

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-048-07-3</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>4/9/07</i>	
FROM: (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary		In accordance with the provisions of 44 U.S.C., 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Pamala Quallich	4. TELEPHONE NUMBER 202-208-3909	DATE <i>10/27/06</i>	ARCHIVIST OF THE UNITED STATES <i>Mrs. W. ...</i>
5. AGENCY INFORMATION 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 on the attached _____ page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies. <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>Mar 20, 2007</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala Quallich</i>		TITLE <i>OS Rec Ofcr Ch, Insp Mgmt Br</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	7507. Office of the Solicitor Files [Trust] See Attached List of Record Descriptions and Requested Disposition Authorities.		

The Department of the Interior
Office of the Solicitor
Records Disposition Schedule
N1-048-07-03
(3/24/2008)

7507 Trust Documents [Trust] – These files include any documents possessed by the Solicitor’s Office which have been identified as Indian Fiduciary Trust records. The files include but are not limited to litigation files, opinions, legal advice, drafts, and working papers. Files include Indian Fiduciary Trust (IFT) records.

Disposition: **PERMANENT**. Cut off at end of calendar year in which file is closed. Retire to an approved offsite storage facility. 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.

(a) IFT Litigation Files – These files contain documents concerning administrative and judicial litigation involving the Department of Interior. Records include, but are not limited to: briefs, pleadings, decisions, correspondence, and other case-related information. Litigation files are classified as either permanent or temporary – all records concerning a given case must be classified the same.

Disposition: **PERMANENT**. Cut off at end of calendar year in which file is closed. Retire to an approved offsite storage facility. 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.

(b) IFT Legal Advice Files – These files contain legal advice issued by officials in the Solicitor’s Office on matters, legislative proposals or initiatives, financial transactions involving the Department and outside sources, and other routine advice or opinions, including those issued through surname files. Files do not include opinions that create major changes in procedure or departmental practices.

Disposition: **PERMANENT**. Cut off at end of calendar year in which file is closed. Retire to an approved offsite storage facility. 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.

(c) IFT Finding Aids (or Indexes). Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.

Disposition. **PERMANENT**. Retire with the related records to an approved offsite storage facility. Transfer to the National Archives and Records Administration when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

(d) IFT Program files – These files include records assembled from copies of other documents, such as briefs or decisions, chosen for their relevance in tracking a specific subject matter or subject matters. Records do not include original documents, and may be maintained electronically or in paper format.

Disposition. **PERMANENT**. Retire with the related records to an approved offsite storage facility. Transfer to the National Archives and Records Administration when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

(e) IFT Solicitor's Subject Files – These files include documents received, generated, and maintained by the Solicitor, Deputy Solicitor and their Special Assistants of the Immediate Office and used for review, analysis, and policy development on matters of significance to the Office of the Solicitor. Included are correspondence, reports, legal analyses and court documents, briefing papers, memoranda, summaries, email communications, and notes.

Disposition: **PERMANENT**. Cut off at end of calendar year in which file is closed. Retire to approved offsite storage. 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.

(f) IFT Tribal collections. These records consist of designated Indian tribe records that have been removed and collected for litigation purposes. These records are usually organized by the tribe. These records had been segregated to ensure proper control and handling for ongoing litigation. These record collections consist of records that would have been covered under GRS or other NARA approved SF-115 authorities, but these are trust documents and deemed permanent.

Disposition: **PERMANENT**. Cut off at end of calendar year in which file is closed. Retire to an approved offsite storage facility. 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.

(g) IFT E-mail notification. Standardized periodic e-mail printed as part of the periodic notification of SOL employees responsibilities regarding three functional areas of 1) American Indian trust reform, including the High-Level Implementation Plan or any of its subprojects; 2) the Cobell v. Norton litigation; or 3) administration of Individual Indian Money (IIM) accounts.

Disposition: **PERMANENT**. Cut off at end of calendar year in which file is closed. Retire to an approved offsite storage facility. 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.

(h) IFT Land Case files – These records consist of appraisals, memos, briefs, and other land case file records that qualify as trust records.

Disposition: **PERMANENT**. Cut off at end of calendar year in which file is closed. Retire to an approved offsite storage facility. 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.

(i) IFT SOL Chronological files – These records consist of chronological files from any component within the Office of the Solicitor including the Immediate Office.

Disposition: **PERMANENT**. Cut off at end of calendar year in which file is closed. Retire to an approved offsite storage facility. 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.