

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0048-2017-0001**

Request for Records Disposition Authority

Records Schedule Number DAA-0048-2017-0001
Schedule Status Returned Without Action

Agency or Establishment Department of the Interior
Record Group / Scheduling Group Records of the Office of the Secretary of the Interior
Records Schedule applies to Department-wide
Schedule Subject Department Records Schedule 2.3 – Indian Trust, Tribal Government,
and International & Insular Areas

Internal agency concurrences will be provided No

Background Information The U. S. Department of the Interior (DOI), Record Group 048, protects and manages the Nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors its trust responsibilities and special commitments to American Indians, Alaska Natives, and affiliated island communities. In accomplishing this mission, DOI records these activities, maintaining adequate and proper documentation of DOI policies and transactions, through its comprehensive records management program. DOI serves its customers in the four broad areas of recreational uses, commercial uses, community services, and science for decision making. These services are being represented in the Departmental Records Schedule (DRS) through the following five mission areas:

1. Natural and Cultural Resources Management and Protection
2. Natural Resources Planning and Development
3. Indian Trust, Tribal Government, and International & Insular Affairs
4. Science & Technology
5. Community and Social Services, Education, and Transportation

Department Organization: DOI is guided by the Office of the Secretary and includes the following Bureaus and Offices:
Bureau of Indian Affairs (BIA), Bureau of Indian Education (BIE), and the Office of the Special Trustee for American Indians (OST) – Record Group 075
Bureau of Land Management (BLM) – Record Group 049
Bureau of Ocean Energy Management (BOEM) – Record Group 589
Bureau of Reclamation (BOR) – Record Group 115

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- # Bureau of Safety and Environmental Enforcement (BSEE) – Record Group 473
- # Fish and Wildlife Service (FWS) – Record Group 022
- # National Park Services (NPS) – Record Group 079
- # Office of Surface Mining, Reclamation and Enforcement (OSMRE) – Record Group 471
- # US Geological Survey (USGS) – Record Group 057
- # Office of the Secretary (OS) – Record Group 048. This includes:
 - # Office of the Solicitor (SOL)
 - # Office of the Inspector General (OIG)
 - # Office of Hearings and Appeals (OHA)
 - # Interior Business Center (IBC)

And all other offices under the Office of the Secretary

For a high-level departmental organization chart, visit: <https://www.doi.gov/whoweare/orgchart>

Methodology:

DOI selected the Lines of Business applicable to its mission and operations, which were then divided among the categories of Administrative, Mission, Policy and Legal records schedules. Each bureau was asked to map their existing records retention schedules to DOI's Lines of Business. The crosswalks showing this work are attached. The schedule for each of the five mission areas will be submitted separately. This schedule is for mission area III. Indian Trust, Tribal Government, and International & Insular Affairs and includes the following Lines of Business:

- # Indian Trust
- # Tribal Government
- # International and Insular Affairs

This change to a departmental schedule, from individual bureau schedules, moves the disposition authority for Record Groups 022 (FWS), 049 (BLM), 057 (USGS), 075 (BIA), 079 (NPS), 115 (BOR), 471 (OSMRE), 473 (BSEE), and 589 (BOEMRE) to 048 (OS). All Federal Records Center (FRC), Annual Move, and Direct Offer interactions with the National Archives and Records Administration (NARA) will continue to be broken out according to the assigned Record Group number for the creating agency. The underlying authority for each interaction will be the approved DRS authority established by this schedule.

This disposal authority will only apply on a "day-forward" basis from date of approval, and does not require retroactive changes to existing accessions at the FRCs.

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Automation:

As part of DOI's comprehensive records management program, DOI developed the eMail Enterprise Records and Document Management System (eERDMS) program with the objective of providing DOI with a single cohesive integrated records and information governance platform, which directly supports the Office of Management and Budget's M-12-18 (8/24/12), and the Presidential Memorandum on Managing Government Records (11/28/11). The eERDMS program is designed to support and manage DOI records, including email, documents, and related content, independently, and in a fixed or mobile environment. The eERDMS consists of multiple systems brought together to support records, content management, case management, forms management, and dashboard capabilities. Migrating DOI to the Departmental Records Schedule (DRS) described above will enable a smoother and more consistent implementation of the eERDMS program.

Definitions:

Indian Trust Assets (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 individual 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, ITAs include such lands or resources.

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

- 1) 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 BIA/OST for the management of ITA*
- 3) Title or Ownership record of an ITA
- 4) Reflects the collection and/or disbursement of inform from an ITA
- 5) Reflects communication with a beneficiary (Individual or Tribe)

*NOTE: If a bureau/office provides a record to BIA/OST 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/OST is still an IFT record.

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Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	13

GAO Approval

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Outline of Records Schedule Items for DAA-0048-2017-0001

Sequence Number	
1	Indian Trust
1.1	Historical Trust Accounting Operational Files Disposition Authority Number: DAA-0048-2017-0001-0001
1.2	Special Deposit Accounts and Tribal Trust Accounting Disposition Authority Number: DAA-0048-2017-0001-0002
1.3	Indian Trust Project Case Files, Controlled Correspondence, Grant/Contract Monitoring Case Files, and Research/Access Request Authorization Files Disposition Authority Number: DAA-0048-2017-0001-0003
1.4	Indian Fiduciary Trust Funds Management Disposition Authority Number: DAA-0048-2017-0001-0004
1.5	Indian Fiduciary Trust Program Correspondence Disposition Authority Number: DAA-0048-2017-0001-0005
1.6	Non-Permanent Indian Resource Management Supporting Files Disposition Authority Number: DAA-0048-2017-0001-0006
1.7	Indian Trust Resource Management, Planning and Oversight Disposition Authority Number: DAA-0048-2017-0001-0007
1.8	Real Estate, Land Title Records, and Appraisal Services Disposition Authority Number: DAA-0048-2017-0001-0008
2	Tribal Government
2.1	Indian Self-Determination and Self-Governance Project and Administration Disposition Authority Number: DAA-0048-2017-0001-0009
2.2	Indian Self-Determination and Self-Governance Grants, Contracts, Cooperative Agreements, Audits and Appeals Disposition Authority Number: DAA-0048-2017-0001-0010
2.3	Tribal Histories, Charters, Constitutions, Ordinances, Enrollment, and Federal Acknowledgment Disposition Authority Number: DAA-0048-2017-0001-0011
3	International and Insular Affairs
3.1	International/Insular Outreach and Support Disposition Authority Number: DAA-0048-2017-0001-0012
3.2	International/Insular Agreements and Projects Disposition Authority Number: DAA-0048-2017-0001-0013

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Records Schedule Items

Sequence Number	
1	<p>Indian Trust</p> <p>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. Indian Trust Assets (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 individual 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, ITAs include such lands or resources. (Note: Records relating to decisions made by Administrative Law Judges within the Office of Hearings and Appeals, and records relating to Land Cases and Indian Affairs and Appeals of Decisions by the Interior Board of Indian Appeals (IBIA) or the Indian Board of Land Appeals (IBLA) will be scheduled under DRS 4 – Legal, Regulatory Compliance, and Enforcement). This schedule does not distinguish between types of media and should be considered media neutral. Many functions throughout DOI are conducted in both hard copy (paper) and electronic form, though increasingly offices are moving to the convenience of electronic records.</p>
1.1	<p>Historical Trust Accounting Operational Files</p> <p>Disposition Authority Number DAA-0048-2017-0001-0001</p> <p>These records pertain to documenting activities directly related to the historical accounting of Individual Indian Monies and Tribal Accounts. These records document 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. Request and Tracking Control Files document the status of requests for accounting records necessary to reconcile accounts or account transactions. Statistical reports include documentation on how data was analyzed to predict the accuracy of historical accounting projects. Specific records covered by this item include, but are not limited to: # Historical Accounting Quality Control Review and Report Files – historical accounting reconciliations, related activities and supporting documentation, control reports summarizing the quality of control reviews # 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 # 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 #</p>

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Historical Statement of Account – records relating to the historical statements mailed to account owners and statements of accounts that were returned. Note: These records are deemed to be of “high-value” and have a long lasting interest to DOI, and are not considered to be appropriate for permanent preservation at the National Archives.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
N1-075-06-08 (TR-9002-P5)
N1-075-06-08 (TR-9005a-P2)
N1-075-06-08 (TR-9005b-P5)
N1-075-06-08 (TR-9006-P5)
N1-075-06-08 (TR-9007-P5)

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year or when activity is completed or case file is closed.

Retention Period Final disposition cannot be executed any sooner than 250 years after cutoff. Records should be assessed every 25 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.

Additional Information

GAO Approval Not Required

Special Deposit Accounts and Tribal Trust Accounting

Disposition Authority Number DAA-0048-2017-0001-0002

Special Deposit Accounts (SDA) are temporary accounts for depositing trust funds that cannot be immediately credited to the rightful account holders. These records include financial and accounting records documenting transactions, project case files, and activities that relate directly to the SDA program functions. Tribal Trust Accounting project files relate to the documentation and administrative functions that provide historical accountings of Tribal Trust Funds; including the supporting

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documentation concerning accounting and fund-related claims, analysis and resolutions of tribal issues in support of the Department of Justice and Interior's Office of the Solicitor. Specific records covered by this item include, but are not limited to: # Special Deposit Account Project Case Files # Special Deposit Account Chronological Files # Tribal Trust Accounting Project Files Note: These records are deemed to be of "high-value" and have a long lasting interest to DOI, and are not considered to be appropriate for permanent preservation at the National Archives.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-075-06-08 (TR-9101-P5)
N1-075-06-08 (TR-9102-P5)
N1-075-06-08 (9201-P5)

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year or when activity is completed or case file is closed.

Retention Period Final disposition cannot be executed any sooner than 250 years after cutoff. Records should be assessed every 25 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.

Additional Information

GAO Approval Not Required

1.3

Indian Trust Project Case Files, Controlled Correspondence, Grant/Contract Monitoring Case Files, and Research/Access Request Authorization Files

Disposition Authority Number DAA-0048-2017-0001-0003

Indian Trust project case files are records that pertain to American Indian initiatives and projects; controlled correspondence records document communication, in response to inquiries from beneficiaries, Indian leaders, and department bureaus/offices within DOI. Monitoring case files are used to track contract compliance. Research and access request files pertain to the authorization for access to Indian

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records and to conduct research; records also include the documentation of record retrieval. Specific records covered by this item include, but are not limited to: # 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, actions plans, goals and objectives; determinations on approval, project guidelines, and supporting documentation. # Controlled Correspondence includes: action item requests and supporting documentation, reports, and other information in response to inquiries. # Grant/Contract Monitoring Case Files include: documentation of contractor activities, evaluation of proposals, progress reports and other related correspondence for monitoring activities to ensure contract compliance. # 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. # Access Files include: authorization to access Indian records, notices of withdrawal or termination of access.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
N1-075-07-17 (TR-6004-P2)
N1-075-07-17 (TR-6007-P2)
N1-075-07-17 (TR-6009-P2)
N1-075-07-17 (TR-6011-P2)

Disposition Instruction

Cutoff Instruction Cutoff at close of fiscal year in which activity is completed or case file is closed.

Retention Period Destroy 20 year(s) after cut-off

Additional Information

GAO Approval Not Required

Indian Fiduciary Trust Funds Management

Disposition Authority Number DAA-0048-2017-0001-0004

1.4

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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; investments, distribution and collection of monies from financial assets, leases, settlements, judgments, use permits, and land sales for individual Indians and tribal accounts. Records also include documentation relating to Individual Indian Monies and Tribal Account reconciliation activities functions to ensure the reliability of the financial accounts needed for reconciliation purposes. These records are used to protect and preserve Indian Trust Assets in both Tribal Trust Funds and Individual Indian Money Accounts (IIM) to accurately manage income due to beneficiaries. These records are often requested by beneficiaries sometimes hundreds of years after cutoff. Policies and procedures for governing trust funds should instead be filed under DRS 3 - Policy (DAA-0048-2013-0008) and maintained as permanent records. These records contain Personally Identifiable Information (PII). Specific records covered by this item include, but are not limited to: Investment Files Tribal Trust Fund Accounts # Taxable Earnings Reports # Tax Issue Reporting # Overnighter Reconciliation Report # One Day Overnight Security Investment # Treasury Investment Reconciliation # Outside Treasury Investment Reconciliation # DOI Financial Statements Securities Market Value Footnote # DOI Financial Statements Receipts Breakdown Footnote # Individual Indian Monies (IIM) Interim Financial Statements # Tribal and Other Interim Financial Statements # Current and Daily Overdraft Monitoring Reports # Reconciliation of Statement of Differences (TFS6652) # Individual Indian Monies (IIM) Overdraft Reports # Summary of Overdraft Tribal Account Balances # House Suspense Balances Report # Interest Factor Reconciliation File # Daily Cash Reconciliation File # Daily Cash Statement File # Trust Fund Accounting System (TFAS) and Individual Indian Monies (IIM) Daily Reconciliation File # Daily Retroactive Investment Report File # Daily Interest Reconciliation # Control ID 462/463 Reconciliation Report Files # Bureau of Ocean Energy Management (formerly Minerals Management Service) Reconciliation Report File # I2P (Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool) Journalizing # SF 6653/6654 Reconciliation Reports and Analysis Worksheet File – including Prior Month's Macro File Worksheets, Monthly Cash Statement Classification and Classification Comparisons # Month End Unit Reconciliation # One Number Reconciliation # Reconciliation List and Fax Confirmations # Quarterly Internal Review Reports # Individual Indian Monies (IIM) Pool Earnings # Overnight Interest Factor # Standard General Ledger Compilation Reports # Reporting Receipts and Disbursements to Treasury – including Statement of Accountability and Statement of Transactions # Transfer Files # Disbursement Files # Cash Receipting Files # Reconciliation of Individual Indian Monies Financial Statement Interest Earnings # Cumulative Forestry Comparative Statements # Timber Cutting Permits # 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 These records are deemed to be of "high-value" and have a long

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lasting interest to DOI, and are not considered to be appropriate for permanent preservation at the National Archives.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-075-04-2 (TR-4406-P5 and TR-4422-P5)

- N1-075-04-7 (2516-P)
- N1-075-04-7 (2520-P)
- N1-075-04-7 (2521-P)
- N1-075-04-7 (2538-P)
- N1-075-04-7 (2544-P)
- N1-075-04-7 (4801-P)
- N1-075-04-7 (4802-P)
- N1-075-04-7 (4809-P)
- N1-075-04-7 (4810-P)
- N1-075-04-7 (4811-P)
- N1-075-04-7 (4812-P)
- N1-075-04-7 (4813-P)
- N1-075-04-7 (4814-P2)
- N1-075-04-7 (4815-P)
- N1-075-04-7 (4816-P)
- N1-075-04-7 (4817-P)
- N1-075-04-7 (4818-P)
- N1-075-04-7 (4819-P)
- N1-075-04-7 (4821-P)
- N1-075-04-7 (4822-P)
- N1-075-04-7 (4823-P)
- N1-075-04-7 (4824-P)
- N1-075-04-7 (4825-P)
- N1-075-04-7 (4826-P)
- N1-075-04-7 (4827-P)
- N1-075-04-7 (4828-P)
- N1-075-04-7 (4829-P)
- N1-075-04-7 (4830-P)
- N1-075-04-7 (4831-P)
- N1-075-04-7 (4832-P)
- N1-075-04-7 (4833-P)
- N1-075-04-7 (4834-P)

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N1-075-04-7 (4835-P)
N1-075-04-7 (4837-P)
N1-075-04-7 (4838-P)
N1-075-04-7 (4839-P)
N1-075-04-7 (4840-P)
N1-075-04-7 (4841-P)
N1-075-04-7 (4842-P)
N1-075-04-7 (4844-P)
N1-075-04-7 (4851-P)

Disposition Instruction

Cutoff Instruction

Cut off at the end of the fiscal year or when activity is completed or case file is closed.

Retention Period

Final disposition cannot be executed any sooner than 250 years after cutoff. Records should be assessed every 25 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.

Additional Information

GAO Approval

Not Required

1.5

Indian Fiduciary Trust Program Correspondence

Disposition Authority Number

DAA-0048-2017-0001-0005

Correspondence records that document activities directly related to Indian Fiduciary Trust functions to ensure the reliability of the financial accounts needed for reconciliation purposes that are held by the Federal Government on behalf of American Indians, Alaska Natives, and federally recognized Tribes. These records DO NOT contain Personally Identifiable Information (PII). Specific programs with correspondence covered by this item include, but are not limited to: # Indian Self-Determination # Federal Acknowledgement # Tribal Government # Forestry # Natural Resources # Real Estate and Land Title Records # Trust Funds Management

Final Disposition

Permanent

Item Status

Withdrawn

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

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Do any of the records covered by this item exist as structured electronic data?

Yes

GRS or Superseded Authority Citation

- N1-075-05-1 (1500a-P5)
- N1-075-05-1 (3200a-P5)
- N1-075-05-1 (3700a-P5)
- N1-075-06-7 (TR-4400a-P5)
- N1-075-06-7 (TR-4500a-P5)
- N1-075-06-7 (TR-4600a-P5)
- N1-075-06-8 (TR-9001-P5)
- N1-075-06-9 (TR-6100a-P2)
- N1-075-08-1 (TR-6000a-P2)
- N1-075-09-6 (TR-6200a-P5)

Disposition Instruction

Cutoff Instruction

Cutoff at close of FY when activity is completed.

Transfer to the National Archives for Accessioning

Transfer legal ownership to NARA 30 years after cutoff. If a Responsible Records Officer determines that particular records in this category should be maintained at DOI longer than this period of time, an exception is permitted, but must be established as a documented standard and implemented consistently within the bureau.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1965 To 1987

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	7865 Cubic feet	350 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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1.6

Non-Permanent Indian Resource Management Supporting Files

Disposition Authority Number DAA-0048-2017-0001-0006

Records pertain to the reporting, marketing activities, and supporting documentation related to the management of natural resources held in trust for the benefit of individual Indians, Tribes, and Alaska Natives. These records are necessary for the regular management of Indian Trust Assets but do not document major decisions regarding their handling and development. Specific records covered by this item include, but are not limited to: # Monthly Timber Cut Reports # Log Scale Sheets # Forestry Scale Reports # Forestry Check Scale Reports # Timber Marketing Note: These records do not include statistical reporting, development decisions, and other high-level oversight or full case files (e.g. Individual Timber Sales or Permits); see 0007 for these records.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
N1-075-04-2 (TR-4405-P5)
N1-075-04-2 (TR-4408-P5)
N1-075-04-2 (TR-4409-P5)
N1-075-04-2 (TR-4410-P5)
N1-075-04-2 (TR-4423-P5)

Disposition Instruction

Cutoff Instruction Cut off at close of fiscal year in which activity is completed or case file is closed.

Retention Period Destroy 25 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.7

Indian Trust Resource Management, Planning and Oversight

Disposition Authority Number DAA-0048-2017-0001-0007

Activities related to the coordination, management, planning, oversight, and monitoring of activities related to the development, enhancement and protection of trust natural resources for the benefit of individual Indians, Tribes and Alaska Natives. Includes projects associated with forestry, water resource management

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and protection, fisheries, wildlife, agriculture and soil moisture conservation. Specific records covered by this item include, but are not limited to: # Natural Resources and Forestry Management Plans# Indian Land Permits # Range Survey, Range Reports, and Range and Wildlife Maps# Agricultural Extension Program Activities, Extension Reports # Rehabilitation Plans and Projects # Rights Protection (Unresolved Claims) Trespass, Contract and Title# Hopi Partitioned Land Case Files and Land Surveys # Herd Management Protection # Endangered Species and Fish and Wildlife requests and responses from Tribes, Federal and State agencies, local government, private organizations, and individuals pertaining to range, habitat, environmentally sensitive issues and restrictions for wildlife native to trust resources # Range Management pertain to grazing land accountability documents, surveys, restrictions for wildlife native to the region, and project records # Timber Sales # Indian Owned Operations Financial Statements # Forestry Manuscript of Annotated Maps # Annual Forestry Reports # Soil Moisture Conservation Case Files Note: These records do not include the day-to-day monitoring of resources and other supporting documentation; see 0006 for these records.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
N1-075-04-2 (TR-4401-P5)
N1-075-04-2 (TR-4402-P5)
N1-075-04-2 (TR-4413-P5)
N1-075-04-2 (TR-4415-P5)
N1-075-04-2 (TR-4418-P5)
N1-075-04-2 (TR-4420-P5)
N1-075-04-3 (TR-4501-P5)
N1-075-04-3 (TR-4502-P5)
N1-075-04-3 (TR-4504-P5)
N1-075-04-3 (TR-4507-P5)
N1-075-04-3 (TR-4508-P5)
N1-075-04-3 (TR-4509-P5)
N1-075-04-3 (TR-4510-P5)
N1-075-04-3 (TR-4511-P5)
N1-075-04-3 (TR-4512-P5)
N1-075-04-3 (TR-4513-P5)
N1-075-04-3 (TR-4514-P5)
N1-075-04-3 (TR-4515-P5)

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N1-075-04-3 (TR-4516-P5)
N1-075-04-3 (TR-4517-P5)
N1-075-04-3 (TR-4518-P5)

Disposition Instruction

Cutoff Instruction

Cut off at close of FY when activity is completed.

Transfer to the National Archives for Accessioning

Transfer legal ownership to NARA 30 years after cutoff. If a Responsible Records Officer determines that particular records in this category should be maintained at DOI longer than this period of time, an exception is permitted, but must be established as a documented standard and implemented consistently within the bureau.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1961 To 1987

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	6567 Cubic feet	250 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.8

Real Estate, Land Title Records, and Appraisal Services

Disposition Authority Number DAA-0048-2017-0001-0008

Records document how trust restricted federal Indian-owned lands are protected, managed, accounted for, developed, and efficiently utilized. Records also 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. Land Title Records document all trust land titles and title documents in direct support of the trust responsibility;

WITHDRAWN - RETURNED WITHOUT ACTION

certify land title documents such as, patents, deeds, probate orders, leases, and verification of interest and encumbrances. Appraisal Services records document real property appraisal services that are used as support of ITAs. Specific records covered by this item include, but are not limited to: # Individual and Tribal Original Allotment Records – including Alaskan Natives, and Alaska Native Townsite Parcels # 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 # Official Marine Cadastral Descriptions - records related to offshore cadastre defining various boundaries and aerial measurements prior to offering an area for lease. Cadastral Mapping and Aspects and Boundary records; including those related to provision of technical, computational expertise (protraction diagrams, leasing maps, supplemental OCS block diagrams, composite block diagrams and special graphics for management), and all other supporting documentation. # Communitization or Unitization Agreement Files - include the agreement, plans of development and operation, reports, maps and other related scientific and technical data. # Lease Operations Case Files - records document the regulation, supervision, inspection and enforcement of production activities on the lease area. # Production Accountability Review Files - completed and final narrative and synopsis of review, correspondence and other supporting documentation. # 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 # 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 # 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 # Town Lot Use Permits # Real Estate Appraisal Report Files # Reservation Land Use and Development Plans # Real Property Reports # Probate Files and Documents (Pre-decision and Decision) # Twenty-Day Case Files # Master Land Description Files, Land Status Maps, General Land Office Plats # Individual Chain of Title and Chain of Title Plat Files # Location Directories # Indian Land Records # Restriction Removal Files # Statute of Limitations/Unresolved Rights Cases – Litigation and Non-Litigation # Recordation Logs # Title Documents, Individual and Tribal Tract Files # Identification and Research Files # Land Index Files # Abstract of Title # Title documents, document certification, title research and examination, determination of legal title; functional control, assistance, policy development and coordination of probate operations. # Documentation relating to water rights negotiations and agreements with Indian Tribes, as managed by the Secretary's Indian Water Rights Office. # 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). # Appraisal

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2017-0001

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)# Documentation relating to program assessments and trust examinations of Trust Program activities within Indian Affairs/Bureau of Indian Affairs and the Office of the Special Trustee for American Indians.# Assessment findings that identify Trust program internal weaknesses, and corrective action plans and supporting documentation taken to resolve such problems. # Documentation relating to Indian agreements and leases belonging to Indians for which DOI has minerals management responsibilities.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
NC1-49-85-2, 17/31a(1)
NC1-49-85-2, 17/32d
N1-49-90-1, 4/26b(1)
N1-49-90-1, 4/27b(1)
N1-49-90-1, 4/28b(1)
N1-49-90-1, 4/29b(1)
N1-49-90-1, 4/29c
N1-49-90-1, 4/30b(1)
N1-49-90-1, 4/30c(1)
N1-49-96-5, 17/14b
N1-49-96-5, 17/14c(2)
N1-49-96-5, 17/14d(1)
N1-49-96-5, 17/14d(5)
DAA-0049-2016-0002-0002
N1-075-04-4 (TR-4601a-P5)
N1-075-04-4 (TR-4601b-P5)
N1-075-04-4 (TR-4601c-P5)
N1-075-04-4 (TR-4601d-P5)
N1-075-04-4 (TR-4609-P5)
N1-075-04-4 (TR-4611-P5)
N1-075-04-4 (TR-4612-P5)
N1-075-04-4 (TR-4613-P5)
N1-075-04-4 (TR-4614-P5)

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2017-0001

N1-075-04-4 (TR-4615-P5)
N1-075-04-4 (TR-4616-P5)
N1-075-04-4 (TR-4618-P5)
N1-075-04-4 (TR-4622-P5)
N1-075-04-4 (TR-4624-P5)
N1-075-04-4 (TR-4628-P5)
N1-075-04-4 (TR-4629-P5)
N1-075-04-4 (TR-4631-P5)
N1-075-04-4 (TR-4633-P5)
N1-075-04-4 (TR-4634-P5)
N1-075-04-4 (TR-4635-P5)
N1-075-04-4 (TR-4636-P5)
N1-075-04-4 (TR-4641-P5)
N1-075-04-4 (TR-4643-P5)
N1-075-04-4 (TR-4645-P5)
N1-075-04-4 (TR-4646a-P5)
N1-075-04-4 (TR-4646b-P5)
N1-075-04-4 (TR-4647-P5)
N1-075-04-4 (TR-4648-P5)
N1-075-04-4 (TR-4649-P5)
N1-075-04-4 (TR-4650-P5)
N1-075-04-4 (TR-4651-P5)
N1-075-04-4 (TR-4652-P5)
N1-075-04-4 (TR-4653-P5)
N1-075-04-4 (TR-4654-P5)
N1-075-04-4 (TR-4655-P5)
N1-075-07-17 (TR-6005-P2)
N1-075-09-6 (TR-6201-P5)
N1-589-12-4, 4A(1)

Disposition Instruction

Cutoff Instruction

Cut off at close of FY when activity or agreement is completed.

Transfer to the National Archives for Accessioning

Transfer legal ownership to NARA 30 years after cutoff. If a Responsible Records Officer determines that particular records in this category should be maintained at DOI longer than this period of time, an exception is permitted, but must be established as a documented standard and implemented consistently within the bureau.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1956 To 1987

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	25127 Cubic feet	802 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2 Tribal Government
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 strong 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 strong 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.

2.1 Indian Self-Determination and Self-Governance Project and Administration
Disposition Authority Number **DAA-0048-2017-0001-0009**
Administrative records that document the decision-making issues that affect the restoration of self-government by Native Americans, which promotes the sovereignty of federally recognized Tribes. Specific records covered by this item include, but are not limited to: # Indian Self-Determination (ISD) Self-Governance Demonstration Project Planning Grant Files # Indian Self-Determination Construction, Architect and Engineering Contract Files # Indian Self-Determination Delegation of Authority Files # High Risk Tribal Status Files # Indirect Cost Agreement Files - related specifically to Self-Determination

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2017-0001

	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-048-10-01, 9.1 N1-048-10-01, 9.2 N1-075-05-1 (1504-P5) N1-075-05-1 (TR-1506-P5) N1-075-05-1 (1507-P5) N1-075-05-1 (1510-P5) N1-075-05-1 (1511-P5) N1-075-05-1 (1514-P5)
	Disposition Instruction	
	Cutoff Instruction	Cutoff at close of fiscal year or when activity is completed or case file is closed.
	Retention Period	Final disposition cannot be executed any sooner than 250 years after cutoff. Records should be assessed every 25 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.
	Additional Information	
	GAO Approval	Not Required
2.2	Indian Self-Determination and Self-Governance Grants, Contracts, Cooperative Agreements, Audits and Appeals	
	Disposition Authority Number	DAA-0048-2017-0001-0010
	Documentation relating to developing and supporting a stronger trust relationship between the Federal government and Tribes; and assisting Indian Tribes in promoting the sovereignty of federally recognized Tribes in the development and maintenance of strong and stable Tribal Governments capable of administering quality programs and developing economies of their respective communities. Specific records covered by this item include, but are not limited to: # Indian Self-Determination Contract and Grant Files # Indian Self-Governance Grants and	

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2017-0001

Cooperative Agreement Files # Indian Self-Determination Audit Files # Indian Self-Determination Appeals Files # Public Law 93-638 Contract Support Funds Need and Distribution Files # Indian Self-Determination Self-Governance Compact Files # Federal Property Acquired by Self-Determination Contract or Grant Files # Acknowledgment Files - review, verify and evaluate petitions for Federal acknowledgment as an Indian tribe. # Public Law 93-638 Compact/Contract and Trust Program Files

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
N1-075-05-1 (1501-P5)
N1-075-05-1 (1502-P5)
N1-075-05-1 (1503-P5)
N1-075-05-1 (1505-P5)
N1-075-05-1 (1508-P5)
N1-075-05-1 (1509-P5)
N1-075-05-1 (1512-P5)
N1-075-05-1 (1513-P5)
N1-075-05-1 (1515-P5)
N1-075-05-1 (3201-P5)
N1-075-07-17 (TR-6003-P2)

Disposition Instruction

Cutoff Instruction Cut off at close of FY when activity or agreement is completed.

Transfer to the National Archives for Accessioning Transfer legal ownership to NARA 30 years after cutoff. If a Responsible Records Officer determines that particular records in this category should be maintained at DOI longer than this period of time, an exception is permitted, but must be established as a documented standard and implemented consistently within the bureau.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1969 To 1987

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1904 Cubic feet	105 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2.3

Tribal Histories, Charters, Constitutions, Ordinances, Enrollment, and Federal Acknowledgment

Disposition Authority Number **DAA-0048-2017-0001-0011**

Documentation pertaining to Tribal customs and history, Tribal corporate charters and constitutions; research and preparation of Certificate of Degree of Indian Blood (CDIB) forms, review of Tribal Resolutions, liquor ordinances; proposed governing documents requiring action by the BIA line officials, preparation of membership rolls for special (Secretarial) elections or for per capita distributions; administration of special elections; and judgement roll matters and appeals. Specific records covered by this item include, but are not limited to: # Indian Reservation Histories # Tribal Customs and History Files # Tribal Corporate Charter and Constitution Files # Tribal Minutes and Resolution Files # Membership Rolls # Tribal Enrollment, Enrollment Verification and Membership, including Alaska Natives and Navajos Case Files # Judgment Roll Case Files # Per Capita Membership and Payment Files # Tribal Budget and Allotment Files # Tribal Attorney Contract Files # Trader License Files # Indian Court Case Files – Civil, Criminal, Juvenile, and Intra-Tribal Dispute Case Files # Indian Court Appeal Case Files – Enrollment, Blood Degree, and Per Capita # Tribal Ordinance Files # Tribal Census Files # Alaska Native Claims Settlement Act (ANSCA) (Public Law 92-203) Files – Enrollment and Eligibility Determination for Land Benefits # Indian Judgment Fund Claims Case Files # Indian Service Population and Labor Force Estimate Reports # Stock Ownership Purchase Files # Tribal Election Files # Tribal Adoptee and Court and Adoption Agency Case Files # Indian Labor Force Report Files # Tribal Leaders Directory Files # 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. # Off-Reservation Treaty Fishing Card Files

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2017-0001

- application files, and documentation of the applicant's eligibility to be issued a countersigned tribal treaty fishing card pursuant to 25 CFR Part 249.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
N1-075-05-1 (1242-P5)
N1-075-05-1 (1243-P5)
N1-075-05-1 (3701-P5)
N1-075-05-1 (3702-P5)
N1-075-05-1 (3703-P5)
N1-075-05-1 (3704-P5)
N1-075-05-1 (3706-P5)
N1-075-05-1 (3707-P5)
N1-075-05-1 (3708-P5)
N1-075-05-1 (3709-P5)
N1-075-05-1 (3710-P5)
N1-075-05-1 (3711-P5)
N1-075-05-1 (3712-P5)
N1-075-05-1 (3713-P5)
N1-075-05-1 (3714a-P5)
N1-075-05-1 (3714b-P5)
N1-075-05-1 (3714c-P5)
N1-075-05-1 (3714d-P5)
N1-075-05-1 (3715-P5)
N1-075-05-1 (3716-P5)
N1-075-05-1 (3717-P5)
N1-075-05-1 (3718-P5)
N1-075-05-1 (3722-P5)
N1-075-05-1 (3723-P5)
N1-075-05-1 (3724-P5)
N1-075-05-1 (3725-P5)
N1-075-05-1 (3726-P5)
N1-075-05-1 (3727-P5)
N1-075-05-1 (3728-P5)
N1-075-05-1 (3729-P5)
N1-075-05-1 (3731-P5)
N1-075-05-1 (3732a-P5)
N1-075-05-1 (3732b-P5)

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

N1-075-05-1 (3732c-P5)
N1-075-05-1 (3733-P5)
N1-075-06-08 (TR-9004-P5)

Disposition Instruction

Cutoff Instruction

Cut off at close of FY when activity is completed.

Transfer to the National Archives for Accessioning

Transfer legal ownership to NARA 30 years after cutoff. If a Responsible Records Officer determines that particular records in this category should be maintained at DOI longer than this period of time, an exception is permitted, but must be established as a documented standard and implemented consistently within the bureau.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1959 To 1987

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	7895 Cubic feet	280 Cubic feet
Microform		
Hardcopy or Analog Special Media		

3

International and Insular Affairs

Records pertain to the DOI's role in nonmilitary activities, services and related programs that promote U.S. policies and interests beyond our national borders, including the negotiation of conflict resolution, treaties, and agreements. In addition, this category includes: foreign economic development and scientific/social/political development; diplomatic relations with other nations; humanitarian, technical and other developmental assistance to key nations; and global trade.

3.1

International/Insular Outreach and Support

Disposition Authority Number DAA-0048-2017-0001-0012

WITHDRAWN - RETURNED WITHOUT ACTION

Records accumulated for DOI contribution to international and insular projects or programs when DOI is not the responsible party for the United States, and when the project or program is not already identified under a DRS Mission Line of Business. This item also includes records concerning site visits, seminars, conferences, and other events that DOI provides for officials from foreign governments, generally for the purpose of sharing engineering technologies and practices. This item DOES NOT include any such records included as part of an official agreement (see 0012, below) Specific records under this item include, but are not limited to: # Sustainable Borderlands Initiative associated with the North American Free Trade Agreement (NAFTA) # Office of International Affairs' reports regarding international agreements proposed by bureaus and offices (i.e. reviews and concurrence) # International activities documenting DOI involvement with the Commonwealth and Territories of the United States, The Freely Associated States, and/or the US/Mexico Border Field Coordinating Committee # International Visitor and Training Materials relating to officials, visitors, and trainees from other countries.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-048-11-01, item 15
N1-115-94-3, ADM 12.10

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

Retention Period Destroy 20 year(s) after cut-off

Additional Information

GAO Approval Not Required

International/Insular Agreements and Projects

Disposition Authority Number DAA-0048-2017-0001-0013

Records concern DOI activities with other nations and/or insular areas where DOI is a responsible party of an agreement, treaty, convention, or cooperative effort. Such records also encompass unique projects or programs where DOI provides services or technical advice to another nation or insular area. Agreements subject to this item include any treaty, convention or cooperative agreement to

3.2

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WITHDRAWN - RETURNED WITHOUT ACTION

which the United States Government is a party and for which DOI, or a component bureau/office, has substantial responsibilities for implementation. The official record copy of agreements is maintained by the bureau or office responsible for upholding the agreement. The Office of International Affairs provides concurrence and review of proposed agreements, but does not maintain the official record. See 0011 for concurrence records. Specific records covered by this item include, but are not limited to: # Initial Surveys # Project Authorization Documents # Final Summaries/Reports # Summary Budgetary Records # Performance Assessments # Substantive Press Announcements # Meeting Minutes # Memorandums of Agreement # Memorandums of Understanding # Cooperative Agreements between the Department of the Interior (or pertinent bureau/office) and the counterpart agency abroad. # Substantive supporting materials for agreements include: technical advice, design work, development activities, scientific investigations, construction estimates, funding proposals, press releases pertinent to the subject, briefings concerning international activities, and diplomatic/political documents. Documentation that is not necessary to support decision-making and/or appropriately track fulfillment of international obligations should not be filed here, and should instead use DRS 1 – Administrative Records (DAA-0048-2013-0001).

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation NC1-22-78-1, 53a
NC1-22-78-1, 54a
N1-115-94-3, ADM-12.00

Disposition Instruction

Cutoff Instruction Cut off at close of fiscal year when activity or agreement is completed.

Transfer to the National Archives for Accessioning Transfer legal ownership to NARA 30 years after cutoff. If a Responsible Records Officer determines that particular records in this category should be maintained at DOI longer than this period of time, an exception is permitted, but must be established as a documented standard and implemented consistently within the bureau.

Additional Information

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2017-0001

What will be the date span of the initial transfer of records to the National Archives? From 1986 To 1987

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	3 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2017-0001

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
11/15/2016	Certify	Edwin McCeney	Departmental Records Officer	Office of the Secretary - OCIOITMBIMB
01/12/2017	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
04/13/2017	Submit For Certification	John Langsdorf	Records Management Specialist	Office of the Secretary - National Business Center IMB
04/17/2017	Certify	David Alspach	OS Records Officer	Office of the Secretary - OCIO
09/07/2018	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
03/05/2019	Return Without Action	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA

WITHDRAWN - RETURNED WITHOUT ACTION