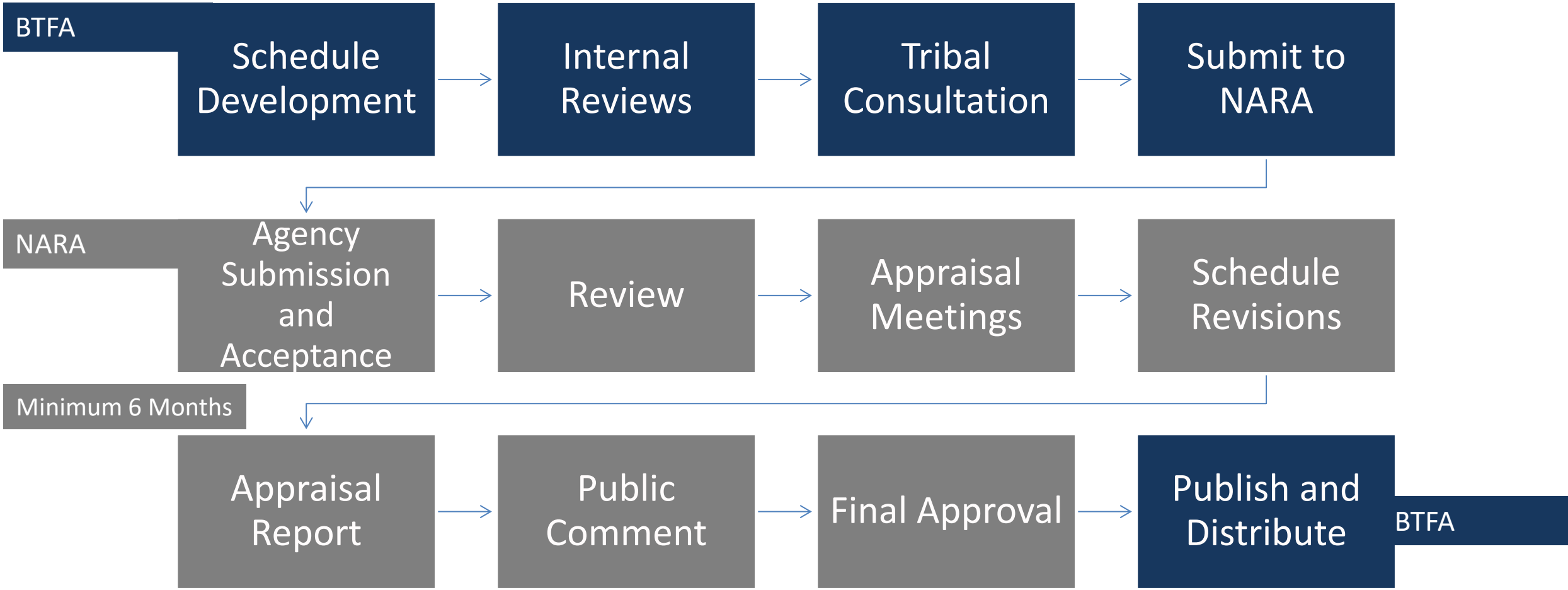


Draft Records Schedule



Draft Crosswalk

Records Schedule Appraisal Process



[NARA Appraisal and Approval Process Website]

Tribal Consultations

Goals

- Ensure Tribal nations have a clear, informed opportunity to understand, review, and respond to the proposed Indian Affairs Records Schedule.

- Identify records that carry historical, cultural, legal, or community significance to tribes and ensure those materials receive appropriate long-term preservation.

Expectations

- Tribal input will meaningfully shape potential revisions to retention schedules, especially for records related to cultural heritage, land and resource rights, or treaty and legal matters.

Questions for Consideration

- Are the proposed retention periods appropriate and sufficient to meet the needs of your community?

- Are there records you believe should be preserved for longer periods, or permanently, due to their historical, cultural, and legal significance?

Comment Period Participation Guidelines

Virtual attendees: Tribal Leaders will be asked to identify themselves for Leader-to-Leader consultation

Organizational and other representatives: Join the line to comment by clicking the “raise hand” button. The facilitator will call on you.

Phone attendees: Dial *9 to Raise Hand to enter the queue once called on by the facilitator, dial *6 to unmute and begin speaking.



Prefer to provide written comments?
Email consultation@bia.gov **on or before 11:59 pm ET on November 30th, 2026**.

For specific questions pertaining to the records schedule and/or crosswalk, please email IA_RecordsMgmt@btfa.gov.

Post Consultation Feedback Submissions

- Following the consultation sessions, BTFA will:
  - Review all written and verbal feedback submitted by Tribal governments and stakeholders.
  - Incorporate relevant recommendations that BTFA determines are appropriate into the draft records schedule and crosswalk and submit to NARA.
  - Provide feedback to Tribes to communicate how Tribes' input is being addressed.

- You may register for the additional IA Records Tribal Consultation session scheduled for Thursday, October 29, 2026, from 2:00 p.m. to 4:00 p.m. Pacific Time (PT). Please use the Zoom registration link below: https://www.zoomgov.com/meeting/register/7g5_mC8zQyuICzUyNJoGQw#/registration


Thank You