

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-048-08-022

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 5/11/2022

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1201.1 was superseded by DAA-0048-2013-0008-0003

Item 1201.2 was superseded by DAA-0048-2013-0008-0001

Item 1202 was superseded by DAA-0048-2013-0001-0002

Item 1203 was superseded by DAA-0048-2013-0001-0002

Item 1204 was superseded by DAA-0048-2013-0001-0001

Item 1207.1 was superseded by DAA-0048-2013-0001-0002

Item 1207.2 was superseded by DAA-0048-2013-0001-0002

Item 1208.1 was superseded by DAA-0048-2013-0001-0010

Item 1208.2 was superseded by DAA-0048-2013-0001-0010

Item 1209.3 was superseded by DAA-0048-2013-0001-0003

Item 1210.2 was superseded by DAA-0048-2013-0001-0001

Item 1215 was superseded by DAA-0048-2013-0001-0002

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-048-08-22</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>7/22/08</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disposition request, including amendments, is approved except for items that may be marked "disposition not approved or withdrawn" in column 10.	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>June 2008</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>9</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 June 11, 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)
	1201 Policy and Manual Files 1202 Program Planning 1203 Technical Advice/Guidance Files 1204 Routine Reports 1205 Routine Review Files 1206 Project/Issue Files 1207 Committee/Meetings Files 1208 Budget Files 1209 Records Management Files 1210 Audit Files 1211 Litigation Files (non-SOL) 1212 Freedom of Information Act (FOIA) Files 1213 Privacy Act Files 1214 Indian Trust Management Reform Files 1215 Congressional/Discovery Document Production Certification Files 1216 Departmental Paperwork Reduction Act Files 1217 Website Files  [See Attached List of Record Description and Requested Disposition Authority ]	[See Attached Crosswalk]	

# SF 115 Supplementary Cover Sheet

## Summary:

This action establishes the 1200 Section of the new Office of the Secretary (OS) Records schedule, titled **“General Management Records.”** In doing so, it creates 18 new items for the OS Records Schedule through replacing/renumbering existing records schedules, or through scheduling previously unscheduled records [see attached crosswalk for details]:

**“Policy and Manual Files,”** (2 sub-items), **“Program Planning,”** **“Technical Advice/guidance Files,”** **“Routine Reports,”** **“Routine Review Files,”** **“Project/Issue Files,”** **“Committees/Meetings Files”** (4 sub-items), **“Budget Files”** (6 sub-items), **“Records Management Files”** (3 sub-items), **“Audit Files”** (3 sub-items), **“Litigation Files (non-SOL),”** **“Freedom of Information Act (FOIA) Files”** (4 sub-items), **“Privacy Act Files”** (5 sub-items), **“Indian Trust Management Reform Files,”** **“Paperwork Reduction Act Files,”** and **“Website Files.”**

## Reasons for Submission:

- (1) This action provides for the disposition of several records common to most OS records offices, including several previously unscheduled items (some of which are permanent items related to Indian Fiduciary Trust).
- (2) This action updates several obsolete OS records series, modifying them for proper use in the new schedule
- (3) This action incorporates several items from the GRS for increased accessibility by OS employees, making the records schedule easier to use and placing closely related items in one location.
- (4) This action suggests an alternate disposition for items related to GRS 16-14a, to more closely meet OS’s needs.
- (5) This action incorporates the records into the numbering pattern of the Office of the Secretary Records Schedule.

## 1200 – General Management Records

**1201 – Policy and Manual Files.** Records documenting formal Government and Departmental policy, including policies, directives, standards, technical bulletins, guidelines, and other processes and procedures.

**1201.1 Final Publication.** Official issuances and final versions maintained as the record copy by the office that developed the policy.

Disposition: Temporary. Cut off on date of issue. Destroy 15 years after superseded/revoked

**1201.2 Policy Development.** Records documenting the development of the final publication. They include, but are not limited to: policy drafts, as may be issued for review and comment during the development cycle, transmittal cover sheets, which include distribution information and instructions for commenters; correspondence regarding the resolution and/or interpretation of comments; minutes of meetings; copies of applicable laws, statutes, and regulations, as well as directives issued by other federal agencies, and notes from telephone calls, teleconferences, and e-mails relating to policy development or policy revision.

Disposition: Temporary. Cut off on date of issue. Destroy after 3 years

**1202 – Program Planning.** Records documenting the implementation of new and ongoing program initiatives. Records include, but are not limited to: analyses of new program requirements and recommendations related to the Department and/or bureau and office programs; records relating to staffing and organization, communications, in the forms of e-mail and memoranda regarding plans to ensure program compliance; strategic and tactical plans; and final and draft plans with supporting documents

Disposition: Temporary. Cut off at close of calendar year. Destroy after 4 years.

**1203 – Technical Advice/Guidance Files.** Records providing technical advice, direction, and guidance to or by Departmental officials. The advice or guidance is often in response to one-time questions or is routine in nature and does not establish new policy. These files include, but are not limited to, records documenting the advice or guidance provided, typically in the form of e-mail or memoranda; correspondence with bureau and office records officials or contacts; and any other similar documents

*Item 1203  
Supersedes  
05-B 362*

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

**1204 – Routine Reports.** Reports that are issued or received on a one-time or recurring basis. Contents of the files include draft and final reports, and any supporting documents.

Disposition: Temporary. Cut off when report is made. Destroy 2 years after cut-off, or when no longer needed for agency business (whichever is later).

~~**1205 – Routine Review Files.** Correspondence, reports, action copies of audit findings, and other records that serve to review program functions, including potential weaknesses and corrective actions taken to resolve such problems. This also includes review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.~~

Disposition: Temporary Cut off at end of review cycle (either calendar year or fiscal year). Destroy after 5 years (GRS 16-14f(1))

GOVERNED BY  
GRS 16, 14f(1)  
14f(1)

**1206 – Project/Issue Files.** Files contain records relating to minor, non-recurring issues, action items, or projects arising from initiatives related to an agency. They include correspondence, notes, project plans and strategies, milestone charts, briefing materials, and other related documents. This item does not include any projects or program files covered elsewhere in the OS Records Schedule.

Disposition: Temporary. Cut off upon closure or completion of project or issue. Destroy 3 years after cut-off or when no longer needed for agency business, whichever is later.

**1207 – Committees/Meetings Files.** Records documenting participation in meetings and committees, both internal and external.

**1207.1 Committee Management Files.** Records relating to the establishment, organization, membership, and policy of internal committees (excluding those outlined in 1207.4).

Disposition: Temporary. Cut off at end of committee/meeting cycle. Destroy 6 years after cut-off.

**1207.2 Meetings Records.** Agendas, minutes, final reports, and related records documenting the accomplishments of official boards or committees (excluding those outlined in 1207.4).

Disposition: Temporary. Cut off at end of committee/meeting cycle. Destroy 6 years after cut-off.

~~**1207.3 Other Committee/Meeting Files.** Notes, correspondence, and other documents related to meetings not covered elsewhere in this~~

~~schedule. Also includes copies of items scheduled under 1207.1 and 1207.2 not maintained by the sponsor or secretariat.~~

~~Disposition: Temporary. Cut off at end of committee/meeting cycle. Destroy when 3 years old. (GRS 26-3)~~

GOVERNED BY  
GRS 26, ITEM 3

**1207.4 Executive Committee and Board Membership Records.** Consist of minutes, agendas, directives, meetings, lists of members, and reports covering operation of committees and boards which involve high-level officials within the Office of the Secretary.

Disposition: Permanent. Cut off at end of committee/meeting cycle. Transfer to NARA after 20 years.

**1208 – Budget Files.** Records generated or utilized in formulating budget for a program office. Does not include official functions of the Office of Budget.

**1208.1 Budget Estimates.** Estimates prepared by a program office, comprising appropriation language sheets, narrative statements, and related schedules and data. This does not include the official consolidated Department budget.

Disposition: Temporary. Cut off when final, consolidated budget is produced. Destroy after 1 year.

**1208.2 Budget Justifications.** Documents produced by program offices to explain components of the budget and justify the cost of proposed work and expenditures. This does not include the final, official version submitted to Congress

Disposition: Temporary. Cut off when final, official version is produced. Destroy after 1 year.

**1208.3 Periodic Budget Reports.** Periodic reports on the status of appropriation accounts and apportionment.

~~Disposition: Temporary. Cut off at close of fiscal year. Destroy after 3 years. (GRS 5-3b)~~

GOVERNED BY  
GRS 5, ITEM 3b

**1208.4 Annual Budget Reports.** Annual budget report made at the end of the fiscal year.

~~Disposition: Temporary. Cut off at close of fiscal year. Destroy after 5 years (GRS 5-3a)~~

GOVERNED BY  
GRS 5, ITEM 3a

~~**1208.5 Budget Apportionment Files.** Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation~~

~~Disposition: Temporary. Cut off at close of fiscal year. Destroy after 2 years. (GRS 5-4)~~

GOVERNED BY  
GRS 5, ITEM 4

~~**1208.6 Budget Background Records.** Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.~~

~~Disposition: Temporary. Cut off at close of fiscal year covered by the budget. Destroy after 1 year. (GRS 5-2)~~

GOVERNED BY  
GRS 5, ITEM 2

**1209 – Records Management Files.** Records created during the course of creating and managing government records.

~~**1209.1 Records Disposition Schedules.** Record copy of records schedules submitted to NARA in the form of SF 115's, and supporting documents generated for the schedule (such as a file plan).~~

~~Disposition: Temporary. Cut off when schedule is superseded or revised. Destroy after 2 years (GRS 16-2a(1))~~

GOVERNED BY  
GRS 16, ITEM 2a(1)

~~**1209.2 Records Retirement/Destruction Files.** Documents generated for the purpose of authorizing disposal or destruction of government records, including SF 135's, SF 258's, and supporting documentation.~~

~~Disposal: Temporary. Cut off at close of calendar year in which records are disposed. Destroy after 6 years. (GRS 16-2a(2))~~

GOVERNED BY  
GRS 16, ITEM 2a(2)

~~**1209.3 Records Inventories.** Inventories produced by program offices to document records maintained by that program office. Includes information identifying where specific records are located.~~

~~Disposition: Temporary. Cut off when superseded. Destroy when no longer needed. (NOTE: Inventories included with Records Retirement/Destruction files must be filed by that item.)~~

**1210 – Audit Files.** Records created as a result of audits or during the course of generating an audit.

**1210.1 GAO Final Report.** Final report of Interior activities produced by the General Accounting Office (GAO).

Disposition: Temporary Cut off when report is made. Destroy after 5 years.

**1210.2 GAO Copies/Drafts/Working Papers.** Correspondence, draft reports, and comments by the Department concerning a GAO audit

Disposition: Temporary. Cut off when final report is made. Destroy after 3 years.

**1210.3 Other Audits.** Audit reports by Interior or by state auditors, other agencies, and Independent Public Accountants, and any supporting documents.

Disposition: Temporary. Cut off when final audit report is made. Destroy after 7 years.

**1211 – Litigation Files (non-SOL).** Copies of litigation maintained by program offices for reference or as an informational copy. Does not include official litigation maintained by the Office of the Solicitor

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

**1212 – Freedom of Information Act (FOIA) Files.** Records created in administering the Freedom of Information Act program.

**1212.1 FOIA Requests.** Files created in response to requests for information under FOIA, consisting of the original request, a copy of the reply thereto, and all related supporting files, such as a copy of the requested record(s).

~~**1212.1a Non-Trust.** FOIA requests that do not reflect discussion with an Indian Trust beneficiary.~~

~~Disposition: Temporary. Cut off on date of reply. Destroy after 2 years, or 6 years if request is denied (in full or in part). Appealed requests should be disposed of in accordance with 1212.2. (GRS 14-11a)~~

GOVERNED BY  
GRS 14, Item 11a

**1212.1b Trust.** FOIA requests reflecting discussion with an Indian Trust beneficiary.

These documents contain Indian Fiduciary Trust (IFT) records.

Disposition: Permanent. Cut off on date of reply. Retire to Federal Records Center after 2 years, or after 6 years if denied (in full or in part). 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. Appealed requests should be disposed of in accordance with 1212.2.

**1212.2 FOIA Appeals.** Files created in responding to administrative appeals under FOIA for the release of information denied to the requester, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, such as a copy of the record(s) under appeal.

~~1212.2a Non-Trust.~~ FOIA Appeals that do not reflect discussion with an Indian Trust Beneficiary.

~~Disposition: Temporary. Cut off when final determination on the records is made (when the agency has decided, the requester can no longer file suit, or the final adjudication by the courts). Destroy after 6 years. (GRS 14-12a)~~

GOVERNED BY  
GRS 14, ITEM 12a

**1212.2b Trust.** FOIA Appeals that reflect discussion with an Indian Trust beneficiary.

Disposition. Permanent. Cut off when final determination on the records is made (when the agency has decided, the requester can no longer file suit, or the final adjudication by the courts). Retire to Federal Records Center after 6 years. 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.

~~1212.3 FOIA Control Files.~~ Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.

~~Disposition: Temporary. Cut off after date of last entry. Destroy after 6 years. (GRS 14-13a)~~

GOVERNED BY  
GRS 14, ITEM 13a

~~1212.4 FOIA Reports.~~ Recurring reports and one-time informational requirements relating to implementation of FOIA, excluding annual reports to Congress

~~Disposition: Temporary. Cut off when report is made. Destroy after 2 years. (GRS 14-14)~~

GOVERNED BY  
GRS 14, ITEM 14

**1213 – Privacy Act Files.** Records created in administering the Privacy Act program.

~~**1213.1 Privacy Act Requests.** Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them. Files contain original request, copy of the reply thereto, and all related supporting documents, such as a copy of the record(s) requested.~~

~~Disposition: Temporary. Cut off on date of reply. Destroy after 2 years, or 5 years if denied (in full or in part). Appealed requests should be disposed of in accordance with 1213.2. (GRS 14-21a)~~

GOVERNED BY  
GRS 14, ITEM 21a

~~**1213.2 Privacy Act Amendment Case Files.** Files relating to an individual's request to amend a record pertaining to that individual; to the individual's request for a review of an agency's refusal of the individual's request to amend; and any civil action brought by the individual against the refusing agency.~~

~~Disposition: Temporary. Dispose of in accordance with the approved disposition instructions for the related subject individual's records, 4 years after final determination by the agency, or 3 years after final adjudication by the courts, whichever is later (GRS 14-22)~~

GOVERNED BY  
GRS 14, ITEM 22

~~**1213.3 Privacy Act Control Files.** Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.~~

~~Disposition: Temporary. Cut off on date of last entry. Destroy after 5 years. (GRS 14-24)~~

GOVERNED BY  
GRS 14, ITEM 24

~~**1213.4 Privacy Act Reports.** Recurring reports and one-time informational requirements relating to agency implementation, including biennial reports to the Office of Management and Budget (OMB), System of Records Notices (SORNs), and the Report on New Systems at all levels.~~

~~Disposition. Temporary Cut off when report is made Destroy after 2 years, or when no longer needed (whichever is later) (GRS 14-25)~~

GOVERNED BY  
GRS 14, ITEM 25

~~**1213.5 Privacy Act Accounting of Disclosure Files.** Files maintained for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of the subject individual's consent when applicable.~~

GOVERNED BY  
GRS 14, ITEM 23

~~Disposition: Temporary. Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later. (GRS 14-23)~~

**1214 – Indian Trust Management Reform.** Documents directly relating to departmental efforts to revise, reorganize, and restructure existing Indian Trust Management practices and procedures, consisting of legislative proposals, congressional and other correspondence, notes, reports, emails, meeting minutes, budget working files, and other files concerning projects and initiatives to improve or reform Trust Management. Some of these projects and initiatives include the Trust Management Improvement Project (TMIP), High Level Implementation Plan (HLIP), OST and BIA data cleanup, Fractionated Heirship, Indian Land Consolidation, Historical Trust Accounting, Probate Backlog, and the Trust Management Improvement Steering Committee. This item also includes circulations of pleading and correspondence between DOI and DOJ officials concerning litigation that directly addresses Trust Management, such as the *Cobell v. Kempthorne* (formerly *Cobell v. Norton* and *Cobell v. Babbitt*) civil case (note that this does not include the official record copy of these litigation files, maintained with the Office of the Solicitor)

These files are classified as Indian Fiduciary Trust Records (IFTR)

Disposition: Permanent. Cut off at close of calendar year when received or generated. Retain for a maximum of 4 years after cut-off, and then retire to the Federal Records Center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**1215 – Congressional/Discovery Document Production Certification Files.** Records certifying participating and compliance with document production order by Congress or in response to discovery for litigation. This does not include any other data, such as guidance, coordination plans, reports, or copies of records produced.

Disposition. Temporary. Cut off when litigation or Congressional inquiry has ended. Destroy after 4 years

**1216 –Paperwork Reduction Act Files.** Records that document compliance with the Paperwork Reduction Act of 1995. Included are copies of monthly reports, directives, and forms issued/created by the Office of Management and Budget (OMB) relating to the agency's responsibilities under that Act; copies of bureau submission packages requesting permission from OMB to collect information from the public; OMB Notices of Action approving bureau submissions; guidance

related to Information Collection Budget (ICB) actions and issues; and the annual ICB report to OMB. Also included is correspondence with the bureaus and OMB relating to ICB expiration schedules and individual information collections and submission packages, ICB statistical compilation, and ICB training materials.

Does not include the record copy of bureau submission packages, which are retained by the bureaus that created them.

~~**1216.a Non-Trust.** Paperwork Reduction Act Files that do not contain Indian Fiduciary Trust documents.~~

~~Disposition: Temporary. Cut off files at close of fiscal year. Destroy 7 years after cut-off. (GRS 16-12)~~

GOVERNED BY  
GRS 16, ITEM 12

**1216.b Trust.** Paperwork Reduction Act Files that contain Indian Fiduciary Trust documents

Disposition. Permanent. Cut off files at close of fiscal year. Maintain in office of record for seven (7) years after cutoff, and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**1217 – Website Files.** Files utilized in updating, maintaining, and displaying information on a government website. Includes documents produced while drafting or developing web content, and the electronic data on the website itself. Websites should not include original research or information that is not preserved through alternate means

Disposition: Temporary. Cut-off when data is superseded. Destroy when no longer needed for agency business.

## Crosswalk

<b>New Schedule</b>		<b>Old Schedule</b>
<b>1201 Policy and Manual Files</b>		
1201 1 Final Publication	Replaces	Some functions of OS B-3a Publication Files, and GRS 16-14a Policy, procedure, and guidance files
1201 2 Policy Development	Replaces	Some functions of OS B-3a Publication Files, and GRS 16-14a Policy, procedure, and guidance files
1202 Program Planning	-	Previously Unscheduled
1203 Technical Advice/Guidance Files	Replaces	Some functions of OS B-3b Guidance Letters, and GRS 16-14a Policy, procedure, and guidance files
1204 Routine Reports	-	Previously Unscheduled
1205 Routine Review Files	Uses	GRS 16-14f(1) Review Files
1206 Project/Issue Files	-	Previously Unscheduled
<b>1207 Committees/Meetings Files</b>		
1207 1 Committee Management Files	-	Previously Unscheduled (per guidance in GRS 26-1b)
1207 2 Meetings Records	-	Previously Unscheduled (per guidance in GRS 26-1b)
1207 3 Other Committee/Meeting Files	Uses	GRS 26-3 Committee Records Not Maintained by the Sponsor or Secretariat
1207 4 Executive Committee and Board Membership Records	Replaces	OS B-10a Executive Committee and Board Membership Records
<b>1208 Budget Files</b>		
1208 1 Budget Estimates	Replaces	OS C-1b Budget Estimates, non-record copies
1208 2 Budget Justifications	Replaces	OS C-2b Budget Justifications, non-record copies
1208 3 Periodic Budget Reports	Uses	GRS 5-3b Budget Reports Files, All other reports
1208 4 Annual Budget Reports	Uses	GRS 5-3a Budget Report Files, Annual Report
1208 5 Budget Apportionment Files	Uses	GRS 5-4 Budget Apportionment Files
1208 6 Budget Background Records	Uses	GRS 5-2 Budget Background Records
<b>1209 Records Management Files</b>		
1209 1 Records Disposition Schedules	Uses	GRS 16-2a(1) Records Disposition Files, SF115s approved by NARA
1209 2 Records Retirement/Destruction Files	Uses	GRS 16-2a(2) Records Disposition Files, Other records
1209 3 Records Inventories	-	Previously Unscheduled

1210 Audit Files			
1210 1 GAO Final Report	Replaces		OS G-1a(1) Audit Reports, GAO Audits Reports, Final Report
1210 2 GAO Copies/Drafts/Working Papers	Replaces		OS G-1a(2) Audit Reports, GAO Audits, All other copies, drafts, and working papers
1210 3 Other Audits	Replaces		OS G-1b Audit Reports, Audit reports by Interior or by state auditors, other agencies, and Independent Public Accountants
1211 Litigation Files (non-SOL)	-		Previously Unscheduled
1212 Freedom of Information Act (FOIA) Files			
1212 1 FOIA Requests			
1212 1a Non-Trust	Uses		GRS 14-11a FOIA Requests Files, Correspondence and supporting documents
1212 1b Trust	-		Previously Unscheduled
1212 2 FOIA Appeals			
1212 2a Non-Trust	Uses		GRS 14-12a FOIA Appeals Files, Correspondence and supporting documents
1212 2b Trust	-		Previously Unscheduled
1212 3 FOIA Control Files	Uses		GRS 14-13a FOIA Control Files
1212 4 FOIA Reports	Uses		GRS 14-14 FOIA Reports Files
1213 Privacy Act Files			
1213 1 Privacy Act Requests	Uses		GRS 14-21a Privacy Act Requests Files, correspondence and supporting documents
1213 2 Privacy Act Amendment Case Files	Uses		GRS 14-22 Privacy Act Amendment Case Files
1213 3 Privacy Act Control Files	Uses		GRS 14-24 Privacy Act Control Files
1213 4 Privacy Act Reports	Uses		GRS 14-25 Privacy Act Reports Files
1213 5 Privacy Act Accounting of Disclosure Files	Uses		GRS 14-23 Privacy Act Accounting of Disclosure Files
1214 Indian Trust Management Reform	Replaces		OSCODE 7302 Indian Trust Management Reform
1215 Congressional/Discovery Document Production Certification Files	-		Previously Unscheduled
1216 Paperwork Reduction Act Files			
1216 a Non-Trust	Uses		GRS 16-12 Information Collection Budget Files
1216 b Trust	Replaces		OSCODE 4181 Departmental Paperwork Reduction Act Files [Trust], 4181 a Office of the Secretary Paperwork Reduction Act Files [Trust]
1217 Website Files	-		Previously Unscheduled