

Indian Affairs Records Schedule – Trust, Tribal Government, and Program Records
(Record Group 75)

Methodology:

This schedule does not distinguish between types of media and should be considered media neutral. It incorporates previously scheduled series that were media specific but have since been migrated to a media neutral posture.

The approach taken in this scheduling effort was to interview Indian Affairs program offices to discuss what kinds of records they create / receive and maintain, how long they should be kept, and whether they should be kept forever or eventually destroyed. The last systematic scheduling effort was approximately 20 years ago during the *Cobell v. Salazar* litigation and its aftermath. Many series were left with an unscheduled determination, where they were to be treated as permanent until, “Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.” This has resulted in a significant backlog of records whose ultimate disposition is unclear. The below schedule is designed to provide clear and flexible disposition that will enable RG 75 programs to resume dispositioning records in a way that is systematic and appropriate to inter-governmental concerns. The crosswalk does not include items that are covered by either the General Record Schedule or an approved Departmental Record Schedule.

Bucket 1. Bucket 1 consists of general program records. Bucket 1 has a banded retention of 15-25 years (in accordance with NARA guidance on flexible scheduling). This will enable programs to retain information when appropriate beyond more rigid approaches previously implemented.

Buckets 2, 6, and 7. The Indian Affairs bureaus at the Department of the Interior (Bureau of Indian Affairs, Bureau of Indian Education, and the Bureau of Trust Funds Administration, which collectively comprise RG 75) have records that need to be retained long-term but do not require permanent preservation. Buckets 2, 6, and 7 address records in this category. Typically, these are records that are heavily litigated and are required to be kept in the event of reviews and for transparency.

Bucket 3. Records that are deemed permanent from creation / receipt or due to Records Officer approval are located under bucket 3. This contains those records that are key to understanding any inter-governmental relationships and that document the Federal government’s commitment to fulfilling trust obligations, in addition to those records that are traditionally deemed permanent.

Bucket 4. Bucket 4 consists of general contract, grant, and financial monitoring records that are temporary records.

Bucket 5. Contracts and grants have been given their own bucket (alongside financial monitoring) due to the unique nature of this Indian Affairs workflow. Bucket 5 provides an opportunity for permanent retention for those records whose novelty or significance would elevate them to permanence with stakeholder approval.

File codes will remain during and after implementation, so existing file structures will not have to be altered. When new file codes are introduced to accommodate new records, they will be added to the omnibus crosswalk. These will be managed as a standard “one-to-many”

Indian Affairs Records Schedule – Trust, Tribal Government, and Program Records
(Record Group 75)

relationship, as a single bucket will provide disposition authority to many previously identified series. Each bucket below contains a non-exhaustive list of specific records covered by the bucket, including file codes when available.

Indian Trust and Tribal Government:

Records in this schedule pertain to the Department of the Interior's (DOI) activities devoted to fulfilling Indian fiduciary trust responsibilities including beneficiary services, historical accounting, trust fund accountability and management of Indian funds held in trust by the federal government.

This schedule also includes records of all DOI Tribal government programs that support federal recognition and acknowledgment, promote awareness of Tribal governmental responsibilities and processes and provide Tribes with the resources they need for solid and stable Tribal governments in exercising their rights as sovereign nations. Principal operational functions under Tribal Government programs include:

- The responsibility to further American Indian Tribes' exercise of Self-Determination, in accordance with the Indian Self-Determination and Education Assistance Act, as amended, Public Law 93-638.
- Promotion of sovereignty of federally recognized Tribes in the development and maintenance of solid and stable Tribal Governments capable of administering quality programs and developing economies of their respective communities.
- Implementation of Federal regulations for establishing that an American Indian Group exists as an Indian Tribe, or as another Native Group. The acknowledgment process is the administrative process by which petitioning groups that meet certain criteria are "acknowledged" as Indian or Native Tribes and are eligible for the protection, services and benefits of the Federal government available by virtue of their designated status.

Definitions:

Indian Trust Assets (ITA) - ITA refers to particular lands, natural resources, monies or other assets held in trust at a particular time by the federal government for an Indian Tribe, Alaska natives, or Indian individuals. Some lands or other natural resources may be owned by a Tribe or Indian individual, subject to restraints on alienation imposed by federal law. For purposes of this definition, ITA includes such lands or other natural resources.

Indian Fiduciary Trust (IFT) record (also simply "Trust record") - refers to a federal record that reflects the existence of an ITA and which meets one or more of the following criteria:

- 1) Is or was used by the creating bureau/office in the management of ITA (actions that influence, affect, govern, or control ITA are considered to "manage" them)
- 2) Received by bureau/office for the management of ITA*
- 3) Is a Title or Ownership record of an ITA
- 4) Reflects the collection and/or disbursement of income from an ITA
- 5) Reflects a communication with a beneficiary (individual or tribe)

Indian Affairs Records Schedule – Trust, Tribal Government, and Program Records
(Record Group 75)

***NOTE:** If a bureau/office provides a record to BIA or BTFA for the management of ITA but DOES NOT itself manage ITA (criteria 1), it is not an IFT record FOR THAT BUREAU/OFFICE. The record as held by BIA/BTFA is still an IFT record. For example, Interior Business Center (IBC) creates and maintains records which document real property appraisals, but since they are not used by IBC to manage trust assets they would not be considered an IFT record.

Overview of Record Schedule:

0001 – General Program Activity Records – 15 Years

0002 – Long Term Indian Trust Records – 50 Years

0003 – Historic and Culturally Significant Program Records - Permanent

0004 – General Tribal Contract, Tribal Grant, and Financial Monitoring Records – 12 Years

0005 – Historically Significant Loans, Tribal Contract, Tribal Grants, Audits, or Investigations / One Time Sample of Process Records – Permanent

0006 – Human Services and Legal Records – 50 Years

0007 – Audits and Investigation Records – 50 Years

0001 – General Program Activity Records

Records in this category document and support administrative or program activities but do not warrant permanent retention and should not be kept longer than 25 years. These records facilitate the routine management of Indian Trust Assets but do not capture major decisions related to their handling or development.

Note: This item DOES NOT include any such records included as part of an official agreement described below in item 0003 - Historic and Culturally Significant Program Records.

Specific records covered by this item include, but are not limited to:

- Routine / General Forestry Records
 - Monthly Timber Cut Reports (File Code TR-4405-P5)
 - Timber Marketing (File Code TR-4423-P5)
 - Forestry Log Scale Sheets and Reports, and Check Scale Reports (File Code TR-4408-P5)
- Indian Trust Project Case Files include projects that are mission-related which include, but are not limited to, project guidelines, determinations, summary reports, meeting notes, action plans, goals and objectives, determinations on approval, project guidelines, and supporting documentation
- American Indian Records Repository (AIRR) Research Request Files include records request forms, file processing checklists, metadata sheets from the Box Inventory Search System (BISS) which identifies record box locations, box ordering information, lists of records provided in response to requests, official responses to requesters, research agreements, and proof of records delivery (File Code TR-6009-P2)
- AIRR Access Files include authorization to access Indian records, notices of withdrawal or termination of access (File Code 6011-P2)

Indian Affairs Records Schedule – Trust, Tribal Government, and Program Records
(Record Group 75)

- Indian Self-Determination Delegation of Authority Files (if maintained apart from contract) (File Code 1510-P5)
- Indian Law Enforcement Files (not to include those routine and day-to-day files covered under DRS 4.1 item 0002) (File Code 2401-P5g)
- Routine, non-historic Transportation operations and consultation files
- Routine Administration and Operation of Educational Facilities (Elementary, Secondary, and Post-Secondary schools) (File Code 2414-P5)
- Police Academy Student Case and Work Files (File Code 3505-P5)
- Police Academy Administrative Investigations (File Code 3508-P5)
- Law Enforcement Commissions (File Code 3509-P5)
- Juvenile Report Files (File Code 3512-P5)
- General Education Records
 - Adult Education Case Files (File Code 5204-P3)
 - Education Survey and Reports (File Code 5414-P5)
 - Exceptional Child (File Code 5418-P5)
 - School Student Activity Account Files (File Code 5403-P5)
 - Education and Statistic Report Files (File Code 5413-P5)
 - Residential Log Files (File Code 5427-P5)
 - Student Services Files (File Code 5431-P5)
 - Academic Case Files / Student Aid Case Files Outside of approved systems
- Financial Assistance and Funding Requests
 - Direct Financial Assistance Case Files
 - Social Assistance Case Files
 - Housing Improvement Assistance
 - Workforce Development
 - Litigation Support Funding Files (File Code 1404-P5)

Disposition: 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.

0002 – Long Term Indian Trust Records

Records in this category are retained for long-term reference and are considered “high value” due to their enduring importance to DOI program operations, financial stewardship, and trust accountability. Although they provide critical documentation needed to support ongoing analysis, oversight, and verification activities, they do not meet the criteria for permanent preservation at the National Archives because they do not meet the general requirements listed below in item 0003 - Historic and Culturally Significant Program Records. These records document financial transactions, deposits, and the execution and maintenance of trust obligations, to include information used for comparative financial and natural resource management. It also encompasses documentation essential to the historical accounting and reconciliation of Individual Indian Monies (IIM) and Tribal Accounts, supporting DOI’s long-term fiduciary responsibilities.

Specific records covered by this item include, but are not limited to:

Indian Affairs Records Schedule – Trust, Tribal Government, and Program Records
(Record Group 75)

- General Financial Trust Management
 - Special Deposit Account Files (File Code TR-9902-P)
 - Tribal Trust Accounting Project Files (File Code TR-9201-P5)
 - Investment Files (File Code 4801 / TR-6101-P2)
 - Transfer Files (File Code 2520 / TR-6146-P2)
 - Disbursement Files (File Code 2521 / TR-6147-P2)
 - Cash Receipting Files (File Code 2538 / TR-6149-P2)
 - Standard General Ledger Compilation Reports (File Code 4842 / TR-6142-P2)
 - Taxable Earnings Reports (File Code 4822 / TR-6122-P10)
 - Tribal Trust Fund Accounts (File Code TR-9201-P5)
 - Tax Issue Reporting (File Code 4823 / TR-6123-P10)
 - Daily Cash Statement File (File Code 4826 / TR-6126-P2)
 - Daily Retroactive Investment Report File (File Code 4828 / TR-6128-P2)
- Individual Indian Monies (IIM) Management
 - Individual Indian Monies (IIM) Interim Financial Statements (File Code 4814 / TR-6114-P2)
 - Individual Indian Monies (IIM) Overdraft Reports (File Code 4817)
 - I2P (Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool) Journalizing (File Code 4830 / TR-6130-P2)
 - Individual Indian Monies (IIM) Pool Earnings (File Code 4839 / TR-6139-P2)
 - Individual Indian Monies (IIM) Official Files Documentation (Case Files) relating to the management of Indian Fiduciary Trust Funds that are held by the Federal Government on behalf of American Indians, Alaska Natives, and federally recognized Tribes (File Code TR-6151-P2)
- Historical Accounting Records
 - Statistical reports include documentation on how data was analyzed to predict the accuracy of historical accounting projects, including comparative statements to track resource management over time (File Code TR-9006-P5)
 - Historical Accounting Quality Control Review and Report Files – historical accounting reconciliations, related activities and supporting documentation, control reports summarizing the quality of control reviews (File Code TR-9005-P5)
 - Historical Trust Statistical Reports - periodic reports that detail explanations of the methodology utilized to derive any statistical samples and how the data was analyzed to predict the accuracy of historical accounting projects. Records include meta-analysis of studies and reports, ad hoc statistical analysis and the completion of each project of phase in historical accounting (File Code TR-9006-P5)
 - Historical Trust Accounting Request Tracking and Control Files – logs, registers, and copies of requested documents used to control or document the status of requests for accounting records necessary to reconcile accounts or document account transactions (File Code TR-9005-P5)
 - Historical Statement of Account – records relating to the historical statements mailed to account owners and statements of accounts that were returned (File Code TR-9008-P5)

Indian Affairs Records Schedule – Trust, Tribal Government, and Program Records
(Record Group 75)

- Other quality control reviews that are conducted on various types of historical accounting activities verifying the reliability of data that is used to reconcile historical accountings of individual Indian and Tribal Trust fund accounts
- One Day Overnight Security Investment (File Code 6139 / TR-6140-P2)
- DOI Financial Statements Securities Market Value Footnote (File Code 4812 / TR-6112-P2)
- DOI Financial Statements Receipts Breakdown Footnote (File Code 4813 / TR-6113-P2)
- Tribal and Other Interim Financial Statements (File Code 4815 / TR-6115-P2)
- House Suspense Balances Report (File Code 4819 / TR-6119-P2)
- Quarterly Internal Review Reports (File Code 4838 / TR-6138-P2)
- Records relating to the Credit Program (File Code 4219-P5)
- Account Reconciliation Files
 - Reconciliation List and Fax Confirmations (File Code 4837 / TR-6137-P2)
 - One Number Reconciliation (File Code 4834 / TR-6134-P2)
 - Month End Unit Reconciliation (File Code 4833 / TR-6133-P2)
 - SF 6653/6654 Reconciliation Reports and Analysis Worksheet File – including Prior Month's Macro File Worksheets, Monthly Cash Statement Classification (File Code 4832 / TR-6132-P2)
 - Daily Interest Reconciliation (File Code 4835 / TR-6135-P2)
 - Control ID 462/463 Reconciliation Report Files (File Code 4829 / TR-6129-P2)
 - Interest Factor Reconciliation File (File Code 4824 / TR-6124-P2)
 - Daily Cash Reconciliation File (File Code 4825 / TR-6125-P2)
 - Overnighter Reconciliation Report (File Code 4809 / TR-6109-P2)
 - Treasury Investment Reconciliation (File Code 4810 / TR-6110-P2)
 - Outside Treasury Investment Reconciliation (File Code 4811 / TR-6111-P2)
 - Reconciliation of Statement of Differences (TFS6652) (File Code 4816 / TR-6116-P2)
 - Request and Tracking Control Files document the status of requests for accounting records necessary to reconcile accounts or account transactions
- Records include financial and accounting records documenting transactions, project case files, and activities that relate directly to the Special Deposit Account program functions
- Reporting Receipts and Disbursements to Treasury – including Statement of Accountability and Statement of Transactions (File Code 2516 / TR-6145-P2)
- Documentation relating to the management of Indian Fiduciary Trust Funds that are held by the Federal Government on behalf of American Indians, Alaska Natives, and federally recognized Tribes
- Records relating to the management of lands held in trust
 - Documentation relating to the long-term management of lands held in trust to include correspondence, testing and controls for environmental, water, and soil resources
 - Permits relating to management of natural resources

Disposition: Temporary (Long-Term). Cut off at the end of the fiscal year in which activity is completed or case file is closed. Records may be moved to inactive storage when no longer

Indian Affairs Records Schedule – Trust, Tribal Government, and Program Records
(Record Group 75)

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.

*NOTE: the Department of the Interior refers to agency or bureau records officers as “Responsible Records Officers.”

0003 – Historic and Culturally Significant Program Records

Records in this category document historically significant events and decisions across Indian Affairs' business lines. These records capture the management of Indian Trust Assets (ITA) and the fulfillment of Indian fiduciary trust responsibilities. Agreements covered under this item include any treaty, convention, or cooperative agreement to which the United States is a party and for which Indian Affairs holds substantial implementation responsibility. Additional records or information from lines of business may be moved to this category with the approval and coordination of the Responsible Records Officer if they meet the permanent criteria listed in [NARA's Record Scheduling Guides](#). Generally, programmatic records that do not require archival preservation should be managed under item 0001 – General Program Activity Records.

Specific records covered by this item include, but are not limited to:

- Transportation Case Files of historical significance
- Records Relating to Mineral Management
 - Documentation relating to land agreements and leases belonging to Indians for which BIA has minerals management responsibilities
 - Indian Energy & Mineral Lease Case Files - including oil and gas lease operations, production accountability review files, geothermal, solid mineral, and oil shale operations case files
- Indian Gaming Program Records (specifically those which concern tribal-state agreements, revenue allocations, and approval files)
 - Indian Gaming Management Files (File Code 1301-P5)
 - Revenue Allocation Planning Files (File Code 1302-P5)
 - Recommendation on Determination of Approval Files (File Code 1303-P5)
- Indian Trust Asset (ITA) and Indian Fiduciary Trust (IFT) Program Management, Oversight, and Correspondence
- Historically Significant Litigation and Adjudication Files
- Historically Significant records relating to the operations of Elementary, Secondary, and Post-Secondary Schools
- Historically Significant Natural and Cultural Resource Stewardship Files
 - Historically Significant Environmental Management Files
 - Indian Land and Range Management
 - Range Survey (File Code TR-4504-P5)
 - Range and Wildlife Maps (File Code TR-4508-P5)
 - Records associated with the management of properties of perpetual importance to Tribal and United States governments and citizens
 - Annual Forestry Reports (File Code TR-4418-P5)

Indian Affairs Records Schedule – Trust, Tribal Government, and Program Records
(Record Group 75)

- Forestry Manuscript of Annotated Maps (File Code TR-4415-P5)
- Property, Trading, or Licensing Records
 - Indian Patent & Realty Case Files
 - Town Lot Use Permits (File Code TR-4622-P5)
 - Real Estate Appraisal Report Files (File Code TR-4624-P5)
 - Reservation Land Use and Development Plans (File Code TR-4628-P5)
 - Real Property Reports (File Code 2815-P5)
 - Probate Files and Documents (Pre-decision and Decision) (File Code TR-4631-P5)
 - Twenty-Day Case Files (File Code TR-4633-P5)
 - Master Land Description Files, Land Status Maps, General Land Office Plats
 - Individual Chain of Title and Chain of Title Plant Files (File Codes TR-4634-P5 and TR-4635-P5)
 - Land Title Records - document all trust land titles and title documents in direct support of the trust responsibility; certify land title documents such as patents, deeds, probate orders, leases, and verification of interest and encumbrances on Indian trust and restricted lands (File Code TR-4647-P5)
 - Real Estate Services - records document the functions of cadastral surveys, marine cadastral descriptions; acquisition and disposal, lease operations and compliance, leasing and permitting for both surface and subsurface; communitization and/or unitization agreements; unresolved Indian rights, and rights-of way (4600 Section)
 - Recordation Logs (File Code TR-4647-P5)
 - Identification and Research Files (File Code TR-4650-P5)
 - Land Index Files (File Code TR-4652-P5)
 - Abstract of Title (File Code TR-4655-P5)
 - Title documents, document certification, title research and examination, determination of legal title; functional control, assistance, policy development and coordination of probate operations (File Code TR-4648-P5)
 - Documentation relating to appraisal services - land and minerals valuations
 - Appraisal report files, opinions and conclusions to show compliance with all Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA), and Uniform Standards of Professional Appraisal Practice (USPAP) (File Code TR-4624-P5)
 - Appraisal Trust/Case Work Files - client requests, instructions for appraisers, pre-appraisal conferences and other meeting notes, field notes; subject data (legal descriptions, title reports, maps, zoning, land use descriptions, etc.); correspondence with owners/proponents, realty and/or appraisal specialists; analysis, supplemental data; summaries, testimony, final signed documents of valuation products (i.e., appraisal services reports, reviews, and consulting reports)
 - Indian Rights-of-Way (Pre-decision, Decision, Post-decision, Accounting, affidavit of completion for easement or permits granted over Tribal or individual land), and Easements (File Code TR-4616-P5)

Indian Affairs Records Schedule – Trust, Tribal Government, and Program Records

(Record Group 75)

- Land Transactions (Pre-conveyance and Conveyance), Land Survey Field Notes, Land Maps and Plans, and Land Acquisition Maps and Map Books, Acquired Sub-marginal Land Books (File Code TR-4609-P5)
- Cadastral Surveys and supporting documentation (i.e. field notes, plat originals, finding aids and references, diagrams that mark, define, retrace or re-establish boundaries or sub-divisions, plans for unsurveyed areas, including original diagrams and any subsequent amendments; evaluations, surveys, results, and reports) that establish exterior boundaries, and administrative surveys conducted within boundaries of reservations
- Individual and Tribal Original Allotment Records – including Alaskan Natives, and Alaska Native Townsite Parcels (File Code TR-4601-P5, codes a through d)
- Stock Ownership Purchase Files (File Code 3729-P5)
- Lease Operations Case Files - records document the regulation, supervision, inspection and enforcement of production activities on the lease area
- Off-Reservation Treaty Fishing Card Files - application files, and documentation of the applicant's eligibility to be issued a countersigned tribal treaty fishing card pursuant to 25 CFR Part 249
- Tribal Relationship and Historic Financial Records
 - Tribal Leaders Directory Files (File Code 1242-P5)
 - Tribal Election Files (File Code 3731-P5)
 - Tribal Census Files (File Code 3723-P5)
 - Indian Reservation Histories (File Code TR-9004-P5)
 - Tribal Customs and History Files (File Code 3701-P5)
 - Tribal Corporate Charter and Constitution Files (File Code 3702-P5)
 - Public Information Fact Sheet Files - fact sheets of historical, cultural, and other information pertaining to various Tribes, and Alaska Natives; as well as guidance relating to genealogical research and tracing ancestry and disseminated to public upon request (File Code 1243-P5)
 - Judgment Roll Case Files (File Code 3711-P5)
 - Membership Rolls (File Code 3704-P5)
 - Tribal Enrollment, Enrollment Verification and Membership, including Alaska Natives and Navajos Case Files
 - Tribal Budget and Allotment Files (File Code 3706-P5)
 - Tribal Ordinance Files (File Code 3718-P5)
 - Tribal Minutes and Resolution Files (File Code 3703-P5)
 - Agency and Tribal Histories with background materials (File Code TR-9004-P5)
 - Alaska Native Claims Settlement Act (ANSCA) (Public Law 92-203) Files – Enrollment and Eligibility Determination for Land Benefits (File Code 3724-P5)
 - Indian Service Population and Labor Force Estimate Report (File Code 3728-P5)
 - Indian Labor Force Report Files (File Code 3733-P5)
 - Communication or Unitization Agreement Files - include the agreement, plans of development and operation, reports, maps and other related scientific and technical data
 - Per Capita Membership and Payment Files (File Code 3712-P5)
 - Trader License Files (File Code 3708-P5)
 - Master files of permanent systems

Indian Affairs Records Schedule – Trust, Tribal Government, and Program Records
(Record Group 75)

Disposition: Permanent. Cut off at close of fiscal year when activity or agreement is completed. Records covered under the Privacy Act or other Controlled Unclassified Information will be offered to NARA as Fully Restricted and with appropriate dissemination controls. They will not be available to the public without having undergone a Freedom of Information Act request. For records kept in systems, a master data file will be generated and transferred. Transfer legal ownership to NARA 15 years after cutoff.

0004 – General Tribal Contract, Tribal Grant, and Financial Monitoring Records

Records in this category detail economic development via loan guarantees, loan services, trust mortgages, credit financing and operations; mission related grants; disbursement of funds; and similar records. Also included are records related to financial monitoring of projects related to trust relationships. NOTE: For routine contract case files or routine grant files use the General Records Schedule 1.2: Grant and Cooperative Agreement Records.

Specific records covered by this item include, but are not limited to:

- Debt Collection (File Code 2548-P5)
- Payment and Invoices (File Code 2553-P5)
- Indian Self Determination Construction, Architect and Engineering Contract Files (File Code 1507-P5)
- Federal Property Acquired by Self-Determination Contract or Grant Files
- Tribal Attorney Contract Files (File Code 3707-P5)
- Indian Self-Governance Grants and Cooperative Agreement Files (File Code 1503-P5)

Disposition: Temporary. Cut off when the terms of the contract, loan, or grant have been completed if applicable. If records do not have specific terms as defined in their series descriptions, cut-off at the end of the fiscal year in which the record was created. Destroy 12 years after cut off.

0005 - Historically Significant Loans, Tribal Contract, Tribal Grants, Audits, or Investigations / One Time Sample of Process Records

Records in this category include case files from items 0004 or 0007 that involve loans, grants, audits, or investigations that are historically significant due to cultural impact, media or congressional interest, or their role in altering established processes. This also includes example case files created when processes are revised or when actions are carried out in a novel or unique way, serving as documentation of the change. Selection of records for this category will occur through consultation between the initiating program and the Responsible Records Officer to ensure they meet the criteria for permanent retention.

Disposition: Permanent. Cut off at close of fiscal year when activity is completed. Transfer legal ownership to NARA 15 years after cutoff.

Indian Affairs Records Schedule – Trust, Tribal Government, and Program Records
(Record Group 75)

0006 – Human Services and Legal Records

Records in this category include Human Services (formerly Social Services) records and records related to the Indian Child Welfare Act, Foster Home Placement workflows, the adoption of Native American children, documentation required under Public Law 99-570, and records involving child abuse, neglect, and other child-protection activities supporting child placement. This also includes records relating to litigation and court records specific to Native American legal issues.

Specific records covered by this item include, but are not limited to:

- Legal Activity Report Files (File Code 1402-P5)
- Court of Indian Appeals Case Files (File Code 1402-P5)
- General Assistance Case Files (File Code 3601-P5)
- Child Assistance Case Files (File Code 3602-P5)
- Indian Adoption Record Files (File Code 3603-P5)
- Human Services Report Files (File Code 3604-P5)
- Indian Child Welfare Act (ICWA) Review Files (File Code 3606-P5)
- Miscellaneous Assistance Case Files (File Code 3608-P5)
- Child Abuse and Neglect Report Files (File Code 3609-P5)
- Human Services Information Collection Requirement (ICR) Files (File Code 3611-P5)
- Court and Adoption Agency Case Files (File Code 3732-P5c)

NOTE: Informational notices that are generated and shared with other regions as a courtesy are considered nonrecord copies, provided the receiving office has no responsibility to review or provide input.

Disposition: Temporary. Cut off at the end of the fiscal year in which activity is completed or case file is closed. Records may 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.

0007 –Audits and Investigation Records

Records in this category are retained for long-term reference, deemed “high value” with enduring importance to DOI, but are not considered appropriate for permanent preservation at the National Archives. They include information related to law enforcement investigations and audits of significant events, ranging from felony cases to largescale programmatic reviews, audits, and stress tests.

Specific records covered by this item include, but are not limited to:

- Law Enforcement Investigatory Records
 - Case Files of Murder, Suicide, and Illicit Substances (File Code 3501-P5)
 - Felonious Security Violations (File Code 3503-P5)
 - Internal Affairs Investigation Files (File Code 3518-P5)
 - Investigations and Assessments (File Codes 6002 and 6005)

Indian Affairs Records Schedule – Trust, Tribal Government, and Program Records
(Record Group 75)

- Programmatic Audit Files
 - External Audit Reports (File Code 1233)
 - GAO Audits (File Code 1234)
 - Indian Gaming OIG Audits (File Code 1306)
 - Education Audits (File Code 5415)
 - Annual Audit Reports (File Code 6006)

Disposition: Temporary (Long-Term). Cut off at the end of the fiscal year in which activity is completed or case file is closed. Records may 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.