

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-048-08-6</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>5/15/08</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disposition request, including amendments, is approved except for items that may be marked "disposition not approved or withdrawn" in column 10	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 N/A			
4 NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4 TELEPHONE NUMBER 202-208-3909	DATE <i>11-18-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne C. Thomas</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 <u>4</u> 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 May 14, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>		TITLE Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	1101 - Program Correspondence 1101 1 - High-Level Officials 1101 2 - All Others 1102 - General Administration Files 1103 - Suspense Files 1104 - Chronological Files 1105 - Transitory Files 1106 - Tracking and Control Files 1107 - Finding Aids/Index Files 1108 - General Reading Files 1109 Daily Schedules, Calendars, and Appointment Books 1109 1 - Secretary, Dep Secretary, Asst Secretaries, Solicitor, Inspector General 1109 2 - Dep Asst Secretaries, Directors, Staff Assistants 1109 3 - All Others 1110 - Routine Procurement Files 1111 - Working Papers 1112 - Cobell Email Backup Status Notifications  [See Attached List of Record Description and Requested Disposition Authority ]	[See Attached Crosswalk]	

## 1100 – Records Common to Most Offices

**1101 – Program Correspondence.** Incoming and outgoing correspondence concerning the actions, plans, and initiatives of an office.

**1101.1 High-level Officials.** Correspondence maintained by high-level officials, including the Secretary, Deputy Secretaries, Assistant Secretaries, the Inspector General, Solicitor, and Deputy Solicitor.

Disposition: Permanent. ~~Cut off at close of calendar year. Transfer to NARA after 20 years.~~ *CUT OFF WHEN OFFICIAL'S TENURE IS OVER. TRANSFER TO NARA AFTER 5 YEARS.*

**1101.2 All Others.** Correspondence maintained in all other offices.

Disposition: Temporary. Cut off at close of calendar year. Destroy after 5 years.

~~**1102 – General Administration Files.** Files relating to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing procedures, and communications; the expenditure of funds, day-to-day administration of office personnel, including travel; supplies and office equipment requests, and receipts and the use of office space and utilities. They may include copies of reports (including work progress, statistical, and narrative reports) which are prepared in the office and forwarded to the requesting office, and other materials that do not serve as official documentation of the program or the office.~~

Disposition Temporary. Cut off at close of calendar year. Destroy after 2 years (GRS 23-1)

~~**1103 – Suspense Files.** Papers arranged in chronological order as a reminder that an action is required on a specific date.~~

Disposition: Temporary. Cut off when reply is received. Destroy when no longer needed for agency business.

**1104 – Chronological Files.** Copies of outgoing communications, arranged by date, and maintained for periodic review by staff members and as a convenience file.

Disposition: Temporary. Cut off at close of calendar year. Destroy after 1 year.

~~**1105 – Transitory Files.** Copies of correspondence, messages, and other documents maintained for reference; copies of documents which require no official action, letters of transmittal, routing requests for information and replies~~

*Change approved by Agency 11/2/09*

*Covered by GRS 23-1*

*Covered by GRS 23-6a*

~~thereto involving no administrative or policy decisions and no special compilations or research~~

*Covered by GRS  
23-7*

Disposition Temporary. Destroy when no longer needed for agency business.

~~**1106 – Tracking and Control Files.** Logs, Registers, and other records used to control or document the status of correspondence, reports, or other records.~~

Disposition Temporary. Cut off at date of last entry. Destroy after 2 years. (GRS 23-8)

*Covered by  
GRS 23-8*

~~**1107 – Finding Aids/Index files.** Electronic spreadsheets, card indexes, or other documents generated to track and locate documents through work flow, case status, subject files, or other pertinent information.~~

Disposition Temporary. Cut-off when superseded, or when records listed in the aid/index are disposed. Destroy when no longer needed (if superseded), or dispose with related records (if not superseded).

*Covered by GRS  
23-9*

**1108 – General Reading Files.** Documents that contain copies of reports, correspondence, or other information that concerns a specific subject or group of subjects, maintained solely as a reference copy.

Disposition: Temporary. Destroy when no longer needed for agency business.

**1109 – Daily Schedules, Calendars, and Appointment Books.** Calendars, appointment books, schedules, logs, diaries, and similar records relating to meetings, appointments, trips, visits, and similar activities.

**1109.1 Secretary, Dep. Secretary, Asst. Secretaries, Solicitor, Inspector General.** Daily schedules for the Secretary, Deputy Secretary, Solicitor, Inspector General, and Assistant Secretaries.

Disposition: Permanent. Cut off when official's tenure is over. Transfer to NARA after 5 years

**1109.2 Dep. Asst. Secretaries, Directors, Staff Assistants.** Daily schedules for all other officials whose schedule warrants retention, such as Deputy Assistant Secretaries, Office Directors, and Staff Assistants.

Disposition: Temporary. Cut off when official's tenure is over. Destroy after 3 years.

~~**1109.3 All Others.** Daily schedules maintained by all other department employees and contractors~~

~~Disposition: Temporary. Destroy when no longer needed for agency business. (GRS 23-5b)~~

*Covered by  
GRS 23-5b*

~~**1110 – Routine Procurement Files.** Requisitions, purchase orders, and other documents concerning the routine acquisition of property utilized for the use of the office, such as supplies, furniture, equipment, and other small purchases.~~

~~NOTE: Procurement files for purchases in excess of \$2,000 are covered elsewhere in this schedule.~~

~~Disposition Temporary. Cut off at close of fiscal year in which final payment is made. Destroy after 3 years. (GRS 3-3a1b)~~

*Covered by GRS  
3-3a1b*

~~**1111 – Working Papers/Drafts.** Drafts, notes, correspondence, and other working papers generated during program business. Drafts that show substantive changes should be filed in accordance with the final document's disposition instructions~~

~~Disposition: Temporary. Cut off when final version is produced, or at close of calendar year if no final version will be created. Destroy when no longer needed for agency business~~

~~**1112 – Cobell Email Backup Notifications.** These files document the receipt of agency guidance instructing employees to “print and file e-mail messages that relate to the Three Functional Areas of 1) American Indian trust reform, including the High-Level Implementation Plan or any of its subprojects; 2) the Cobell v. Kempthorne litigation, or 3) administration of Individual Indian Money (IIM) accounts.” Messages reminding employees of this guidance are received weekly in electronic format, printed out, and maintained in paper format by each Office of the Secretary employee with email access.~~

~~These files are classed as Indian Fiduciary Trust Records (IFTR).~~

~~Disposition Permanent. Retain in individual files of each agency employee with email access for length of service of employee with employing office, or until no longer needed, whichever is sooner. Retire to office files upon departure of employee from office, or to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.~~

*Covered by  
N1-18-056,  
Item 4026.C*