File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6145-P2 (Originally 2516-P)	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Reporting Receipts and Disbursements to Treasury** 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).	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.	N1-075-04-7/2516
TR-6146-P2 (Originally 2520-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Transfer Files** Bureau of Trust Funds Administration 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. 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 GAO 1017 Journal Voucher (JV encoding prefix) Withdrawals and Credits, BIA Form 4285 Intra-Bureau Cash Transaction , Work Tickets Authorization (BB encoding prefix), Intra-Governmental Payments and Collections (IPAC), Supporting documentation such as lease distribution/interest calculation, probate/lease contract and worksheets/vouchers	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.	N1-075-04-7/2520
TR-6148-P2 (originally 2523-P)	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Daily Indian Service Special Disbursing Agent (ISSDA) Disbursement Report**: To report and show all daily Individual Indian Monies' check disbursements. Note: 1. Related Electronic Systems: Trust Funds Accounting System (TFAS). Content: Daily Disbursement Reports (DDR), Verification List, Check Register	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.	N1-075-04-7/2523
TR-6149-P2 (originally 2538-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Cash Receipting Files**: Bureau of Trust Funds Administration 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: 1. Mail Logs 2. SF-215 – Deposit Tickets 3. Form 5-777/5-4218 – Field Receipts 4. DI-1040 – Bills for Collection 5. Completed bank deposit ticket 6. Work Tickets 7. Form 4284 – Schedules of Collections 8. Copies of Remittances 9. Supporting documentation such as lease distribution/interest calculation, probate/lease contract and worksheets/vouchers	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.	N1-075-04-7/2538
TR-6150-P2 (originally 2544-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Reconciliation of Individual Indian Monies (IIM) Financial Statement Interest Earnings:** To reconcile the income from assets reported in the financial statements with the interest earnings computed for the Individual Indian N1-075-04-7 Monies pool. Note: 1. Related Electronic Systems: Trust Funds Accounting System (TFAS). Content: 1. Individual Indian Monies Financial Statements 2. Individual Indian Monies Account (IM6039716) Earnings Accrual	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.	N1-075-04-7/2544
TR-6102-P2 (originally 4802-P)	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Tribal Case Files:** Tribal Accounts are established in accordance with 25 CFR § 115.702. Note: 1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS). Content: 1. Legal documentation such as tribal resolutions, 2. Financial Transaction documentation such as budget, per capita payouts, Public Laws, use and distribution plans SF-1166 Schedule of Payments and Electronic Fund Transfers (EFT) 3. Routine File Maintenance documentation 4. ACH disbursements, interest calculation worksheets 5. SF-1034 Public Voucher for purchases and 6. BIA Form 4285 Transfer Between Appropriations Services other than Personal 7. General Information and other related correspondence: letters to/from account Holders, memos to the file, customer statements	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.	N1-075-04-7/4802
TR-6103-P2 (originally 4803-P)	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Weekly Indian Services Special Disbursing Agent (ISSDA) Disbursement Report:** 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: 1. Weekly Check Report 2. Indian Service Special Disbursing Agent (ISSDA) E-data File 3. Daily Disbursement Report (DDR)	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.	N1-075-04-7/4803
TR-6104-P2 (originally 4804-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Monthly Check Inventory Reconciliation Report:** 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: 1. Daily Disbursement Reports 2. Monthly Check Inventory Report 3. Check Order Listing	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.	N1-075-04-7/4804
TR-6105-P2 (Originally 4805-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Agency Electronic Funds Transfer (EFT) Payment Report:** 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: 1. Summary of Wind River Per Capita checks for current month 2. Custodian's daily activity for current month 3. SF-1166 Voucher and Schedule of Payments daily activity 4. Daily Disbursement Report – VT daily activity for current month for current month 5. Tribal Electronic Funds Transfer 6. Electronic Funds Transfer (EFT) Report - All Check 7. Individual Indian Monies (IIM) Electronic Funds Transfer Disbursement Disbursement 42, 43, 60, 61, and 85 8. Individual Indian Monies (IIM) Electronic Funds Transfer – 9. Comparison to prior period worksheet Disbursement Code 55 10. Summary of Mescal payment for month. 11. Tribal – checks using SF1166 Voucher and Schedule 12. EFT and check distribution data worksheet Payments (VS prefix) 13. Tribal Electronic Funds Transfer	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.	N1-075-04-7/4805
TR-6106-P2 (originally 4806-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Quarterly Loss/Claims Report:** 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: 1. Tribal Treasury overnighter rates for the three month period 2. Individual Indian Monies (IIM) interest rate for the three month period 3. Historical spreadsheets for each loss and claim.	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.	N1-075-04-7/4806

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6107-P2 (originally 4807-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Intra-Governmental Fiduciary Transactions Confirmation System Report (IFCS):** 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: 1. General Ledger Summary of 14X5265-ALL and 2. Summary of General Ledger Summary Activity 14X8030-ALL for Balances 3. Overnighter Accounts Receivable and Assets Reconciliation 4. Interest Expense Calculation worksheet from BPD	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.	N1-075-04-7/4807
TR-6108-P2 (originally 4808-P)	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Standard General Ledger (SGL) Edit Checks File:** 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: 1. Monthly Standard General Ledger (SGL) 2. SF-1219 Statement of Accountability monthly worksheet Trial Balance Summary 3. SF-1220 Statement of Transactions monthly worksheet 4. SF-224 Statement of Transactions monthly 5. Overnighter Account Receivable Report worksheet 6. SGL Balance Check	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.	N1-075-04-7/4808
TR-6109-P2 (originally 4809-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Overnighter Reconciliation Report:** 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: Related Electronic Systems: Trust Funds Accounting Systems (TFAS) - Content: 1. All Trust Assets Report (Book Value Amounts) 2. Daily Overnighter Activity spreadsheet for overnighter balances 3. Interest Earnings month-to-date 4. Daily Null Transactions by Batch Report (Overnighter Only)	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.	N1-075-04-7 /4809
TR-6110-P2 (Originally 4810-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Treasury Investment Reconciliation:** 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: 1. Trust Assets Report TRIBAL ONLY 2. Overnighter Reconciliation by Asset Class 3. Custodians Activity and Adjustment Report 4. Trust Assets Report Individual Indian Monies 5. Intra-Governmental Payment and Collection (IPAC) Daily Activity (IIM) ONLY by Asset Class	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.	N1-075-04-7 /4810
TR-6111-P2 (originally 4811-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Outside Treasury Investment Reconciliation:** 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: 1. Overnighter Reconciliation Report, 2. Trust Assets Report Individual Indian Monies (IIM) ONLY by Asset Class 3. Trust Assets Report TRIBAL ONLY 4. Trust Assets Report TRIBAL ONLY by Asset Class by Treasury Account Symbol (TAS) 5. Treasury Investment Reconciliation and 6. Account Balance by Treasury Account Symbol 7. Custodians Activity and Adjustment Report (TAS) Book vs. Fed Cost Report	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.	N1-075-04-7 /4811
TR-6112-P2 (originally 4812-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Department of the Interior (DOI) Financial Securities Market Value Footnote:** 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: 1. 5265 Assets Report (MS Access format) 2. 8030 Assets Report (MS Access format) 3. JM437AUO	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.	N1-075-04-7/4812
TR-6113-P2 (originally 4813-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Department of the Interior (DOI) Financial Statements Receipts Breakdown Footnote:** 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: 1. General Ledger Summaries for accounts under Treasury Account Symbol 14X5265 and 14X8030 2. SF-6655 – Receipt Account Report balance amounts.	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.	N1-075-04-7/4813
TR-6114-P2 (originally 4814-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Individual Indian Monies (IIM) Interim Financial Statements:** 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: 1. Account Balance by Treasury Account Symbol 2. Trust Assets Report Individual Indian Monies (IIM) ONLY by Asset Class (TAS) Book vs. Fed Cost Report 3. JM428ca2 Custom Audit Report (CAR) 4. JM428ca4 Custom Audit Report (CAR) 5. BB log from SF-224 Daily Activity 6. Minerals Management Service (MMS) Data Fax 7. Overnighter Reconciliation transmittal sheet for the first day of the following 8. Analysis of receipts and disbursements month for Individual Indian Monies Minerals 9. Research and Reclassification of Receipts file Management Service (IIM MMS) Cash Accrual 10. Individual Indianl Monies (IIM) transfer summary Schedule 11. Individual Indian Monies (IIM) Trial Balance and Adjusting Journal Entries 12. Individual Indian Monies (IIM) Earnings Accrual and Amortization detail	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.	N1-075-04-7/4814
TR-6115-P2 (originally 4815-P)	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Tribal and Other Interim Financial Statements:** 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: 1. Account Balance by Treasury Account Symbol 2. Trust Assets Report TRIBAL ONLY by Asset Class (TAS) Book vs. Fed Cost Report 3. JM428car, JM428cal and JM428ca3 – Custom Audit Report (CAR) 4. Overnighter receipt confirmations for the first day 5. Tribal and Other Transfer Summary of the next months for the following five Treasury 6. Research and Reclassification for Receipts file Account Symbols (TAS): 14X5265, 14X6803, 7. Overnight Accrual for other accounts file 14X8030, 14X6039 and 14X6140 8. Tribal Trial Balance and Adjusting Journal Entries (other and combined) 9. Minerals Management Service (MMS) Data Fax Transmittal Sheet for the first day of the following month for Tribal Cash Accrual Schedule	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.	N1-075-04-7/4815
TR-6116-P2 (originally 4816-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Reconciliation of Statement of Differences (TFS6652):** 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: 1. Statement of Differences-Deposits and Disbursements 2. SF-224 Statement of Transactions worksheet 3. Proposed Adjustments to SF-1219/1220 Statement of 4. SF-1219 worksheet and SF-1220 worksheet Accountability/Transactions 5. SF-1220 worksheet	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.	N1-075-04-7/4816

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6117-P2 (originally 4817-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Individual Indian Monies Overdraft Report:** 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: 1. End of month Overdraft Report for House Accounts 2. Overdraft Individual Indian Monies (IIM) End of Month Report and Individual Indian Monies Accounts 3. Overdrafted Individual Indian Monies (IIM) Summary Report 4. SEI_OD_House Report (MS Access format) 5. SEI_OD_IIM Report (MS Access format).	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.	N1-075-04-7/4817
TR-6118-P2 (originally 4818-P)	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Summary of Overdraft Tribal Accounts Balances:** To report all monthly Tribal overdraft accounts activity. Note: 1. Related Electronic Systems: Trust Funds Accounting System (TFAS) Content: 1. Tribal Overdraft Report 2. Account Balance Report Fed Cost	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.	N1-075-04-7/4818
TR-6119-P2 (originally 4819-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**House Suspense Balances Report:** 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: 1. House Account End of the Month (EOM) Report (MS Access Format)	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.	N1-075-04-7/4819
TR-6120-P2 (originally 4820-P)	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Quarterly Wind River (WR) Check Reporting:** 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: 1. Daily Disbursement Reports for Wind River	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.	N1-075-04-7/4820
TR-6121-P2 (originally 4821-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Current Overdraft Monitoring Report:** 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: 1. Overdraft Individual Indian Monies (IIM) End of Month Report 2. Monthly Overdraft Report	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.	N1-075-04-7/4821
TR-6122-P10 (originally 4822-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Taxable Earnings Report:** 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: 1. Returned IRS Form 1099-INT 2. Hard copy of duplicate forms provided to account holders 3. Hard copy printouts from 1996 through 1999 4. Correspondence from IRS, account holders and various officials that summarizes the interest for those IIM 5. Hard copy of all corrected Form 1099's and the corresponding Form accounts that received a Form 1099-INT 1096 6. IRS Form 4804 – Transmittal for IRS reporting 7. Internal Revenue Service magnetic media to support penalty notices for magnetic media 8. Internal Revenue Service penalty notices and responses for 1998-2001 9. 1998-2002, Internal Revenue Service penalty notice 10. Osage Lake Funds summary records for life estates and settlement documents pertaining to Joseph Clark 11. Osage Quarterly Reports for the Osage tribal mineral trust 12. Hard Copy of the annual IIM factor calculation used to 13. Tax test account data reports compute 1099 interest amounts 1998-2002. 14. Mescal Settlement documents and research 15. New Mexico gross receipts tax review binder with invoice copies from the period 4/25/99 through 4/7/03	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.	N1-075-04-7/4822
TR-6123-P10 (originally 4823-P)	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Tax Issue Reporting:** To prepare, report and document tax related issues and research activities. Note: 1. Related Electronic Systems: None Content: 1. Internal Revenue Codes 2. United States Supreme Court cases 3. Treaties and/or other agreements 4. Land Claims Settlements 5. Judgment Awards 6. Beneficiary correspondence	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.	N1-075-04-7/4823
TR-6124-P2 (originally 4824-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Interest Factor Reconciliation File:** 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: 1. Monthly Interest Reconciliation Report 2. Interest Factor Adjustment Report 3. One Number Reconciliation Report 4. Prior month Individual Indian Monies (IIM) Interest Factor 5. Monthly Overdraft 6. Lease monthly interest distribution worksheet 7. Close Accounts Processing System/Partial 8. Journal of Transactions – IM6039716Account Distribution Systems (CAPS/Pads) 9. Daily Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) monthly interest Distribution worksheet Pool Reconciliation	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.	N1-075-04-7 /4824
TR-6125-P2 (originally 4825-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Daily Cash Reconciliation File:** 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: 1. Daily Transaction Report 2. Batch Status Report 3. JM462en0.001 – End of Day Report 4. Previous day Daily Cash Reconciliation Report 5. I2P Individual Indian Monies (IIM) Sub 6. Classification of Daily Disbursement Report (CDD-TFAS) to Individual Indian Monies (IIM) Pool 7. Overnighter worksheet with detailed supporting information Reconciliation Report 8. Daily Cash Reconciliation Report	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.	N1-075-04-7/4825
TR-6126-P2 (originally 4826-P)	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Daily Cash Statement File:** 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: 1. Daily CASHLINK Report – Deposit Ticket (SF-215) 2. Minerals Revenue Management Report and Debit Voucher (SF-5515) 3. Electronic Funds Transfer (EFT) Transfers 4. Treasury SF-1081 (Voucher and Schedule of 5. SF-1166 (Voucher and Schedule of Payments) Reports Withdrawals and Credits) 6. SF-1098 (Schedule of Canceled or Undelivered Checks) 7. Government On-Line Account Link System 8. Intra-Governmental Payment and Collection (IPAC) (GOALS II) Transaction Report per Agency Transaction Reports per Agency Location Codes (ALC) Location Codes (ALC) 9. Preliminary and Final – Daily Indian Service Special Disbursing Agent (ISSDA) Disbursements Reports	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.	N1-075-04-7 /4826

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6127-P2 (originally 4827-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Trust Fund Accounting System (TFAS) and Individual Indian Monies (IIM) Daily Reconciliation File:** 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. 1. Daily Individual Indian Monies (IIM) Subsidiary 2. JM428i2P.001 – Individual Indian Monies (IIM) to Pool Fund to Individual Monies (IIM) Pool Reconciliation worksheet 3. JM428i2P.002 – Individual Indian Monies (IIM) to Pool Fund 4. JM460bli.001 – Post Set Batch Blotter 5. JM463mn0.001–Daily Mini Ledger (IM6039716) 6. JM463en0.001 – End of Day 7. Batch Status Report.	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.	N1-075-04-7 /4827
TR-6128-P2 (originally 4828-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Daily Retroactive Investment Report File:** 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: 1. Daily CASHLINK (Electronic Funds Transfers) Report 2. Cash Batch Control Log 3. Close Accounts Processing System and Partial Account 4. Customer Stratus Station (CSS) Cash Batch Control Log Distribution System (CAPS/PADS) Batch Control Log 5. Tribal and Individual Indian Monies (IIM) Pool Cash/Units Batch Control Log	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.	N1-075-04-7 /4828
TR-6129-P2 (originally 4829-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Control ID 462/463 Reconciliation Report File:** 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: 1. Cash Reconciliation Ledger Report 2. Batch Status Report 3. Reconciliation Report 4. JM428SM1 (jm428sm1.001) 5. JM428SM2 (jm428sm2.001) 6. JM428GNM (jm428gnm.002) 7. JM428BSO (jm428bs0.001) 8. JM428LEA, ID428 9. JM460POO (jm460po0.001) 10. JM462PYO (jm462py0.462) 11. JM428CCO (jm428cc0.001) 12. JM428CCO (jm428cc0.003) 13. JM428CCO (jm428cc0.004) 14. JM428DEP (jm428dep.001) 15. JM428CPT (jm428cpt.001) 16. Monthly Interest Program (jm428int.000) 17. Oil/Gas Interface Report (jm428oil.001) 18. Range Interface Report (jm428rng.001) 19. Lease Interface Report (jm428lea.001) 20. Per Capita Interface Report (jm428cap.001) 21. Osage Interface Report (jm428osg.003) 22. JM428SMO (jm428sm0.001) 23. JM428I2P (jmi2p.002) 24. End of the day Blotter (jm460en0.001) 25. End of the Day Blotter (jm462en0.001) 26. End of the Day Blotter (jm463en0.001) 27. Grand Total ID462/463 28. Payouts – check requests & direct deposit requests for Individual Indian Monies (IIM) (jm463py0.463)	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.	N1-075-04-7 /4829
TR-6130-P2 (originally 4830-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**I2P (individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool) Journalizing:** 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: 1. Trust Fund Accounting System (TFAS) Transactions 2. I2P JOURNAL (Individual Indian Monies (IIM) Subsidiary to Individual by document and batch Indian Monies (IIM) Pool Reconciliation)	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.	N1-075-04-7/4830
TR-6131-P2 (originally 4831-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Minerals Management Service (MMS) Reconciliation Report File:** 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: 1. Minerals Management Service (MMS) Voucher and 2. Monthly DDA Statement – 14X6039, 14X6803. Schedule of Withdrawals and Credits (SF-1081) Log 3. Deputy Disbursing Agent (DDA) Statement – first day of month	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.	N1-075-04-7 /4831
TR-6132-P2 (originally 4832-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**SF 6653/6654 Reconciliation Reports and Analysis Worksheet File:** 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 – 1. IM500 (IM6039716 Journal) 2. I2P Journal (Individual Indian Monies (IIM) Subsidiary to Individual Indian 3. Daily Cash Statement Monies (IIM) Pool Reconciliation 4. SF6653/6654 Reconciliation (Undisbursed Appropriations Account Ledger/Trial Balance) – 5. Previous months SF-6653/6654 month 6. Respective month's ending Daily Cash Reconciliation Report end worksheet 7. Monthly Cash Statement Compilation Report 8. Minerals Management Service Reconciliation 9. Miscellaneous Treasury Receipts Clearing Account (OT3220) Reconciliation worksheet 10. SF-6653/6654 Analysis Report 11. SF-224 Statement of Transactions 12. SF-224 Detail Reports 13. SF-1219/1220 Statement of Disbursements 14. Respective month end Minerals Management Service Fax Report 15. SF-1219/1220 Detail Reports 16. Account Balance by Treasury Account Symbol (TAS) Book vs. Fed Cost Report 3. SF6653 Analysis (Undisbursed Appropriations Account Ledger) – 17. Daily Cash Statement Report for the last day 18. Daily Cash Reconciliation Report for the last day of the month of the month 19. Monthly Daily Cash Statement Report 20. Miscellaneous Treasury Receipts Clearing 21. Minerals Management Service Fax by TAS Report Account (OT3220) Reconciliation 22. Previous month's SF-6653/6654 Analysis Report 23. Previous month's SF6653/6654 (Undisbursed Appropriations Account Ledger/Trial Balance) 24. Monthly Cash Statement Classification Comparison to the SF-224, SF-1219/1220 Activity – 25. Daily Cash Statement Reports 26. SF-224 Statement of Transactions 27. SF-224 Detail Reports 28. SF-1219/1220 Statement of Differences 29. SF-1219/1220 Detail Reports 30. SF-6653 Undisbursed Appropriations Account Ledger 5. Monthly Cash Statement Classification – 31. Prior Month's Cash Statement Activity	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.	N1-075-04-7 /4832
TR-6133-P2 (originally 4833-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Month End Unit Reconciliation:** 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 Approved Accounting System (TFAS) balances. Note: 1. Related Electronic Systems: Trust Funds Accounting System (TFAS). Content: 1. All Trust Assets Report 2. Reconciliation of Daily Balances 3. Schedule of Treasury Securities held at Treasury 4. Report of Custodian Positions Out of Balance 5. Statement of Accounts 6. Position Reconciliation worksheet 7. Report of Position Not Held at Custodian 8. Report of Custodian Positions in Balance 9. Report of Custodian Positions Not Held on TFAS 10. End of Day Bank Reconciliation 11. Performance Bond-Cash Comparison 12. Custodial Statement of Securities	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.	N1-075-04-7 /4833
TR-6134-P2 (originally 4834-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**One Number Reconciliation:** 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: 1. Individual Indian Monies (IIM) Systems Balance 2. Tribal Systems Balance Analysis Reports Analysis Reports 3. IM6039716 4. Earnings Accrual for the respective month ending 5. Schedule of Accounts Receivable 6. "One Number" worksheet for Monthly Interest Factor 7. Interest Overdraft Balance and Change worksheet from Monthly Adjustment Reconciliation Interest Factor Adjustment Reconciliation 8. I2P Balancing (Individual Indian Monies (IIM) Sub 9. Journal of Transaction IM6039716 to Individual Indian Monies (IIM) Pool Reconciliation 10. Monthly SF-6653/6654 balances to TFAS Cash balances for the 11. Trust Asset Report IIM ONLY (Book Value Amounts) respective month for the respective month 12. Trust Asset Report TRIBAL ONLY by Treasury Account Symbol (TAS) 13. Account Balance by Treasury Account Symbol (TAS) for the respective month Book vs. Fed Cost Report for the respective month.	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.	N1-075-04-7 /4834

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6135-P2 (originally 4835-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Daily Interest Reconciliation:** 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: 1. Trust Fund Accounting System Transaction 2. IIMPOOLINT Daily Transaction Report Register (TFAS-TR)	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.	N1-075-04-7/4835
TR-6136-P2 (originally 4836-P)	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Monthly Daily Disbursement Report (VT) Reconciliation File:** 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: 1. Financial Management Service (FMS) 2. Daily Indian Service Special Disbursing Agent 1219-Statement of Accountability (ISSDA) Disbursement Report 3. VT (Check Register) reconciliation report 4. Monthly Cash Statement with VT information for the previous month with supporting worksheets	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.	N1-075-04-7/4836
TR-6137-P2 (originally 4837-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Reconciliation List and Fax Confirmations:** 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 Approved 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.	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.	N1-075-04-7/4837
TR-6138-P2 (originally 4838-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Quarterly Internal Review Reports**: Each office within the Bureau of Trust Funds Administration monitors corrective actions for internal and external trust activities. Note: 1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS). Content: 1. Quarterly In-House Summarized Management Control 2. Quarterly Annual Audit Reports that consist of compliance reports that summarize management control deficiencies audits and issues that have to do with operational processes as identified via Federal Manager's Financial Integrity Act (FMFIA) evaluations	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.	N1-075-04-7/4838
TR-6139-P2 (originally 4839-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Individual Indian Monies (IIM) Pool Earnings:** 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: 1. 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 2. Earned Income: The report reflects interest earned for each security for the month 3. Earned Amortization/Accretion: This report reflects calculated amortization and accretion for each security each month 4. 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 5. Transaction Printout of Pool Account IM-6039-716: Shows interest earnings on government overnighters 6. 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 7. 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 8. 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 9. Individual Indian Monies (IIM) Interest Factor Memorandum: Memorandum issued to the agencies stating the Individual Indian Monies (IIM) Monthly Interest Pool 10. Individual Indian Monies (IIM) Monthly Interest Factor worksheet: Worksheet used to determine the Individual Indian Monies (IIM) Monthly Interest Factor 11. 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 12. Accounts Daily Balance (ADB) – Final Totals Report: Verify the Average Daily Balance calculated manually 13. 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 14. 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 15. Manual Adjustments Report: Verify the manual adjustments that were calculated manually 16. Average Daily Balance (ADB) Adjustments Spreadsheet: Obtain the total manual adjustments 17. 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 18. Idle Cash – Pre 815 Adjustment Report: Showing the Average Daily Balance as	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.	N1-075-04-7/4839
TR-6141-P2 (originally 4841-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Overnight Interest Factor:** 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: 1. 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. 2. 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 Bureau of Trust Funds Administration. 3. As of Investments for EFTs and Collections: Filled out when a Deposit Ticket is received to document the transaction. 4. Deposit Ticket: Documents that a Manual Buy or Sell happened that was not recorded by the Un-invested Cash Report. 5. Computer Controlled Cash Management Report: Lists all the Overnighter activity, there is an A.M. and a P.M. report. 6. 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. 7. 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. 8. Interest Earnings Month to Date. 9. P.M. and A.M. Un-invested Cash Report: A report that lists the Un-invested Cash for all Tribal Accounts in ID0437.	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.	N1-075-04-7/4841
TR-6142-P2 (originally 4842-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Standard General Ledger Compilation Report:** 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: 1. TFAS Transactions Report for current month 2. Overnighter Accounts Receivable Report 3. Trust Assets Report TRIBAL ONLY by Asset Class 4. Monthly Accounts Receivable Report 5. Monthly Amortization Summary Report	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.	N1-075-04-7/4842
TR-6143-P2 (originally 4843-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Standard General Ledger (SGL) Report to National Business Center (NBC):** 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: 1. General Ledger Summaries for 14X5265-ALL 2. 14X5265 – Financial Statements 3. 14X8030 – ALL 4. 14X8030 – Financial Statements	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.	N1-075-04-7/4843

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6144-P2 (originally 4844-P)	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Daily Overdraft Report:** To determine new overdrafts that occurred as a result of the previous day's business. The identified overdrafts are resolved the same N1-075-04-7 day if the overdrafts are not related to payment over cancellation, debit vouchers or oil and gas recoupments. 1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS). Content: 1. E-mail Notifications (to Issues Team, Accounts, Branch and Division Chiefs) 2. Copy of Daily Overdraft Report	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.	N1-075-04-7/4844
TR-6151-P2 (originally 4851)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Individual Indian Monies (IIM) Case Files:** Accounts are established for individuals who have interest in income producing trust assts and/or are receipts 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.	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.	N1-075-04-7/4851
6139 (Originally 4840-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**One Day Overnight Security Investment:** 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. Bureau of Trust Funds Administration performs a manual verification of the interest and distribution. Treasury transfers principal and interest back to Bureau of Trust Funds Administration 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: 1. Cover Letter 2. Un-invested Cash Report 3. Investment Confirmation Letter 4. Full Call Posting Journal, if applicable 5. Overnight Amount Calculation Worksheet 6. GNMA Live Report, if Applicable 7. Computer Controlled Cash Management Reports 8. FHLMC Live Report, if Applicable 9. Current Day's Control Log 10. FNMA Live Report, if Applicable 11. Summary of Interest Report 12. Interest Earnings month to date worksheet 13. Overnight Rate Calculation worksheet 14. Batch Status Report 15. Daily Reconciliation AM worksheet 16. Today's Settlement Report from SMAC 17. Report of Income Posted 18. Individual Indian Monies (IIM) Transaction Recap Report 19. Previous Day's PM Control Long 20. Report of all scheduled payments 21. One Number Balance Sheet Check Worksheet: Used by the Bureau of Reconciliation to check against the One Number Balance Sheet 22. Deposit Master A-17 Access Table: Lease Interest posted in Trust Funds Accounting System (TFAS)	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.	N1-075-04-7/4840-P
1218-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Biographical Files:** 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.	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.	N1-075-05-1
1219-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Speech Files:** 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.	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.	N1-075-05-1
1220-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**News and Press Releases:** 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.	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.	N1-075-05-1
1233-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**External Audit Report Files:** 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.	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.	N1-075-05-1
1234-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Government Accounting Office (GAO) Audit Coordination Files:** 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.	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	N1-075-05-1
1236-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Administrative Appeal Files:** 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.	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.	N1-075-05-1
1239-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Special Project Case Files:** 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.	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 beas jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.	N1-075-05-1

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
1241-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Overdue Correspondence Report Files:** 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.	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.	N1-075-05-1
1242-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Tribal Leaders Directory Files:** 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.	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.	N1-075-05-1
1243-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Public Information Fact Sheet Files:** 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.	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.	N1-075-05-1
1300-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Program Correspondence and Policy/Directives 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	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	N1-075-05-1
1301-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Indian Gaming Management Files:** 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	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. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.	N1-075-05-1
1302-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Revenue Allocation Planning Files:** 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.	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.	N1-075-05-1
1303-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Recommendation on Determination or Approval Files:** 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.	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.	N1-075-05-1
1304-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**National Environmental Policy Act Compliance Files:** 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.	PERMANENT. 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.	N1-075-05-1
1306-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Office of the Inspector General (OIG) Audit Files:** Records include documents responding to any OIG audit regarding Bureau of Indian Affair's 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.	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.	N1-075-05-1
1307-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Gaming Purchase Contract or Agreement Files:** 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.	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.	N1-075-05-1
1400-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Program Correspondence and Policy/Directives 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.	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.	N1-075-05-1
1401-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Investigative and Litigation Case Files:** 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	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.	N1-075-05-1
1402-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Legal Activity Report Files:** 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	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	N1-075-05-1

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
1403-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Court of Indian Appeals Case Files:** 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.	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	N1-075-05-1
1404-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Litigation Support Funding Files:** 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.	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.	N1-075-05-1
1500-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Program Correspondence and Policy/Directives 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.	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.	N1-075-05-1
1501-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Self-Determination (ISD) Contract Files:** 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.	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	N1-075-05-1
1502-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Self-Determination (ISD) Grant Files:** 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.	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	N1-075-05-1
1503-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Self-Determination (ISD) Self-Governance Grants and Cooperative Agreements Files:** 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.	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	N1-075-05-1
1504-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Self-Determination (ISD) Self-Governance Demonstration Project Planning Grant Files:** 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.	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	N1-075-05-1
1505-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Self-Determination (ISD) Self-Governance Compact Files:** 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.	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	N1-075-05-1
1506-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Self-Determination (ISD) Construction Contract Files:** 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.	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	N1-075-05-1
1507-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Self-Determination (ISD) Architect and Engineering (A&E) Contract Files:** 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.	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	N1-075-05-1
1508-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Indian Self-Determination (ISD) Audit Files:** 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.	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.	N1-075-05-1
1509-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Indian Self-Determination (ISD) Appeals Files:** 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.	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.	N1-075-05-1

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
1510-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Indian Self-Determination (ISD) Delegation of Authority Files:** 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.	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.	N1-075-05-1
1511-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**High-Risk Files:** 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.	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.	N1-075-05-1
1512-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Public Law 93-638 Contract Support Funds (CSF) Distribution Log Files:** 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.	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.	N1-075-05-1
1513-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Public Law 93-638 Contract Support Funds (CSF) Need Report Files:** Records include compilation of information providing an estimate of tribal contractor's contract support fund (CSF) award, summary report showing the tribe/tribal organization fiscal year program funds, total direct program funds eligible for CSF, indirect cost rate, total CSF need at 100 percent, total CSF paid to date, and the total remaining CSF need; notices within the Federal Register, policy memorandums for distribution, and directives. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.	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.	N1-075-05-1
1514-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Indirect Cost Agreement Files:** 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	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.	N1-075-05-1
1515-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Federal Property Acquired by Indian Self-Determination (ISD) Contract or Grant Files:** 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.	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.	N1-075-05-1
2100-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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	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.	N1-075-05-1
2101-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Congressional District Report Files:** 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.	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.	N1-075-05-1
2102-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Quarterly Reprogramming Report Files:** 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.	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.	N1-075-05-1
2200 -SSAS	Description		**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.		N1-075-07-15
2200 -SSASb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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
2200 -SSASd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	N1-075-07-15
2200-ABC	Description		**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.		Not on previously approved schedule

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
2200-ABCb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Master Data File:** The master data files contain information on the costs of performing activities within an organization.	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.	Not on previously approved schedule
2200-ABCd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	Not on previously approved schedule
2200-CAMS	Description		**Comprehensive Academic Management System (CAMS):** The CAMS enterprise system is an application that provides Haskell Indian Nations University with functionality that allows students to sign-up for courses and enter student information. The Admissions Module is designed to track information for prospective students, applicants, and attending students. Data is entered during the recruitment process and can be copied over to the student's official records when enrolled. Along with the Admission Module, there is the Communications Management function that helps to quickly and effectively reach prospective students through electronic mail, and mail merge process. The Registration Module allows the University to track the registration process of both Unofficial (Pre-Registration) and Official Registration, which creates a course listing and billing for students. The system also has the capability of providing building and room information for class assignments, as well as scheduling meeting rooms in all of the buildings across the University campus		daa-0075-2014-0003
2200-CAMSb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Master Data File:** The master data contains, but is not limited to: Student Information which includes student name, addresses, high school information, test scores, tribal affiliation, tribal census number, degree of Indian blood, date of birth, and social security number; Student Academic History includes awards for financial Aid, Tribal scholarships awarded or returned, PELL Grants awarded or returned, payments of fines or fees, ID replacement payments, and parent(s)/guardian(s) financial information exported from EdExpress; Housing Information includes residential room assignments, housing fees, and damage fees; Student Parking Information includes vehicle year, vehicle make, vehicle model, vehicle color, license plate number, tags from state registered, tag expiration date, parking violations, violations fines, parking permit replacement fees; Building and Room Information includes classroom size or meeting room/capacity, location, setup for specific use and scheduling. The system also holds information on faculty/staff of Haskell University, which includes room size/capacity, location, instructor certifications, parking permits, parking citations, and class/meeting room assignments.	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 1235.	DAA-0075-2014-0003-0001
2200-CAMSc	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Master File/Database Documentation:** System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to the master file or database and are sent to NARA with the initial copy of the database.	PERMANENT. Transfer to the National Archives with Master Data file as identified above.	Not on previously approved schedule
2200-CBS	Description		**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).		N1-075-07-2
2200-CBSb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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. 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.	N1-075-07-2
2200-CBSd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	N1-075-07-2
2200-CFI	Description		**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.		n1-075-05-003
2200-CFIb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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
2200-CFId	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	n1-075-05-003

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
2200-CREUMS	Description		**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		n1-075-07-010
2200-CREUMSb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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 umber 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.	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
2200-CREUMSd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium. relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	n1-075-07-010
2200-DMP	Description		**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.		n1-075-07-005
2200-DMPb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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
2200-DMPd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	n1-075-07-005
2200-FMIS	Description		**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.		n1-075-07-009
2200-FMISb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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
2200-FMISd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium. relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	n1-075-07-009
2200-GET RESOURCES	Description		**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.		Not on previously approved schedule
2200-GIS	Description		**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.		N1-075-06-10
2200-GISb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Master Data File:** The data is organized by category or layer (e.g. hydrography, transportation, reservation boundaries).	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
2200-GISd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	N1-075-06-10
2200-GLADS	Description		**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.		n1-075-06-003
2200-GLADSb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Master Data File:** The master data file contains land title information.	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
2200-GLADSd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium. relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	n1-075-06-003
2200-IDEAS-PD	Description		**Interior Department Electronic Acquisition System – Procurement Desktop (IDEAS-PD):** The IDEAS-PD standardizes procurement activities.		Not on previously approved schedule

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
2200-IIS	Description		**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 hew 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.		Not on previously approved schedule
2200-IISd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	Not on previously approved schedule
2200-InfoDat	Description		**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 30th. 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.		N1-075-05-3
2200-InfoDatb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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; 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.	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
2200-InfoDatd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	N1-075-05-3
2200-ITIMS	Description		**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.		N1-075-07-1
2200-ITIMSb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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	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. 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	N1-075-07-1
2200-ITIMSd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	N1-075-07-1
2200-Keyfile	Description		**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.		N1-075-06-4
2200-Keyfileb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Master Data File:** The master data file contains a database that allows the indexing, storing, and retrieving of electronic images of lease.	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
2200-Keyfiled	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	N1-075-06-4

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
2200-LRIS	Description		**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.		n1-075-03-005
2200-LRISb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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. 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.	N1-075-03-5
2200-LRISd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	n1-075-03-005
2200-LTM	Description		**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 CountryThe 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.		n1-075-06-005
2200-LTMb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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
2200-LTMd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer to the National Archives with Master Data File identified in item b above.	n1-075-06-005
2200-MAD	Description		**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.		N1-075-06-6
2200-MADb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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 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.	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
2200-MADd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	N1-075-06-6
2200-MAXIMO	Description		**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.		n1-075-09-001
2200-MAXIMOb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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	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
2200-MAXIMOd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	n1-075-09-001

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
2200-NASISb	Description		**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.		N1-075-07-4
2200-NASISb1	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	District Edition Level Master Data Files	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	N1-075-07-4
2200-NASISb2	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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 by DOI and NARA, as specified in NARA standards applicable at the time of transfer.	N1-075-07-4
2200-NASISb3	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-07-4
2200-NASISc	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-07-4
2200-NASISd	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**NASIS Master Data Files:** NASIS is a data warehouse that contains all data input via the NASIS/STATE through to the BIE Education 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.	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.	N1-075-07-4
2200-NIIMS	Description		**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.		N1-075-07-4
2200-NIIMSb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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. 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.	N1-075-07-4
2200-NIIMSd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	N1-075-07-4
2200-NIOGEMS	Description		**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.		N1-075-07-016
2200-NIOGEMSb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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
2200-NIOGEMSd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	n1-075-07-016
2200-OPINV	Description		**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.		N1-075-07-13

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
2200-OPINVb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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
2200-OPINVd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	N1-075-07-13
2200-Osage	Description		**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).		n1-075-03-006
2200-Osageb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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. 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.	N1-075-03-6
2200-Osaged	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	N1-075-03-6
2200-PCLease	Description		**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.		N1-075-07-3
2200-PCLeaseb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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
2200-PCLeased	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	N1-075-07-3
2200-QMIS	Description		**Quarters Management Information System (QMIS):** QMIS is used to calculate housing rental rates on a yearly basis.		Not on previously approved schedule
2200-QMISd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	Not on previously approved schedule
2200-RDRS	Description		**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.		N1-075-03-3
2200-RDRS1	Description		**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.		N1-075-03-3
2200-RDRS1b	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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. 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.	N1-075-03-3
2200-RDRS1d	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	Not on previously approved schedule

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
2200-RDRS2	Description		**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.		N1-075-03-3
2200-RDRS2b	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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. 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.	N1-075-03-3
2200-RDRS2d	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	Not on previously approved schedule
2200-REM	Description		**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.		N1-075-05-002
2200-REMb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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).	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
2200-REMd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	N1-075-05-002
2200-SGDBb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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
2200-SGDBd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	n1-075-09-005
2200-STARS	Description		**Student Admissions and Reporting System (STARS):** The STARS is a student information system (SIS) that captures and processes student data, as part of Southwestern Indian Polytechnic Institute (SIPI) community college operations. It is designed to provide student life-cycle tracking for all students accepted (past and present) into SIPI, covering all aspects of student life on campus. Student information is provided by SIPI students, faculty, staff, and administrators, who key the data into the database to create the official student record.		DAA-0075-2015-0003
2200-STARSb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Master Data File:** The master data contains, but is not limited to (subject to institute data requirements), data from student applications (application, certificate of Indian blood, high school transcripts, college transcripts); student admissions status; student academic history (degree program enrollment; class enrollment, credit hours, midterm and final grades, enrollment status; academic probations; academic suspensions); student degree program planning; student course and school withdrawals, student accounts and financial aid history; student grade reports and transcripts; student tutoring sessions tracking; student counseling sessions tracking; trimester course schedules (course numbering, course titles, course descriptions, time and date of class, instructor, course pre-requisites); trimester calendar (start/end dates, add/drop and withdrawal deadlines); staff and student vehicle registration (vehicle make, model, year, license plate number); student identification (ID) card pictures, student housing assignments, food service, student violation and adjudication process; and system user security administration (user identification and passwords). Additional data elements may be added depending on the future data needs of the Institute.	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 1235.	DAA-0075-2015-0003
2200-STARSc	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	Master File/Database Documentation: System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to the master file or database and are sent to NARA with the initial copy of the database.	PERMANENT. Transfer to the National Archives with Master Data file as identified above.	DAA-0075-2015-0003

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
2200-TAAMS	Description		**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 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		N1-075-09-8
2200-TAAMSb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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 l00% 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); N1-075-06-00l/b and d (AK Title); N1-075-06-003/b and d (GLAD); N1-075-06-004/b and d(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).	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
2200-TAAMSc	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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).	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
2200-TAPS	Description		**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.		Not on previously approved schedule
2200-TAPSd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium. relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	Not on previously approved schedule
2300-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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	N1-075-05-1
2304-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Interagency Agreement Case Files:** 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	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	N1-075-05-1
2311-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Buy Indian Act Contract Audit Files:** 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.	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.	N1-075-05-1

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
2314-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Contract Appeals Case Files:** 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.	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	N1-075-05-1
2400-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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	N1-075-05-1
2414-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Operations and Maintenance Case Files:** 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.	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.	N1-075-05-1
2415-P5a	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Planning Case Files:** 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.	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	N1-075-05-1
2415-P5b	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Design Case Files:** 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.	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	N1-075-05-1
2415-P5c	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Design and Building Case Files:** 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	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	N1-075-05-1
2415-P5d	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Construction Case Files:** 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	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	N1-075-05-1
2415-P5e	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Department of Justice (DOJ) Requirement for Construction of Detention Center Case Files:** 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.	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	N1-075-05-1
2500-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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	N1-075-05-1
2501-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**U.S. Treasury Federal Finance System (FFS) Report Files:** 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.	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.	N1-075-05-1
2503-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Certifying Officer Designee Files:** 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.	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.	N1-075-05-1
2504-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Certificates of Settlement Files:** 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.	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.	N1-075-05-1
2516-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Statement of Transaction (SF-224) Files:** 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.	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	N1-075-05-1

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
2538-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Certificate of Deposit Files:** 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.	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.	N1-075-05-1
2539-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Paid Voucher Files:** Records include purchase orders, invoice, freight bills, and Standard Form 1166, Voucher and Schedule of Payments, which may show voucher number, vendor number, vendor information and amount. Also includes printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.	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.	N1-075-05-1
2540-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Advice of Collections Files:** 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.	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.	N1-075-05-1
2541-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Statement of Receipts Report Files:** 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.	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.	N1-075-05-1
2542-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Unappropriated Receipts Trial Balance Files:** 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.	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.	N1-075-05-1
2544-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Trial Balance Files:** 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.	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.	N1-075-05-1
2545-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Reconciliation Statement Files:** 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.	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.	N1-075-05-1
2551-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Undisbursed/Receipt Account Report Files:** 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.	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.	N1-075-05-1
2600-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-05-1
2700-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-05-1
2800-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-05-1
2815-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Real Property Report Files:** 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.	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.	N1-075-05-1

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
2900-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-05-1
3200-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-05-1
3201-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Acknowledgement Files:** 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.	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.	N1-075-05-1
3300-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-05-1
3301-P5	Description		**Employment Assistance Case Files**		N1-075-05-1
3301-P5a	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Employment Assistance Case Files - Eligible:** 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.	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.	N1-075-05-1
3301-P5b	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Employment Assistance Case Files - Ineligible or Canceled:** 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.	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.	N1-075-05-1
3302-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Employment Assistance Report Files:** 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.	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.	N1-075-05-1
3303-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Client Register Log Files:** 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.	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.	N1-075-05-1
3304-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Work Order Register Log Files:** 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.	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.	N1-075-05-1
3305-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Job Placement/Training Information Collection Requirement (ICR) Regulation Files:** 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.	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.	N1-075-05-1
3400-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-05-1
3401-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Home Improvement Program (HIP) Applicant Case Files:** 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.	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.	N1-075-05-1
3402-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Consolidated Home Improvement Program (HIP) Report Files:** 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.	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 U	N1-075-05-1

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
3500-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-05-4
3501-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Law Enforcement Case Files:** 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.	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.	N1-075-05-4
3502-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Tribal Law and Order Record Files:** 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.	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.	N1-075-05-4
3503-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Security Violation Files:** 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.	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.	N1-075-05-4
3504-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Law and Order Report Files:** 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.	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.	N1-075-05-4
3505-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Indian Police Academy Student Case Files:** 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.	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.	N1-075-05-4
3506-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Indian Police Academy Instructor Training Material Files:** 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.	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.	N1-075-05-4
3507-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Indian Police Academy Class Work Files:** 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.	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.	N1-075-05-4
3508-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Indian Police Academy Administrative Investigation Files:** 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.	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.	N1-075-05-4
3509-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Special Law Enforcement Commission Files:** 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.	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.	N1-075-05-4
3510-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Call Log Files:** 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.	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.	N1-075-05-4
3511-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Cross-Deputization Agreement Files:** 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.	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.	N1-075-05-4

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
3512-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Juvenile Report Files:** 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. **Cut-off when defendent turns 18. If sealed, maintain for the minimum retention authorized. These records are also subject to additional regulations to ensure the protection of minor's privacy as well as the proper handling of the records.**	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.	N1-075-05-4
3513-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Adult Detention/Booking Inmate Case Files:** 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.	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.	N1-075-05-4
3514-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Juvenile Detention/Booking Inmate Case Files:** 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.	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.	N1-075-05-4
3515-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Evidence Control Files:** 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.	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.	N1-075-05-4
3516-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Administrative Detention Files:** 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.	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.	N1-075-05-4
3517-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Crime Reporting Files:** 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.	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.	N1-075-05-4
3518-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Internal Affairs Investigation Case Files:** 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.	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.	N1-075-05-4
3519-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Volunteer/Service Provider Case Files:** 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.	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.	N1-075-05-4
3520-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Detention Program Activity Files:** 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.	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.	N1-075-05-4
3600-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-05-1

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
3601-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**General Assistance Case Files:** 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.	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.	N1-075-05-1
3602-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Child Assistance (Child Welfare) Case Files:** 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.	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.	N1-075-05-1
3603-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Indian Adoption Record Files:** 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.	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.	N1-075-05-1
3604-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Social Services Report Files:** 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.	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.	N1-075-05-1
3605-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Social Services Only (Non-Cash Assistance) Files:** 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.	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.	N1-075-05-1
3606-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Indian Child Welfare Act (ICWA) Review Files:** 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.	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.	N1-075-05-1
3607-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Regional Disbursement Office (RDO) Report Files:** 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.	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.	N1-075-05-1
3608-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Miscellaneous Assistance Case Files:** 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.	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.	N1-075-05-1
3609-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Child Abuse and Neglect Report Files:** 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.	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.	N1-075-05-1
3610-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Social Services Invoice Payment Files:** 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, 3/31/2005 USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.	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.	N1-075-05-1
3611-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Social Services Information Collection Requirement (ICR) Files:** 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.	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.	N1-075-05-1
3612-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Indian Child Welfare Act (ICWA) Grant Files:** 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.	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.	N1-075-05-1
3613a-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Indian Child Welfare Inquiry Files:** 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.	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.	N1-075-05-1

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
3613b			**ICWI Notifications:** ICWI Notices consist of records documenting requests from state courts, agencies, or adoption organizations seeking information about tribal membership, or the potential for tribal membership, regarding a child or parent. These requests specifically pertain to determining whether the Indian Child Welfare Act (ICWA) applies in cases where the child or parent is not a tribal member. Cut off when determinization of non tribal member.	Not on previously approved scheduled	1.1.03
3614-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Child Protective Services Files:** 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.	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.	N1-075-05-1
3615-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Child Welfare Administrative Review Files:** 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.	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.	N1-075-05-1
3616-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Alcohol and Substance Abuse Case Files:** 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.	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.	N1-075-05-1
3617-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Alcohol and Substance Abuse Report Files:** 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.	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.	N1-075-05-1
3700-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-05-1
3701-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Tribal Customs and History Files:** 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.	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.	N1-075-05-1
3702-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Tribal Corporate Charter and Constitution Files:** 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.	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.	N1-075-05-1
3703-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Tribal Council Minutes and Resolution Files:** 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.	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.	N1-075-05-1
3704-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Tribal Membership Rolls Files:** 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.	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.	N1-075-05-1
3706-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Tribal Budget and Allotment Files:** 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.	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.	N1-075-05-1
3707-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Tribal Attorney Contract Files:** 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.	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.	N1-075-05-1
3708-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Trader License Files:** 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.	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.	N1-075-05-1

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3709-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Alaska Native Enrollment Case Files:** 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.	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.	N1-075-05-1
3710-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Navajo Membership Case Files:** 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.	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.	N1-075-05-1
3711-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Judgment Roll Case Files:** 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.	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.	N1-075-05-1
3712-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Per Capita Membership Case Files:** 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.	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.	N1-075-05-1
3713-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Per Capita Payment Record Files:** 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.	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.	N1-075-05-1
3714-P5	Description		**Indian Court Record Case Files**		N1-075-05-1
3714-P5a	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Civil Case Files (New):** 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.	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.	N1-075-05-1
3714-P5b	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Criminal Case Files (New):** 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.	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.	N1-075-05-1
3714-P5c	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Juvenile Case Files (New):** 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.	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.	N1-075-05-1
3714-P5d	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Appeal Case Files (New):** 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.	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.	N1-075-05-1
3715-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Enrollment Appeal Case Files:** 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.	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.	N1-075-05-1
3716-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Blood Degree Appeal Case Files:** 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.	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.	N1-075-05-1
3717-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Judgment (Per Capita) Appeal Case Files:** 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.	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.	N1-075-05-1

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3718-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Tribal Ordinance Files:** 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.	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.	N1-075-05-1
3722-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Enrollment Verification Case Files:** 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.	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.	N1-075-05-1
3723-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Tribal Census Files:** 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.	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.	N1-075-05-1
3724-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Alaska Native Claims Settlement Act (Public Law 92-203) (ANCSA) Files:** 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.	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.	N1-075-05-1
3725-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Alaska Native Claims Settlement Act (ANCSA) Enrollment Files:** 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.	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.	N1-075-05-1
3726-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Alaska Native Claims Settlement Act (ANCSA) Eligibility Determination for Land Benefits Files:** 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.	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.	N1-075-05-1
3727-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Indian Judgment Fund Claims Case Files:** 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.	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.	N1-075-05-1
3728-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Indian Service Population and Labor Force Estimate Report Files:** 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.	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.	N1-075-05-1
3729-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Stock Ownership Purchase Files:** 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.	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.	N1-075-05-1
3730-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Gaming Management Files:** 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.	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.	N1-075-05-1
3731-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Tribal Election Files:** 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.	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.	N1-075-05-1
3732-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	Tribal Enrollment Case Files		N1-075-05-1
3732-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Individual Case Files:** 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.	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.	N1-075-05-1

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3732-P5b	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Adoptee Case Files:** 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.	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.	N1-075-05-1
3732-P5c	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Court and Adoption Agency Case Files:** 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.	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.	N1-075-05-1
3733-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Indian Labor Force Report Files:** 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.	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.	N1-075-05-1
4200-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-05-1
4201-P5	Description		**Indian Business Development Grant (IBDG) Contract Files**		N1-075-05-1
4201-P5a	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Business Development Grant (IBDG) Contract Files - APPROVED:** 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.	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.	N1-075-05-1
4201-P5b	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Business Development Grant (IBD) Contract Files – DISAPPROVED (Withdrawn, declined, or cancelled):** 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.	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.	N1-075-05-1
4202-P5	Description		**Indian Loan Files**		N1-075-05-1
4202-P5a	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Revolving Loan Files – APPROVED:** 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.	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.	N1-075-05-1
4202-P5b	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Revolving Loan Files – DISAPPROVED (Withdrawn, declined or cancelled):** 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.	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.	N1-075-05-1
4206-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Credit Operations Report Files:** 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.	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.	N1-075-05-1
4207-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Credit Operations Audit Report Files:** 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.	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.	N1-075-05-1
4210-P5	Description		**Individual/Tribal Management and Technical Assistance Grant Files**		N1-075-05-1
4210-P5a	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Individual/Tribal Management and Technical Assistance Grant Files – APPROVED:** 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.	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.	N1-075-05-1
4210-P5b	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Individual/Tribal Management and Technical Assistance Grant Files – DISAPPROVED:** 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.	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.	N1-075-05-1

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
4211-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Tribal Loan/Re-lending Program Loan Files:** 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.	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.	N1-075-05-1
4212-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Trust Mortgage Loan Files:** 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.	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.	N1-075-05-1
4213-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Individual Indian/Tribal Economic Report Files:** 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.	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.	N1-075-05-1
4214-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Outstanding Receivables (Due From Public) Files:** 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.	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.	N1-075-05-1
4215-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Annual Credit and Finance Report Files:** 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.	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.	N1-075-05-1
4216-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Loan Service Files:** 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.	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.	N1-075-05-1
4217-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Treasury Loan Transaction Files:** 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.	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.	N1-075-05-1
4218-P5	Description		**Indian Loan Guaranty Files**		N1-075-05-1
4218-P5a	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Loan Guaranty Files - APPROVED:** 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.	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.	N1-075-05-1
4218-P5b	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Loan Guaranty Files - DISAPPROVED:** 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.	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.	N1-075-05-1
4219-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Credit Program Evaluation Report Files:** 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.	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.	N1-075-05-1
4871	Description		**TFAS - The Trust Funds Accounting System (TF AS):** with complete implementation beginning in March 2000, is used to manage investments ofthe 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 ofthe Special Trustee for American Indians to fulfill its trust fiduciary responsibilities to the beneficiaries. This infonnation includes beneficiary name and address, transaction history, investments, receipts and disbursements. TF AS receives periodic data from the Integrated Records Management System (IRMS) and other Bureau ofIndian Affairs Real Property - Systems, Royalty Distribution and Reporting System (RDRS), and People legacy systems to conduct the disbursement oftrust monies for leases, judgment awards, and related disbursement activities.		

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
4871b1	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	History / Master Data File	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.	N1-075-04-7/4871b1
4871-b2	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	Current / Master Data File	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.	N1-075-04-7/4871-b2
4871-c1	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Case file specific queries, sorts, reports, tables and related records that are created for case files, studies, inquiries, inspections, and related program files.	Apply disposition instructions approved for paper and microfilm program records.	N1-075-04-7/4871-c1
4871d1	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	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.	PERMANENT. Transfer to the National Archives with system data as identified in item b.1 above.	N1-075-04-7/4871d1
4871d2	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	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.	PERMANENT. Transfer to the National Archives with system data as identified in item b.2 above.	N1-075-04-7/4871d2
5200-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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	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	N1-075-05-5
5202-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Higher Education Loan/Grant/Scholarship Case Files:** 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	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.	N1-075-05-5
5204-P3	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Adult Education Case Files:** 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.	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.	N1-075-05-5
5300-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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	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	N1-075-05-5
5304b-T0	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Educational Facilities Inventory Master Files	To Be Determined for Scheduling	N1-075-05-5
5400-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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	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	N1-075-05-5
5401-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Student Cumulative Files:** 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.	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.	N1-075-05-5
5403-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**School Student Activity Account Files:** 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.	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	N1-075-05-5
5404-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**School Curriculum Files:** 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.	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	N1-075-05-5
5405-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Education Publication Files:** 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.	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.	N1-075-05-5

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
5406-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Library Catalog Files:** 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.	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.	N1-075-05-5
5407-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Audio-Visual Material Files:** 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.	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.	N1-075-05-5
5408-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**School History Files:** 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.	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.	N1-075-05-5
5409-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Indian School Equalization Program (ISEP) Files:** 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.	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.	N1-075-05-5
5410-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Student Attendance Files:** 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.	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.	N1-075-05-5
5411-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Student Enrollment/Attendance Report Files:** 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).	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.	N1-075-05-5
5413-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Education and Statistic Report Files:** 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.	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.	N1-075-05-5
5414-P5	Description		**Education Survey Response and Report Files**		N1-075-05-5
5414-P5a	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**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.	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.	N1-075-05-5
5414-P5b	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**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.	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.	N1-075-05-5
5415-P5	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Education Program Audit Case Files:** 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.	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.	N1-075-05-5
5416-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Public Law 100-297 Contract/Grant Case Files:** 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.	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.	N1-075-05-5

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
5418-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Exceptional Child Case Files:** 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.	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.	N1-075-05-5
5419-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Individual Education Program (IEP) Service Plan Files:** 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.	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.	N1-075-05-5
5420-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Intensive Residential Guidance (IRG) Program Files:** 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.	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.	N1-075-05-5
5421-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Monitoring Report Files:** 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.	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.	N1-075-05-5
5422-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**School Board and Record Files:** 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.	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.	N1-075-05-5
5423-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Student Personal Health, Accident, or Injury Incident Files:** 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.	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.	N1-075-05-5
5424-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**United States Department of Agriculture (USDA) Food Program Files:** 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.	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.	N1-075-05-5
5425-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Student Account Files:** 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.	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.	N1-075-05-5
5426-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Student Enrollment Files:** 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.	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.	N1-075-05-5
5427-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Residential Log Files:** 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.	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.	N1-075-05-5
5428-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Residential Document Files:** 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.	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.	N1-075-05-5

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
5429-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**In-House Training Files:** 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.	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.	N1-075-05-5
5430-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Student Health Files:** 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.	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.	N1-075-05-5
5431-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Student Services Files:** 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.	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.	N1-075-05-5
5432-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**School-based Support Activity Files:** 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.	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.	N1-075-05-5
5433-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Pre-Kindergarten Student Files:** 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.	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.	N1-075-05-5
5434-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**504 (Civil Rights Act of 1974) Case Files:** 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.	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.	N1-075-05-5
5500-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-05-5
5506-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Johnson O'Malley (JOM) Act Files:** 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.	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.	N1-075-05-5
5510-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Supplemental Education Program Files:** 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.	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.	N1-075-05-5
5511-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**English Language Learners (ELL) Case Files:** Records include initial assessment, English Language Learner (ELL) plan, parental notification permission, waivers and follow-up N1-075-05-5 evaluation. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, Approved supporting documentation, and related correspondence.	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.	N1-075-05-5
5512-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Indian Education Files:** 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.	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.	N1-075-05-5
5513-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Assessment Report Files:** 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.	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.	N1-075-05-5

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
5514-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**School-wide Title Files:** 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.	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.	N1-075-05-5
6008-P2	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Training Files:** 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.	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.	N1-075-07-17
6011-P2	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Access Files:** 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.	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.	N1-075-07-17
6013-BISS	Description		**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.		N1-075-06-2
6013-BISSb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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	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
6013-BISSd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File as identified in item 1.b. above.	N1-075-06-2
6200-P5	Description		**Program Correspondence and Policy Directives Files**		Not on previously approved schedule
6200-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Program Correspondence Files – Official Files:** Records include program files that contain correspondence created, received and where action is taken; or have the primary responsibility for the documenting the activities which relate directly to the Bureau of Trust Funds Administration Appraisal 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.	PERMANENT. Cut off at fiscal year end. 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.	N1-075-09-6
TR- 6131-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Minerals Management Service (MMS) Reconciliation Report File:** 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: 1. Minerals Management Service (MMS) Voucher and 2. Monthly DDA Statement – 14X6039, 14X6803. Schedule of Withdrawals and Credits (SF-1081) Log 3. Deputy Disbursing Agent (DDA) Statement – first day of month	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.	N1-075-04-7
TR-4300-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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	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	N1-075-06-7
TR-4301-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Environmental Impact Statements:** 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.	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	N1-075-04-1
TR-4302-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Environmental Control Files:** 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.	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	N1-075-04-1
TR-4303-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Cultural Resources Site Study:** 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	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	N1-075-04-1

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-4304-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Hazardous Waste Site Surveys:** 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.	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.	N1-075-04-1
TR-4305-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Hazardous Substance Project:** 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.	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.	N1-075-04-1
TR-4306-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Water Sampling Test:** 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 Approved 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.	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	N1-075-04-1
TR-4307-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Soil Testing:** 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.	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.	N1-075-04-1
TR-4308-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Engineering and/or Construction Testing:** 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.	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.	N1-075-04-1
TR-4310a-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Comprehensive Environmental Response, Compensation, and Recovery Act (CERCLA) Program File:** 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, Approved 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.	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.	N1-075-04-1
TR-4310b-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Comprehensive Environmental Response, Compensation, and Recovery Act (CERCLA) Project File:** 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.	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.	N1-075-04-1
TR-4311-P5	Description		**Environmental Audits:** 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.	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.	N1-075-04-1
TR-4312a-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Environmental Compliance Program File:** 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.	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.	N1-075-04-1
TR-4312b-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Environmental Compliance Project File:** 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.	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.	N1-075-04-1
TR-4313-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Environmental Site Assessment:** 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.	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.	N1-075-04-1
TR-4314a-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**National Environmental Policy Act Program File:** 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.	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.	N1-075-04-1

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-4314b-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**National Environmental Policy Act Project File:** 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.	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.	N1-075-04-1
TR-4315a-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Resource Conservation and Recovery Act Program File:** 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.	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.	N1-075-04-1
TR-4315b-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Resource Conservation and Recovery Act Project File:** 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.	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.	N1-075-04-1
TR-4400-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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	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	N1-075-06-7
TR-4401-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Forestry Management Plans:** 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.	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	N1-075-04-2
TR-4402-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Timber Sales:** 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.	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.	N1-075-04-2
TR-4405-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Monthly Timber Cut Reports (Other than Individual Timber Sales or Permits):** 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.	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.	N1-075-04-2
TR-4406-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Cutting Permits 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 11/21/2003 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.	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.	N1-075-04-2
TR-4408-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Log Scale Sheets (Other than Individual Timber Sales or Permits):** Include, but not limited to, the following records: log scale sheets, log value reports, log market appraisals, requests for check to pay stumpage, accounting monthly spreadsheets, supporting documentation, and related correspondence.	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	N1-075-04-2
TR-4409-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Forestry Scale Report (Other than Individual Timber Sales or Permits):** 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.	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.	N1-075-04-2

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-4410-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Forestry Check Scale Report (Other than Individual Timber Sales or Permits):** 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.	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.	N1-075-04-2
TR-4413-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Financial Statements (Indian-owned Operations):** 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.	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.	N1-075-04-2
TR-4415-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Forestry Manuscript of Annotated Maps:** 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	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.	N1-075-04-2
TR-4418-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Annual Forestry Reports:** 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.	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.	N1-075-04-2
TR-4420-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Timber Trespass:** 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.	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.	N1-075-04-2
TR-4422-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Cumulative Forestry Comparative Statements:** 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.	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.	N1-075-04-2
TR-4423-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Timber Marketing:** 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.	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.	N1-075-04-2
TR-4426a-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Fire Facility Construction Program File:** 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.	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.	N1-075-04-2
TR-4426b-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Fire Facility Construction Project File:** 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.	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.	N1-075-04-2
TR-4433a-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Hazardous Fuels Reduction Program File:** 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.	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.	N1-075-04-2
TR-4433b-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Hazardous Fuels Reduction Project File:** 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.	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.	N1-075-04-2
TR-4500-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-06-7

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-4501-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Natural Resources Management Plan:** 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.	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.	N1-075-04-3
TR-4502-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Indian Land Permit - 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.	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.	N1-075-04-3
TR-4504-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Range Survey:** 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.	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.	N1-075-04-3
TR-4507-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Range Reports:** 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.	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.	N1-075-04-3
TR-4508-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Range and Wildlife Maps:** 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.	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.	N1-075-04-3
TR-4509-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Agricultural Extension Program:** 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.	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.	N1-075-04-3
TR-4510-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Extension Reports:** 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.	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.	N1-075-04-3
TR-4511-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Rehabilitation Program:** 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.	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.	N1-075-04-3
TR-4512-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Rights Protection Program (Unresolved Claims):** 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.	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.	N1-075-04-3
TR-4513-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Hopi Partitioned Land Case File:** 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.	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.	N1-075-04-3
TR-4514-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Hopi Partitioned Land Survey:** 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.	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.	N1-075-04-3
TR-4515-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Herd Management Program:** 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.	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.	N1-075-04-3

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-4516-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Endangered Species Program:** 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.	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.	N1-075-04-3
TR-4517-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Fish and Wildlife Program:** 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.	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.	N1-075-04-3
TR-4518-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Range Management Program:** 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.	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.	N1-075-04-3
TR-4600-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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	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	N1-075-06-7
TR-4601a-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Original Allotment – Individual:** 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.	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.	N1-075-04-4
TR-4601b-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Original Allotment - Tribal (Government Acquired Land):** 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.	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	N1-075-04-4
TR-4601c-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Alaskan Native Allotment (ANA):** 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 11/21/2003 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	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.	N1-075-04-4
TR-4601d-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Alaskan Native Townsites Parcels:** 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.	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	N1-075-04-4
TR-4609-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Land Transactions:** 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.	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.	N1-075-04-4
TR-4611-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Land Survey Field Notes:** 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 Approved documents created through word processing and spreadsheet software applications.	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.	N1-075-04-4
TR-4612-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Cadastral Surveys:** 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.	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.	N1-075-04-4
TR-4613-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Land Maps and Plans:** 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.	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	N1-075-04-4

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-4614-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Acquired Sub-Marginal Land Books:** 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.	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.	N1-075-04-4
TR-4615-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Land Acquisition Map Book:** 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.	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.	N1-075-04-4
TR-4616-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Indian Land Right-of-Ways and Easements:** 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.	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.	N1-075-04-4
TR-4618-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Indian Land Lease Case Files:** 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.	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.	N1-075-04-4
TR-4621-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Indian Mineral Assessment Records:** 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.	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.	N1-075-04-4
TR-4622-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Town Lot Use Permits:** 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.	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.	N1-075-04-4
TR-4624-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Real Estate Appraisal Report Files:** 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 11/21/2003 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.	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.	N1-075-04-4
TR-4628-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Reservation Land Use and Development Plan:** 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.	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.	N1-075-04-4
TR-4629-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Real Property Report:** 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.	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.	N1-075-04-4
TR-4631-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Probate File:** 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.	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.	N1-075-04-4
TR-4633-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Twenty-Day Case File:** 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.	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.	N1-075-04-4

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-4634-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Master Land Description File:** 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.	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.	N1-075-04-4
TR-4635-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Land Chain of Title Plant File:** 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.	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.	N1-075-04-4
TR-4636-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Individual Chain of Title File:** 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.	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.	N1-075-04-4
TR-4641-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**LRIS Location Directory:** 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.	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.	N1-075-04-4
TR-4643-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Indian Land Records:** 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.	PERMANENT. Cut off at fiscal year end when superseded of 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.	N1-075-04-4
TR-4645-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Restriction Removal File:** 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.	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.	N1-075-04-4
TR-4646-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Unresolved Rights Case:** 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.		N1-075-04-4
TR-4646-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-04-4
TR-4646-P5b	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-04-4
TR-4647-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Recordation Logs (Non-LRIS):** 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.	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.	N1-075-04-4
TR-4648-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Title Documents:** 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.	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.	N1-075-04-4
TR-4649-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Individual and Tribal Tract File:** 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.	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.	N1-075-04-4
TR-4650-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Identification and Research Records:** 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.	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.	N1-075-04-4

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-4651-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Land Status Maps, General Land Office Plats, and Land Acquisition Maps:** 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.	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.	N1-075-04-4
TR-4652-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Land Index File:** 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/decedent, 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.	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.	N1-075-04-4
TR-4653-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Probate Documents:** 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.	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.	N1-075-04-4
TR-4654-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Rights-of-Ways:** 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.	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.	N1-075-04-4
TR-4655-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Abstract of Title:** 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.	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.	N1-075-04-4
TR-4700a-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-06-7
TR-4701-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Roads Construction Project Case File:** 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.	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.	N1-075-04-5
TR-4702-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Annual Roads Construction Program Accomplishment Reports:** 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.	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.	N1-075-04-5
TR-4703-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Road Survey Books and Field Notes:** 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.	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.	N1-075-04-5
TR-4704-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Project Maps and Drawings:** 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.	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.	N1-075-04-5
TR-4705-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Road Inventory File:** 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.	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.	N1-075-04-5
TR-4706-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Bridge Inventory File:** 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.	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.	N1-075-04-5

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-4707-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Roads Program Project File:** 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.	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.	N1-075-04-5
TR-4708a-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Road and Bridge Construction Reports:** 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.	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.	N1-075-04-5
TR-4708b-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Road and Bridge Maintenance Reports:** 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.	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.	N1-075-04-5
TR-4709a-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Road and Bridge Construction Finance File:** 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	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.	N1-075-04-5
TR-4709b-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Road and Bridge Maintenance Finance File:** 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.	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.	N1-075-04-5
TR-4710-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**National Bridge Inventory System (NBIS) Report File:** 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.	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.	N1-075-04-5
TR-4711a-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Road Design Project File:** 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.	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.	N1-075-04-5
TR-4711b-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Bridge Design Project File:** 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.	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.	N1-075-04-5
TR-4712-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Technical Assistance Program File:** 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	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.	N1-075-04-5
TR-4713-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Nuclear Regulatory Commission (NRC) Radiation Exposure File:** 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.	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.	N1-075-04-5
TR-4900-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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	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	N1-075-06-7
TR-4901-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**River Basin Studies:** 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.	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.	N1-075-04-6

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-4902-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Irrigation Project Planning Case File:** 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.	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.	N1-075-04-6
TR-4903a-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Irrigation Project Land Designation File:** 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.	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.	N1-075-04-6
TR-4903b-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Power Project Land Designation File:** 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.	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.	N1-075-04-6
TR-4904a-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Irrigation and Power Construction Program File:** 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.	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.	N1-075-04-6
TR-4904b-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Irrigation and Power Construction Project File:** 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.	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.	N1-075-04-6
TR-4905-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Irrigation Engineering Data File:** 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.	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.	N1-075-04-6
TR-4906-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Irrigation Maps and Drawings:** 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.	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.	N1-075-04-6
TR-4907-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Irrigation Forecast File:** 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.	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.	N1-075-04-6
TR-4908-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Irrigation Reports:** 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.	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.	N1-075-04-6
TR-4909-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Power Meter Records:** Include, but not limited to, the following records: water and power usage readings for customers serviced by the power project.	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.	N1-075-04-6
TR-4910-P5	6	Temporary. Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy.	**Irrigation and Water Rights Legal Case File:** 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.	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.	N1-075-04-6
TR-4911-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Indian Electric Power Utilities File:** 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.	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.	N1-075-04-6
TR-4912-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Power Reports:** 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.	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.	N1-075-04-6

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-4913-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Irrigation and Power Customer Billing File:** 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.	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.	N1-075-04-6
TR-4915-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Power Operative Maps, Drawings and Standards:** 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.	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.	N1-075-04-6
TR-4916a-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Irrigation Work Order Files:** 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.	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.	N1-075-04-6
TR-4916b-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Power Work Order Files:** 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.	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.	N1-075-04-6
TR-4917-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Soil Surveys:** 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.	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.	N1-075-04-6
TR-4918-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Soil and Moisture Conservation Maps:** 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.	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.	N1-075-04-6
TR-4919-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Soil and Moisture Conservation Reports:** 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.	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.	N1-075-04-6
TR-4920-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Soil and Moisture History File:** 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.	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.	N1-075-04-6
TR-4921-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Irrigation Assessment Order Modifications:** 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.	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.	N1-075-04-6
TR-4922-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Long-Term Cropping Plan:** 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.	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.	N1-075-04-6
TR-4924-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**National Cooperative Soil Survey:** 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.	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.	N1-075-04-6
TR-4925-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Soil Inventory and Evaluation File:** 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.	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.	N1-075-04-6
TR-4926a-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Irrigation Feasibility Program File:** 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.	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.	N1-075-04-6

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-4926b-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Irrigation Feasibility Project File:** 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.	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.	N1-075-04-6
TR-4927a-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Irrigation Operation and Maintenance Program File:** 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.	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.	N1-075-04-6
TR-4927b-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Irrigation Operation and Maintenance Project File:** 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.	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.	N1-075-04-6
TR-4928a-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Irrigation Rehabilitation and Betterment Program File:** 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.	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.	N1-075-04-6
TR-4928b-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Irrigation Rehabilitation and Betterment Project File:** 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.	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.	N1-075-04-6
TR-4929a-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Safety of Dams Program File:** 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.	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.	N1-075-04-6
TR-4929b-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Safety of Dams Project File:** 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.	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.	N1-075-04-6
TR-4930a-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Safety of Dams Emergency Management Program File:** 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.	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.	N1-075-04-6
TR-4930b-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Safety of Dams Emergency Management Project File:** 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.	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.	N1-075-04-6
TR-4931a-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Safety of Dams Maintenance Program File:** 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.	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.	N1-075-04-6
TR-4931b-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Safety of Dams Maintenance Project File:** 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.	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.	N1-075-04-6
TR-4932-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Water Resources Planning and Project Proposal File:** 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.	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.	N1-075-04-6

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-4933-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Water Resources Interagency Agreements:** 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.	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.	N1-075-04-6
TR-4934a-P5	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Water Resources Program File:** 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.	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.	N1-075-04-6
TR-4934b-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Water Resources Project File:** 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.	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.	N1-075-04-6
TR-6000-P2a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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 Bureau of Trust Funds Administration 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.	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.	N1-075-08-1
TR-6001-P2	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Litigation Case Files:** Records include documents for legal proceedings affecting the Bureau of Trust Funds Administration 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.	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.	N1-075-07-17
TR-6002-P2	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Investigative Case Files:** 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.	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.	N1-075-07-17
TR-6003-P2	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**PL 93-638 Compact/Contract and Trust Program Files:** Records include self-determination compacts/contracts, memoranda of understanding, modifications, Annual Funding Agreements and supporting documentation for tribes that compact or contract Bureau of Trust Funds Administration trust programs. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.	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.	N1-075-07-17
TR-6004-P2	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Controlled Correspondence Office Files:** 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 Bureau of Trust Funds Administration. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.	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.	N1-075-07-17
TR-6006-P2	7	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Annual Audit Report Files:** Records include documents created in response to formulating annual audits on Tribal and other trust funds and IIM trust funds managed by the Bureau of Trust Funds Administration 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.	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.	N1-075-07-17
TR-6007-P2	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Project Case Files:** Records include documents relating to projects that are mission related, or initiatives by the Bureau of Trust Funds Administration 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.	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.	N1-075-07-17
TR-6009-P2	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Research Request Files:** 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 Bureau of Trust Funds Administration 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.	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.	N1-075-07-17
TR-6010-P2	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Litigation Research Files:** 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.	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.	N1-075-07-17
TR-6012-P2	description		**Indian Services Special Disbursing Agent (ISSDA) Case Files**		

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6012-P2a	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**Daily Check Case Files:** 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.	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.	N1-075-08-02
TR-6012-P2b	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Oil and Gas Case Files:** 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	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	N1-075-08-02
TR-6012-P2c	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Wind River Per Capita Case Files:** 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.	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	N1-075-08-02
TR-6100-P2a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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 Bureau of Trust Funds Administration (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.	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.	N1-075-06-9
TR-6101-P2 (originally 4801-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Investment Files:** 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: 1 Records of investments 2 Statements of income producing security accounts 3 Bonds 4 Investments reports 5 Trade ticket 6 Money Max System reports 7 Related correspondence	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.	N1-075-04-7
TR-6102-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Tribal Case Files:** Tribal Accounts are established in accordance with 25 CFR § 115.702. Note: 1. Related Electronic Systems: Trust Funds Accounting Systems (TFAS). Content: 1. Legal documentation such as tribal resolutions, 2. Financial Transaction documentation such as budget, per capita payouts, Public Laws, use and distribution plans SF-1166 Schedule of Payments and Electronic Fund Transfers (EFT) 3. Routine File Maintenance documentation 4. ACH disbursements, interest calculation worksheets 5. SF-1034 Public Voucher for purchases and 6. BIA Form 4285 Transfer Between Appropriations Services other than Personal 7. General Information and other related correspondence: letters to/from account Holders, memos to the file, customer statements	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.	N1-075-04-7
TR-6103-P2	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Weekly Indian Services Special Disbursing Agent (ISSDA) Disbursement Report:** 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: 1. Weekly Check Report 2. Indian Service Special Disbursing Agent (ISSDA) E-data File 3. Daily Disbursement Report (DDR)	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.	N1-075-04-7
TR-6104-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Monthly Check Inventory Reconciliation Report:** 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: 1. Daily Disbursement Reports 2. Monthly Check Inventory Report 3. Check Order Listing	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.	N1-075-04-7
TR-6105-P2	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Agency Electronic Funds Transfer (EFT) Payment Report:** 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: 1 Summary of Wind River Per Capita checks for current month 2 Custodian's daily activity for current month 3 SF-1166 Voucher and Schedule of Payments daily activity 4 Daily Disbursement Report – VT daily activity for current month for current month 5 Tribal Electronic Funds Transfer 6 Electronic Funds Transfer (EFT) Report - All Check 7 Individual Indian Monies (IIM) Electronic Funds Transfer Disbursement Disbursement 42, 43, 60, 61, and 85 8 Individual Indian Monies (IIM) Electronic Funds Transfer – 9 Comparison to prior period worksheet Disbursement Code 55 10 Summary of Mescal payment for month. 11 Tribal – checks using SF1166 Voucher and Schedule 12 EFT and check distribution data worksheet Payments (VS prefix) 13 Tribal Electronic Funds Transfer	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.	N1-075-04-7
TR-6106-P2	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	Quarterly Loss/Claims Report: 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.	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.	N1-075-04-7
TR-6107-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Intra-Governmental Fiduciary Transactions Confirmation System Report (IFCS):** 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 Summary of General Ledger Summary Activity 14X8030-ALL for Balances, Overnighter Accounts Receivable and Assets Reconciliation, Interest Expense Calculation worksheet from BPD	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.	N1-075-04-7

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6108-P2	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Standard General Ledger (SGL) Edit Checks File:** 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), SF-1219 Statement of Accountability monthly worksheet Trial Balance Summary, SF-1220 Statement of Transactions monthly worksheet, SF-224 Statement of Transactions monthly, Overnighter Account Receivable Report worksheet, SGL Balance Check	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.	N1-075-04-7
TR-6109-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Overnighter Reconciliation Report:** 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: Related Electronic Systems: Trust Funds Accounting Systems (TFAS) - Content: All Trust Assets Report (Book Value Amounts), Daily Overnighter Activity spreadsheet for overnighter balances, Interest Earnings month-to-date, Daily Null Transactions by Batch Report (Overnighter Only)	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.	N1-075-04-7
TR-6110-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Treasury Investment Reconciliation:** 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, Overnighter Reconciliation by Asset Class, Custodians Activity and Adjustment Report, Trust Assets Report Individual Indian Monies, Intra-Governmental Payment and Collection (IPAC) Daily Activity (IIM) ONLY by Asset Class	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.	N1-075-04-7
TR-6111-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Outside Treasury Investment Reconciliation:** 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 Individual Indian Monies (IIM) ONLY by Asset Class, Trust Assets Report TRIBAL ONLY, Trust Assets Report TRIBAL ONLY by Asset Class by Treasury Account Symbol (TAS), Treasury Investment Reconciliation and Account Balance by Treasury Account Symbol, Custodians Activity and Adjustment Report (TAS) Book vs. Fed Cost Report	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.	N1-075-04-7
TR-6112-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Department of the Interior (DOI) Financial Securities Market Value Footnote:** 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	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.	N1-075-04-7
TR-6113-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Department of the Interior (DOI) Financial Statements Receipts Breakdown Footnote:** 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.	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.	N1-075-04-7
TR-6114-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Individual Indian Monies (IIM) Interim Financial Statements:** 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, Trust Assets Report Individual Indian Monies (IIM) ONLY by Asset Class (TAS) Book vs. Fed Cost Report, JM428ca2 Custom Audit Report (CAR), JM428ca4 Custom Audit Report (CAR), BB log from SF-224 Daily Activity, Minerals Management Service (MMS) Data Fax, Overnighter Reconciliation transmittal sheet for the first day of the following, Analysis of receipts and disbursements month for Individual Indian Monies Minerals, Research and Reclassification of Receipts file Management Service (IIM MMS) Cash Accrual, Individual Indianl Monies (IIM) transfer summary Schedule, Individual Indian Monies (IIM) Trial Balance and Adjusting Journal Entries, Individual Indian Monies (IIM) Earnings Accrual and Amortization detail	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.	N1-075-04-7
TR-6115-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Tribal and Other Interim Financial Statements:** 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, Trust Assets Report TRIBAL ONLY by Asset Class (TAS) Book vs. Fed Cost Report, JM428car, JM428cal and JM428ca3 – Custom Audit Report (CAR), Overnighter receipt confirmations for the first day, Tribal and Other Transfer Summary of the next months for the following five Treasury, Research and Reclassification for Receipts file Account Symbols (TAS): 14X5265, 14X6803, Overnight Accrual for other accounts file 14X8030, 14X6039 and 14X6140, Tribal Trial Balance and Adjusting Journal Entries (other and combined), Minerals Management Service (MMS) Data Fax Transmittal Sheet for the first day of the following month for Tribal Cash Accrual Schedule	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.	N1-075-04-7
TR-6116-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Reconciliation of Statement of Differences (TFS6652):** 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, SF-224 Statement of Transactions worksheet, Proposed Adjustments to SF-1219/1220 Statement of SF-1219 worksheet and SF-1220 worksheet Accountability/Transactions, SF-1220 worksheet	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.	N1-075-04-7
TR-6117-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Individual Indian Monies Overdraft Report:** 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, Overdraft Individual Indian Monies (IIM) End of Month Report and Individual Indian Monies Accounts, Overdrafted Individual Indian Monies (IIM) Summary Report, SEI_OD_House Report (MS Access format), SEI_OD_IIM Report (MS Access format).	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.	N1-075-04-7
TR-6118-P2	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Summary of Overdraft Tribal Accounts Balances:** To report all monthly Tribal overdraft accounts activity. Note: 1. Related Electronic Systems: Trust Funds Accounting System (TFAS) Content: , Tribal Overdraft Report , Account Balance Report Fed Cost	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.	N1-075-04-7

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6119-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**House Suspense Balances Report:** 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)	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.	N1-075-04-7
TR-6120-P2	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Quarterly Wind River (WR) Check Reporting:** 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	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.	N1-075-04-7
TR-6121-P2	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Current Overdraft Monitoring Report:** 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	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.	N1-075-04-7
TR-6122-P10	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Taxable Earnings Report:** 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 of duplicate forms provided to account holders , Hard copy printouts from 1996 through 1999 , Correspondence from IRS, account holders and various officials that summarizes the interest for those IIM , Hard copy of all corrected Form 1099's and the corresponding Form accounts that received a Form 1099-INT 1096 , IRS Form 4804 – Transmittal for IRS reporting , Internal Revenue Service magnetic media to support penalty notices for magnetic media, Internal Revenue Service penalty notices and responses for 1998-2001 , 1998-2002, Internal Revenue Service penalty notice , Osage Lake Funds summary records for life estates and settlement documents pertaining to Joseph Clark, Osage Quarterly Reports for the Osage tribal mineral trust, Hard Copy of the annual IIM factor calculation used to, Tax test account data reports compute 1099 interest amounts 1998-2002., Mescal Settlement documents and research, New Mexico gross receipts tax review binder with invoice copies from the period 4/25/99 through 4/7/03	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.	N1-075-04-7
TR-6123-P10	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Tax Issue Reporting:** To prepare, report and document tax related issues and research activities. Note: 1. Related Electronic Systems: None Content: , Internal Revenue Codes, United States Supreme Court cases , Treaties and/or other agreements, Land Claims Settlements, Judgment Awards, Beneficiary correspondence	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.	N1-075-04-7
TR-6124-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Interest Factor Reconciliation File:** 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, Interest Factor Adjustment Report, One Number Reconciliation Report , Prior month Individual Indian Monies (IIM) Interest Factor, Monthly Overdraft, Lease monthly interest distribution worksheet, Close Accounts Processing System/Partial, Journal of Transactions – IM6039716Account Distribution Systems (CAPS/Pads), Daily Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) monthly interest Distribution worksheet Pool Reconciliation.	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.	N1-075-04-7
TR-6125-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Daily Cash Reconciliation File:** 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 , Batch Status Report , JM462en0.001 – End of Day Report, Previous day Daily Cash Reconciliation Report, I2P Individual Indian Monies (IIM) Sub, Classification of Daily Disbursement Report (CDD-TFAS) to Individual Indian Monies (IIM) Pool, Overnighter worksheet with detailed supporting information Reconciliation Report , Daily Cash Reconciliation Report	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.	N1-075-04-7
TR-6126-P2	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Daily Cash Statement File:** 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) , Minerals Revenue Management Report and Debit Voucher (SF-5515) , Electronic Funds Transfer (EFT) Transfers , Treasury SF-1081 (Voucher and Schedule of , SF-1166 (Voucher and Schedule of Payments) Reports Withdrawals and Credits) , SF-1098 (Schedule of Canceled or Undelivered Checks) , Government On-Line Account Link System , Intra-Governmental Payment and Collection (IPAC) (GOALS II) Transaction Report per Agency Transaction Reports per Agency Location Codes (ALC) Location Codes (ALC) , Preliminary and Final – Daily Indian Service Special Disbursing Agent (ISSDA) Disbursements Reports	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.	N1-075-04-7
TR-6127-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Trust Fund Accounting System (TFAS) and Individual Indian Monies (IIM) Daily Reconciliation File:** 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 , JM428i2P.001 – Individual Indian Monies (IIM) to Pool Fund to Individual Monies (IIM) Pool Reconciliation worksheet , JM428i2P.002 – Individual Indian Monies (IIM) to Pool Fund, JM460bli.001 – Post Set Batch Blotter, JM463mn0.001–Daily Mini Ledger (IM6039716), JM463en0.001 – End of Day, Batch Status Report.	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.	N1-075-04-7

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6128-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Daily Retroactive Investment Report File:** 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 , Cash Batch Control Log , Close Accounts Processing System and Partial Account , Customer Stratus Station (CSS) Cash Batch Control Log Distribution System (CAPS/PADS) Batch Control Log , Tribal and Individual Indian Monies (IIM) Pool Cash/Units Batch Control Log	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.	N1-075-04-7
TR-6129-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Control ID 462/463 Reconciliation Report File:** 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 , Batch Status Report , Reconciliation Report , JM428SM1 (jm428sm1.001) , JM428SM2 (jm428sm2.001) , JM428GNM (jm428gnm.002) , JM428BSO (jm428bs0.001) , JM428LEA, ID428 , JM460POO (jm460po0.001) , JM462PYO (jm462py0.462) , JM428CCO (jm428cc0.001) , JM428CCO (jm428cc0.003) , JM428CCO (jm428cc0.004) , JM428DEP (jm428dep.001) , JM428CPT (jm428cpt.001) , Monthly Interest Program (jm428int.000) , Oil/Gas Interface Report (jm428oil.001) , Range Interface Report (jm428rng.001) , Lease Interface Report (jm428lea.001) , Per Capita Interface Report (jm428cap.001) , Osage Interface Report (jm428osg.003) , JM428SMO (jm428sm0.001) , JM428I2P (jmi2p.002) , End of the day Blotter (jm460en0.001) , End of the Day Blotter (jm462en0.001) , End of the Day Blotter (jm463en0.001) , Grand Total ID462/463 , Payouts – check requests & direct deposit requests for Individual Indian Monies (IIM) (jm463py0.463)	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.	N1-075-04-7
TR-6130-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**I2P (individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool) Journalizing:** 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 , I2P JOURNAL (Individual Indian Monies (IIM) Subsidiary to Individual by document and batch Indian Monies (IIM) Pool Reconciliation)	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.	N1-075-04-7
TR-6132-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**SF 6653/6654 Reconciliation Reports and Analysis Worksheet File:** 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) , I2P Journal (Individual Indian Monies (IIM) Subsidiary to Individual Indian , Daily Cash Statement Monies (IIM) Pool Reconciliation 2. SF6653/6654 Reconciliation (Undisbursed Appropriations Account Ledger/Trial Balance) – , Previous months SF-6653/6654 month , Respective month's ending Daily Cash Reconciliation Report end worksheet , Monthly Cash Statement Compilation Report , Minerals Management Service Reconciliation , Miscellaneous Treasury Receipts Clearing Account (OT3220) Reconciliation worksheet , SF-6653/6654 Analysis Report , SF-224 Statement of Transactions , SF-224 Detail Reports , SF-1219/1220 Statement of Disbursements , Respective month end Minerals Management Service Fax Report , SF-1219/1220 Detail Reports , 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 , Daily Cash Reconciliation Report for the last day of the month of the month , Monthly Daily Cash Statement Report , Miscellaneous Treasury Receipts Clearing , Minerals Management Service Fax by TAS Report Account (OT3220) Reconciliation , Previous month's SF-6653/6654 Analysis Report , Previous month's SF6653/6654 (Undisbursed Appropriations Account Ledger/Trial Balance) 4. Monthly Cash Statement Classification Comparison to the SF-224, SF-1219/1220 Activity – , Daily Cash Statement Reports , SF-224 Statement of Transactions , SF-224 Detail Reports , SF-1219/1220 Statement of Differences , SF-1219/1220 Detail Reports , SF-6653 Undisbursed Appropriations Account Ledger 5. Monthly Cash Statement Classification – , Prior Month's Cash Statement Activity	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.	N1-075-04-7
TR-6133-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Month End Unit Reconciliation:** 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 Approved Accounting System (TFAS) balances. Note: 1. Related Electronic Systems: Trust Funds Accounting System (TFAS). Content: , All Trust Assets Report , Reconciliation of Daily Balances , Schedule of Treasury Securities held at Treasury , Report of Custodian Positions Out of Balance , Statement of Accounts , Position Reconciliation worksheet , Report of Position Not Held at Custodian , Report of Custodian Positions in Balance , Report of Custodian Positions Not Held on TFAS , End of Day Bank Reconciliation , Performance Bond-Cash Comparison , Custodial Statement of Securities	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.	N1-075-04-7
TR-6134-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**One Number Reconciliation:** 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 , Tribal Systems Balance Analysis Reports Analysis Reports , IM6039716, Earnings Accrual for the respective month ending , Schedule of Accounts Receivable , "One Number" worksheet for Monthly Interest Factor , Interest Overdraft Balance and Change worksheet from Monthly Adjustment Reconciliation Interest Factor Adjustment Reconciliation , I2P Balancing (Individual Indian Monies (IIM) Sub , Journal of Transaction IM6039716 to Individual Indian Monies (IIM) Pool Reconciliation , Monthly SF-6653/6654 balances to TFAS Cash balances for the , Trust Asset Report IIM ONLY (Book Value Amounts) respective month for the respective month , Trust Asset Report TRIBAL ONLY by Treasury Account Symbol (TAS) , Account Balance by Treasury Account Symbol (TAS) for the respective month Book vs. Fed Cost Report for the respective month.	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.	N1-075-04-7
TR-6135-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Daily Interest Reconciliation:** 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 , IIMPOOLINT Daily Transaction Report Register (TFAS-TR)	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.	N1-075-04-7
TR-6136-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Monthly Daily Disbursement Report (VT) Reconciliation File:** 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) , Daily Indian Service Special Disbursing Agent 1219-Statement of Accountability (ISSDA) Disbursement Report , VT (Check Register) reconciliation report , Monthly Cash Statement with VT information for the previous month with supporting worksheets	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.	N1-075-04-7

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6137-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Reconciliation List and Fax Confirmations:** 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 Approved 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.	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.	N1-075-04-7
TR-6138-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Quarterly Internal Review Reports:** Each office within the Bureau of Trust Funds Administration 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 , Quarterly Annual Audit Reports that consist of compliance reports that summarize management control deficiencies audits and issues that have to do with operational processes as identified via Federal Manager's Financial Integrity Act (FMFIA) evaluations	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.	N1-075-04-7
TR-6139-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Individual Indian Monies (IIM) Pool Earnings:** 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, 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	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.	N1-075-04-7
TR-6140-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**One Day Overnight Security Investment:** 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. Bureau of Trust Funds Administration performs a manual verification of the interest and distribution. Treasury transfers principal and interest back to Bureau of Trust Funds Administration 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 , Un-invested Cash Report , Investment Confirmation Letter , Full Call Posting Journal, if applicable , Overnight Amount Calculation Worksheet , GNMA Live Report, if Applicable , Computer Controlled Cash Management Reports , FHLMC Live Report, if Applicable , Current Day's Control Log , FNMA Live Report, if Applicable , Summary of Interest Report , Interest Earnings month to date worksheet , Overnight Rate Calculation worksheet , Batch Status Report , Daily Reconciliation AM worksheet , Today's Settlement Report from SMAC , Report of Income Posted , Individual Indian Monies (IIM) Transaction Recap Report , Previous Day's PM Control Long , Report of all scheduled payments	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.	N1-075-04-7
TR-6141-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Overnight Interest Factor:** 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 Bureau of Trust Funds Administration. , 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.	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.	N1-075-04-7
TR-6142-P2	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Standard General Ledger Compilation Report:** 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, Overnighter Accounts Receivable Report, Trust Assets Report TRIBAL ONLY by Asset Class, Monthly Accounts Receivable Report, Monthly Amortization Summary Report	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.	N1-075-04-7
TR-6143-P2	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Standard General Ledger (SGL) Report to National Business Center (NBC):** 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 , 14X5265 – Financial Statements , 14X8030 – ALL , 14X8030 – Financial Statements	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.	N1-075-04-7
TR-6144-P2	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Daily Overdraft Report:** To determine new overdrafts that occurred as a result of the previous day's business. The identified overdrafts are resolved the same N1-075-04-7 day if the overdrafts are not related to payment over cancellation, debit vouchers or oil and gas recoupments. 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	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.	N1-075-04-7

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6145-P2	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Reporting Receipts and Disbursements to Treasury:** 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	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.	N1-075-04-7
TR-6146-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Transfer Files:** Bureau of Trust Funds Administration 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. 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 , GAO 1017 Journal Voucher (JV encoding prefix) Withdrawals and Credits , BIA Form 4285 Intra-Bureau Cash Transaction , Work Tickets Authorization (BB encoding prefix) , Intra-Governmental Payments and Collections (IPAC) , Supporting documentation such as lease distribution/interest calculation, probate/lease contract and worksheets/vouchers	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.	N1-075-04-7
TR-6147-P2 (originally 2521-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Disbursement Files:** Bureau of Trust Funds Administration 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 , Form 5-4250 Indian Service Special Disbursing Agent (ISSDA) (VS encoding prefix) , Daily Disbursements Report (DDR) (VT encoding prefix) , SF-1034 Public Voucher for Purchases and Services , SF-1147 Public Voucher for Refunds other than Personal	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.	N1-075-04-7
TR-6148-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Daily Indian Service Special Disbursing Agent (ISSDA) Disbursement Report:** To report and show all daily Individual Indian Monies' check disbursements. Note: 1. Related Electronic Systems: Trust Funds Accounting System (TFAS). Content: , Daily Disbursement Reports (DDR) , Verification List , Check Register.	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.	N1-075-04-7
TR-6149-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Cash Receipting Files:** Bureau of Trust Funds Administration 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 , SF-215 – Deposit Tickets , Form 5-777/5-4218 – Field Receipts , DI-1040 – Bills for Collection , Completed bank deposit ticket , Work Tickets , Form 4284 – Schedules of Collections , Copies of Remittances , Supporting documentation such as lease distribution/interest calculation, probate/lease contract and worksheets/vouchers	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.	N1-075-04-7
TR-6150-P2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Reconciliation of Individual Indian Monies (IIM) Financial Statement Interest Earnings:** To reconcile the income from assets reported in the financial statements with the interest earnings computed for the Individual Indian N1-075-04-7 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	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.	N1-075-04-7
TR-6151-P2 (Originally 4851-P)	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Individual Indian Monies (IIM) Case Files:** Accounts are established for individuals who have interest in income producing trust assts and/or are receipts 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.	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.	N1-075-04-7

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6171-P (originally 4871-P)	Description		**System Title: Trust funds Accounting System (TFAS):** 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 Bureau of Trust Funds Administration 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.		N1-075-04-7
TR-6171-Pb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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 18th 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.	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 (previouslyIndividual Indian Monies - Interior, BIA - 3); Indian Land Records - Interior, BIA - 4; Indian Land Leases - Interior, BIA - 5; Integrated Records Management System Interior, BIA- 25	N1-075-04-7
TR-6171-Pb1	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	History File	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.	N1-075-04-7
TR-6171-Pb2	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	Current Data File	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.	N1-075-04-7
TR-6171-Pc1	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Case file specific queries, sorts, reports, tables and related records that are created for case files, studies, inquiries, inspections, and related program files.	Apply disposition instructions approved for paper and microfilm records.	N1-075-04-7
TR-6171-Pc2	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	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.	Apply disposition instructions approved for paper and microfilm records.	N1-075-04-7
TR-6171-Pd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Documentation - System Data specifications, file specifications, code books, record layouts, userguides, output specifications, final reports, regardless of medium, relating to a master file or database.	PERMANENT. Transfer copy to the National Archives with Master Data File	N1-075-04-7
TR-6171-Pd1	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	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.	PERMANENT. Transfer to the National Archives with system data as identified in item b.1 above.	N1-075-04-7
TR-6171-Pd2	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	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.	PERMANENT. Transfer to the National Archives with system data as identified in item b.2 above.	N1-075-04-7
TR-6172-P2 (Originally 4872-P)	Description		**System Title: Daily Account Distribution System (DADS):** 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;"		N1-075-04-7
TR-6172-P2b	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.		N1-075-04-7

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6172-P2b1	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**History File:** Copy of all data currently residing on the system.	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.	N1-075-04-7
TR-6172-P2b2	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	Current Data File	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.	N1-075-04-7
TR-6172-P2c1	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	Case file specific queries, sorts, reports, tables and related records that are created for case files, studies, inquiries, inspections, and related program files.	Apply disposition instructions approved for paper and microfilm program records.	N1-075-04-7
TR-6172-P2c2	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	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.	Apply disposition instructions approved for paper and microfilm records.	N1-075-04-7
TR-6172-P2d	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	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 database.	PERMANENT. Transfer copy to the National Archives with Master Data File	N1-075-04-7
TR-6172-P2d1	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	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.	PERMANENT. Transfer to the National Archives with system data as identified in item b.1 above.	N1-075-04-7
TR-6172-P2d2	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	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.	PERMANENT. Transfer to the National Archives with system data as identified in item b.2 above.	N1-075-04-7
TR-6173-TFR	Description		**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.		Not on previously approved schedule
TR-6173-TFRb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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
TR-6173-TFRd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	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 database.	PERMANENT. Transfer copy to the National Archives with Master Data File	Not on previously approved schedule
TR-6174-TBCC	Description		**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 inquires are resolved on a timely basis and with accurate information.		Not on previously approved schedule
TR-6174-TBCCb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.).	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
TR-6174-TBCCd	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	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 database.	PERMANENT. Transfer copy to the National Archives with Master Data File	Not on previously approved schedule
TR-6201-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Appraisal Services Case/Work Files (Trust):** Records include trust case/work files that document real property appraisal services prepared by the Bureau of Trust Funds Administration (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 3rd 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.	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.	N1-075-09-6

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-6202-P5	Description		**Appraisal Request Systems:** 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.		N1-075-09-6
TR-6202-P5b	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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	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.	N1-075-09-6
TR-6202-P5c1	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**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.	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.	N1-075-09-6
TR-6202-P5c2	1	Temporary. Cut off at close of fiscal year in which activity is completed or case file is closed. Destroy no less than 15 years and no more than 25 years after cutoff.	**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.	Temporary. Destroy or delete scanned images when no longer needed for business or reference purposes.	N1-075-09-6
TR-6202-P5e	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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	PERMANENT. Transfer to the National Archives with Data Files identified in item b above.	N1-075-09-6
TR-9001-P5a	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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 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.	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.	N1-075-06-08
TR-9002-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Executive Director's Chronological File:** 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.	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.	N1-075-06-08
TR-9003-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Cobell v. Norton Related Electronic Mail Records:** 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.	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.	N1-075-06-08
TR-9004-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Indian Reservation Histories:** 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.	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.	N1-075-06-08
TR-9005-P5	Description		**Historical Accounting Quality Control Files**		N1-075-06-08
TR-9005-P5a	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Quality Control Reviews:** 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.	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.	N1-075-06-08
TR-9005-P5b	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Quality Control Reports:** 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.	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.	N1-075-06-08

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-9006-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Historical Trust Statistical Reports:** Records consist of periodic reports on (1) the completion of each project or phase of a project in historical accounting; (2) metaanalysis (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.	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.	N1-075-06-08
TR-9007-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Historical Trust Accounting Document Request Tracking and Control Files:** 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.	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.	N1-075-06-08
TR-9008-P5	Description		**Historical Statement of Account Files**		N1-075-06-08
TR-9008-P5a	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Mailings:** 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.	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.	N1-075-06-08
TR-9101-P5	Description		**SDA Project Case Files**		
TR-9101a-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**Transaction Documentation Files:** 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.	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.	N1-075-06-08
TR-9102-P5	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**SDA Chronological File:** 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. Closed Series; Dates: From 2001 – December 30, 2005	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.	N1-075-06-08
TR-9201-P5	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**Tribal Trust Accounting Project Files:** 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	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.	N1-075-06-08
TR-9901-P	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**System Title - 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 Accounting Reconciliation Tool (ART):** 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.		N1-075-06-08
TR-9901-Pa1	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**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.	Apply disposition instructions approved for paper, microfilm and electronic records in NARA Job Nos.	N1-075-06-08
TR-9901-Pa2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	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.	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.	N1-075-06-08
TR-9901-Pb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-06-08

File Code	Proposed Bucket	Proposed Retention / Disposition	Title / Description	Current Disposition & Retention Instructions	Legacy Authority
TR-9901-Pd	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	PERMANENT. Transfer to the National Archives with system data as identified in item b above.	N1-075-06-08
TR-9902-P	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**System Title: Special Deposit Account (SDA) Plus:** 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.		N1-075-06-08
TR-9902-Pa1	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**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.	PERMANENT. Apply disposition instructions approved for paper, microfilm, and electronic records. (See OST/BIA records schedules for TFAS.)	N1-075-06-08
TR-9902-Pa2	2	Temporary (Long-Term). Cut off at the end of the fiscal year or when activity is completed or case file is closed. Records can be moved to inactive storage when no longer needed for active reference. Final disposition cannot be executed any sooner than 50 years after cutoff. Records should be assessed every 10 years thereafter for eligibility to destroy. Final disposition cannot be executed until both the Departmental and Responsible Records Officers are in agreement, and the records in question are designated as inactive by DOI.	**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.	PERMANENT. Apply disposition instructions approved for paper, microfilm, and electronic records. (See OST/BIA records schedules for TFAS.)	N1-075-06-08
TR-9902-Pb	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	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.	N1-075-06-08
TR-9902-Pd	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**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.	PERMANENT. Transfer to the National Archives with items identified in item b above.	N1-075-06-08
4630-P3	3	Permanent. Cut off at close of fiscal year when activity or agreement is completed. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.	**006 Living Landowner Files / Heirship Files:** Files created when an individual becomes a landowner through a probate, or through a land sale or gift deed conveyance. This file contains copies of birth certificates, marriage licenses, divorce papers, name change legal documents, the names and addresses of children, conveyance deeds, letters received from the landowner, copies of letters sent to the landowner, copies of requests from the landowner, Form OST 01-004/6, address changes, returned mail. The file contains originals and copies of anything pertaining to the landowner that was generated by the Agency, OST or the landowner. When the landowner becomes deceased, Probate officials review the 006 file to see if the file contains any information that will help with case preparation for a probate. The 006 information becomes part of the probate file.	Unscheduled	Unscheduled
1516-P5	4	Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms, cut-off at the end of the fiscal year Destroy 12 years after cut off.	**Contract / Grant Monitoring Case Files:** Working files maintained by program / project monitors responsible for administering BIA contracts. Includes copies of documents found in the official contract file such as notes and working papers concerning contractor activities, evaluation proposals, reports, and related correspondence. Records created by Awarding Officials Technical Representatives (AOTR) field offices to monitor contract case files. Unrelated to 1501, 1502, 1503 and related series are used by AO's at the agency and regional offices and are totally separate from AOTR filings. Previously these fell under the file code 2305-T3F.	Unscheduled	Unscheduled