

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-075-04-007

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 4/22/2022

## **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These items, unless subsequently superseded, may be used by the agency to disposition records.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 4800 series items are 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## **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

N1-075-05-001 supersedes all the items in the 2500 series.

REQUEST FOR RECORDS DISPOSITION AUTHORITY				LEAVE BLANK (NARA use only)		
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001				JOB NUMBER <i>71-075-04-7</i>		
1. FROM (Agency or establishment) <b>U.S. Department of the Interior</b>				Date Received <i>11-20-2003</i>		
2. MAJOR SUB-DIVISION <b>Office of the Special Trustee for American Indians</b>				NOTIFICATION TO AGENCY  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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		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 SUB-DIVISION						
4. NAME OF PERSON WITH WHOM TO CONFER <b>Donna Erwin</b>		5. TELEPHONE <b>505-816-1313</b>		DATE <i>12-17-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>	
6. 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 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>11/18/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ethel J. Abeita</i> <b>Ethel J. Abeita</b>				TITLE <b>Director, Office of Trust Records</b>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)			
	<p><b>Please See Attached.</b></p> <p><b>This schedule covers the 4800 Series and the following sections of 2500 Series from the 16 BIAM:</b></p> <p>2516-T3F - Statement of Transaction (SF-224) Files  2517-T3F - Nonexpenditure Transfer Authorization (SF-1151) Files  2520-T3F - Journal Voucher Files  2521-T3F - Voucher &amp; Schedule of Payment Files  2522a-T3F - Cash Documents by Appropriation Files  2524-T3F - Schedule of Canceled Checks (SF-1098) Files  2538a-T3F - Printout Copies of Certificate of Deposit Files  2540-T3F - Advice of Collection Files  2542-T3F - Unappropriated Receipts Trial Balance Files  2543-T3F - Special Disbursing Agent Files  2544-T3F - Trial Balance Files  2545-T3F - Reconciliation Statement Files  2523-T3 - Daily Disbursement Report Files</p> <p><i>[Signature]</i>  PRINCIPAL DEPUTY SPECIAL TRUSTEE  OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS</p> <p><i>11/17/03</i>  DATE</p>					

**2500 Series Conversion Table  
Office of the Special Trustee for American Indians**

16 BIAM (1989 Version)	Proposed Schedule (2003 Version)		Related Series
2516-T3F - Statement of Transaction (SF-224) Files	2516-P	Reporting Receipts and Disbursements to Treasury	2522a-T3F, 2543-T3F, 2544-T3F and 4803-T3F
2517-T3F - Nonexpenditure Transfer Authorization Files		Reserved (no longer used)	
2520-T3F - Journal Voucher Files	2520-P	Transfer Files	
2521-T3F - Voucher and Schedule of Payment Files	2521-P	Disbursement Files	
2522 - Cash Documents By Appropriation Files 2522a-T3F 2522b-T0 2522c-T0		Reserved (Combined with 2516)	
2523-T3 - Daily Disbursement Report Files	2523-P	Daily Indian Services Special Disbursing Agent (ISSDA) Disbursement Report	4803-T3F and 4804-T3F
2524-T3F - Schedule of Cancelled Checks Files		Reserved (Combined with 4851 and 4802)	
2538 - Certificate of Deposit Files 2538a-T3F 2538b-T0	2538-P	Cash Receipting Files	
2540-T3F - Advice of Collections Files		Reserved (Combined with 2538)	
2542-T3F - Unappropriated Receipts Trial Balance Files		Reserved (Combined with 4802)	
2543-T3F - Special Disbursing Agent Files		Reserved (Combined with 4851)	

**2500 Series Conversion Table  
Office of the Special Trustee for American Indians**

<b>16 BIAM (1989 Version)</b>	<b>Proposed Schedule (2003 Version)</b>		<b>Related Series</b>
2544-T3F - Trial Balance Files	2544-P	Reconciliation of Individual Indian Monies Financial Statement Interest Earnings	4858a-T3F
2545-T3F - Reconciliation Statement Files		Reserved (no longer used)	

**4800 Series Conversion Table  
Office of the Special Trustee for American Indians**

<b>16 BIAM (1989 Version)</b>	<b>Proposed Schedule (2003 Version)</b>		<b>Related Series</b>
4801-P3 - Security Account Files	4801-P	Investment Files	
4802-P10 - Tribal Trust Accounts General Ledger Files	4802-P	Tribal Case Files	
4803-T3F - Indian Services Special Disbursing Agent (ISSDA) Report Files	4803-P	Weekly Indian Services Special Disbursing Agent (ISSDA) Disbursement Report	4804-T3F
4804-T3F - Monthly Check Reconciliation Listing Files	4804-P	Monthly Check Inventory Reconciliation Report	
Unscheduled	4805-P	Agency Electronic Funds Transfer (EFT) Payment Report	
Unscheduled	4806-P	Quarterly Loss/Claims Report	
Unscheduled	4807-P	Intra-Governmental Fiduciary Transactions Confirmation System Report (IFCS)	
Unscheduled	4808-P	Standard General Ledger (SGL) Edit Checks File	
Unscheduled	4809-P	Overnighter Reconciliation Report	
Unscheduled	4810-P	Treasury Investment Reconciliation	
Unscheduled	4811-P	Outside Treasury Investment Reconciliation	
Unscheduled	4812-P	DOI Financial Statements Securities Market Value Footnote	
Unscheduled	4813-P	DOI Financial Statements Receipts Breakdown Footnote	
Unscheduled	4814-P	Individual Indian Monies (IIM) Interim Financial Statements	
Unscheduled	4815-P	Tribal and Other Interim Financial Statements	

**4800 Series Conversion Table**  
**Office of the Special Trustee for American Indians**

16 BIAM (1989 Version)	Proposed Schedule (2003 Version)		Related Series
Unscheduled	4816-P	Reconciliation of Statement of Differences (TFS6652)	2516-T3F, 2517-T3F, 2522a-T3F, 2543-T3F and 4803-T3F
Unscheduled	4817-P	Individual Indian Monies Overdraft Report	
Unscheduled	4818-P	Summary of Overdraft Tribal Accounts Balances	
Unscheduled	4819-P	House Suspense Balances Report	
Unscheduled	4820-P	Quarterly Wind River (WR) Check Reporting	
Unscheduled	4821-P	Current Overdraft Monitoring Report	
Unscheduled	4822-P	Taxable Earnings Report	
Unscheduled	4823-P	Tax Issue Reporting	
Unscheduled	4824-P	Interest Factor Reconciliation File	
Unscheduled	4825-P	Daily Cash Reconciliation File	
Unscheduled	4826-P	Daily Cash Statement File	
Unscheduled	4827-P	Trust Fund Accounting System (TFAS) and Individual Indian Monies (IIM) Daily Reconciliation File	
Unscheduled	4828-P	Daily Retroactive Investment Report File	
Unscheduled	4829-P	Control ID 462/463 Reconciliation Report File	
Unscheduled	4830-P	I2P (Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool) Journalizing	

**4800 Series Conversion Table  
Office of the Special Trustee for American Indians**

16 BIAM (1989 Version)	Proposed Schedule (2003 Version)		Related Series
Unscheduled	4831-P	Minerals Management Service (MMS) Reconciliation Report File	
Unscheduled	4832-P	SF 6653/6654 Reconciliation Reports and Analysis Worksheet File	2516-T3F and 2522a-T3F
Unscheduled	4833-P	Month End Unit Reconciliation	
Unscheduled	4834-P	One Number Reconciliation	
Unscheduled	4835-P	Daily Interest Reconciliation	
Unscheduled	4836-P	Monthly Daily Disbursement Report (VT) Reconciliation File	
Unscheduled	4837-P	Reconciliation List and Fax Confirmations	
Unscheduled	4838-P	Quarterly Internal Review Reports	
Unscheduled	4839-P	Individual Indian Monies (IIM) Pool Earnings	
Unscheduled	4840-P	One Day Overnight Security Investment	
Unscheduled	4841-P	Overnight Interest Factor	
Unscheduled	4842-P	Standard General Ledger Compilation Report	
Unscheduled	4843-P	Standard General Ledger (SGL) Report to National Business Center (NBC)	
Unscheduled	4844-P	Daily Overdraft Report	
4851-P5 - IIM Case Files	4851-P	Individual Indian Monies (IIM) Case Files	4853-P5 and 4857-T3F

**4800 Series Conversion Table  
Office of the Special Trustee for American Indians**

16 BIAM (1989 Version)	Proposed Schedule (2003 Version)		Related Series
4852-IIM - Ledgers and Cards		Reserved (combined with 4851)	
4853-P5 - IIM Posting and Control Records		Reserved (combined with 4851)	
4854-T3 - IIM Duplicate Posting and Control Records		Reserved (combined with 4851)	
4855 - IIM Name File 4855a-T1 4855b-T0		Reserved (combined with 4871)	
4856-T3 - IIM Balance Forward Files 4856a-T3 4856b-T3		Reserved (combined with 4851)	
4857-T3F - Cash Collection Files		Reserved (combined with 2538)	
4858 - General Ledger Detailed Listings 4858a-T3F 4858b-T0		Reserved (combined with 4871)	
4859-T3F - IIM Deposit Ticket Files		Reserved (combined with 2538)	
Unscheduled	4870	Electronic Records (SYSTEMS) - RESERVED -	
Unscheduled	4871-P	Trust Fund Accounting System (TFAS)	4851-P5, 4852, 4853-P5, 4854-T3, 4855, 4856, 4858, 4859-T3F
Unscheduled	4872-P	Daily Account Distribution System (DADS)	



*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
2516-P Reporting	<p><b>Reporting Receipts and Disbursements to Treasury:</b></p> <p><b>Purpose:</b> To report monthly receipts and disbursements posted to the Trust Funds Accounting System (TFAS) to Treasury for Agency Location Code (ALC) 4844 and 1421-0651.</p> <p>NOTE:</p> <ol style="list-style-type: none"><li>1. Related Series: 2516-T3F, 2522a-T3F, 2543-T3F, 2544-T3F and 4803-T3F</li><li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS) and Intra-governmental Payment and Collection (IPAC)</li></ol>	Chronological	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
	<p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ol style="list-style-type: none"><li>1. <u>SF-1219 Statement of Accountability and SF-1220 Statement of Transactions</u><ul style="list-style-type: none"><li>• Daily Receipt Transactions by Batch Report</li><li>• Daily Disbursement Transactions by Batch Report</li><li>• Daily Null Transactions by Batch Report</li><li>• Cash Receipts Deposited</li><li>• Indian Service Special Disbursing Agent (ISSDA Disbursements)</li><li>• Intra-governmental Payment and Collection (IPAC) Transactions</li><li>• Daily Cash Balance</li><li>• Proposed Adjustments to SF- 1219/1220 worksheet</li></ul></li></ol>		

*Office of the Special Trustee for American Indians – Record Schedules*

**Series**

**Content:**

2516-P  
con't.

2. SF-224 Statement of Transactions

- Daily Receipt Transactions by Batch Report
- Daily Disbursement Transactions by Batch Report
- Daily Null Transactions by Batch Report
- Cash Receipts
- Cash Disbursements
- Overnighter Activity
- Intra-governmental Payment and Collection (IPACs)
- BF-4285 Transfers Between Appropriations
- Custodians Activity and Adjustments Report
- Daily Cash Balance
- Manual 1081's Voucher and Schedule of Withdrawals and Credits
- Proposed Adjustments to SF-224 Statement of Transactions worksheet

Office of Trust Reporting and Reconciliation is identified as the office of record.

**Office of the Special Trustee for American Indians – Record Schedules**

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<p><b>2520-P</b> Receipting, Disbursing &amp; Transfers</p>	<p><b>Transfer Files:</b></p> <p><b>Purpose:</b> Office of the Special Trustee for American Indians to ensure the accurate processing of all financial transactions and to ensure compliance with established U.S. Treasury guidelines. Controls accounting activities that properly record all funds received, disbursed, invested, and held in trust for individual Indian and Indian tribes, providing centralized accounting services for all trust funds management.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related series: 2520-T3F</li> <li>2. Related Electronic Systems: Customer Strata Station (CSS); Trust Funds Accounting System (TFAS); Integrated Records Management System (IRMS); other Bureau of Indian Affairs Real Property Management Systems; and Treasury Financial Management Systems: Intra-Government Payment and Collection (IPAC), Electronic Certification System (ECS) and Government Online Accounting Link System (GOALS II).</li> </ol>	<p>(1) Office of Field Operations – file daily in chronological order.</p> <p>(2) Office of Trust Services – file daily in chronological order by batch transaction number.</p>	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

Records are subject to the Privacy Act 5 USC 552a.

*Office of the Special Trustee for American Indians – Record Schedules*

**Series**

**Content:**

2520-P  
con't.

- SF-1081 Voucher and Schedule of Withdrawals and Credits
- GAO 1017 Journal Voucher (JV encoding prefix)
- BIA Form 4285 Intra-Bureau Cash Transaction Authorization (BB encoding prefix)
- IPAC (Intergovernmental Payment and Collection)
- Work tickets
- Supporting documentation such as lease distribution/interest calculation, probate/lease contract and worksheets/vouchers.

The Office of Field Operations is identified as the office of record.

***Office of the Special Trustee for American Indians – Record Schedules***

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>2521-P</b> Receipting, Disbursing & Transfers	<p><b>Disbursement Files:</b></p> <p><b>Purpose:</b> Office of the Special Trustee for American Indians to ensure the accurate processing of all financial transactions and to ensure compliance with established U.S. Treasury guidelines. Controls accounting activities that properly record all funds received, disbursed, invested, and held in trust for individual Indian and Indian tribes, providing centralized accounting services for all trust funds management.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related series: 2521-T3F</li> <li>2. Related Electronic Systems: Customer Strata Station (CSS); Trust Funds Accounting System (TFAS); Integrated Records Management System (IRMS); other Bureau of Indian Affairs Real Property Management Systems; and Treasury Financial Management Systems: Intra-Government Payment and Collection (IPAC), Electronic Certification System (ECS) and Government Online Accounting Link System (GOALS II).</li> </ol>	<p>(1) Office of Field Operations – file daily in chronological order.</p> <p>(2) Office of Trust Services – file daily in chronological order by batch transaction number.</p>	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

Records are subject to the Privacy Act 5 USC 552a.

**Content:**

- SF-1166 Voucher and Schedule of Payments (VS encoding prefix)
- Form 5-4250 Indian Service Special Disbursing Agent (ISSDA)
- Daily Disbursements Report (DDR) (VT encoding prefix)
- SF-1034 Public Voucher for Purchases and Services other than Personal
- SF-1147 Public Voucher for Refunds

The Office of Field Operations is identified as the office of record.

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
2523-P Reporting	<b>Daily Indian Service Special Disbursing Agent (ISSDA) Disbursement Report:</b>  <b>Purpose:</b> To report and show all daily Individual Indian Monies' check disbursements.  NOTE: 1. Related Series: 2523-T3, 4803-T3F and 4804-T3F 2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)  Records are subject to the Privacy Act 5 USC 552a.  <b>Content:</b> <ul style="list-style-type: none"><li>• Daily Disbursement Reports (DDR)</li><li>• Verification List</li><li>• Check Register</li></ul> Office of Trust Reporting and Reconciliation is identified as the office of record.	Chronological	<b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

***Office of the Special Trustee for American Indians – Record Schedules***

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<p><b>2538-P</b>                      Receipting,                      Disbursing &amp;                      Transfers</p>	<p><b>Cash Receipting Files:</b></p> <p><b>Purpose:</b> Office of the Special Trustee for American Indians to ensure the accurate processing of all financial transactions and to ensure compliance with established U.S. Treasury guidelines. Controls accounting activities that properly record all funds received, disbursed, invested, and held in trust for individual Indian and Indian tribes, providing centralized accounting services for all trust funds management.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related series: 2538a-T3F</li> <li>2. Related Electronic Systems: Customer Strata Station (CSS); Trust Funds Accounting System (TFAS); Integrated Records Management System (IRMS); other Bureau of Indian Affairs Real Property Management Systems; and Treasury Financial Management Systems: Intra-Government Payment and Collection (IPAC), Electronic Certification System (ECS) and Government Online Accounting Link System (GOALS II).</li> </ol>	<p>(1) Office of Field Operations – file daily in chronological order.</p> <p>(2) Office of Trust Services – file daily in chronological order by batch transaction number.</p>	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
<p>Records are subject to the Privacy Act 5 USC 552a.</p>			

*Office of the Special Trustee for American Indians – Record Schedules*

**Series**

**Content:**

2538-P  
con't.

- Mail Logs
- SF-215 – Deposit Tickets
- Form 5-777/5-4218 – Field Receipts
- DI-1040 – Bills for Collection
- Form 4284 – Schedules of Collections
- Completed bank deposit ticket
- Work tickets
- Copies of Remittances
- Supporting documentation such as lease distribution/interest calculation, probate/lease contract and worksheets/vouchers.

The Office of Field Operations is identified as the office of record.



*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
2544-P Reporting	<p data-bbox="304 301 1293 368"><b>Reconciliation of Individual Indian Monies Financial Statement Interest Earnings:</b></p> <p data-bbox="304 411 1230 512"><b>Purpose:</b> To reconcile the income from assets reported in the financial statements with the interest earnings computed for the Individual Indian Monies pool.</p> <p data-bbox="304 555 401 580">NOTE:</p> <ol data-bbox="304 592 1266 660" style="list-style-type: none"><li data-bbox="304 592 894 617">1. Related Series: 2544-T3F and 4858a-T3F</li><li data-bbox="304 628 1266 660">2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li></ol> <p data-bbox="304 703 968 729">Records are subject to the Privacy Act 5 USC 552a.</p> <p data-bbox="304 772 426 798"><b>Content:</b></p> <ul data-bbox="327 809 1213 877" style="list-style-type: none"><li data-bbox="327 809 957 834">• Individual Indian Monies Financial Statements</li><li data-bbox="327 845 1213 877">• Individual Indian Monies Account (IM6039716) Earnings Accrual</li></ul> <p data-bbox="304 920 1245 987">Office of Trust Reporting and Reconciliation is identified as the office of record.</p>	Chronological	<p data-bbox="1673 301 2009 799"><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4801-P Investments	<p><b>Investment Files:</b></p> <p><b>Purpose:</b> Invest tribal and individual Indian trust funds to make the trust accounts productive for the beneficial owners that are consistent with market conditions which exist at the time the investments are made. Division of Trust Funds Investments controls the buying, selling, and trading of investment instruments in accordance with applicable laws, regulations, and policies.</p> <p>Office of Trust Funds Management verifies income payable for the day and reconciles differences from the previous day. Prepares work tickets for projected income, which is verification and reconciliation for the incoming incomes from investments five (5) days prior to the maturity date. Prepare, verifies, and files work tickets for ‘in-house’ trades. Monitors called securities; retrieves and files the package for called securities.</p> <p>Monitors security buy, sells, calls, and maturities in Trust Funds Accounting System (TFAS) and verifies investment work tickets to information with custodian.</p>	Numerical by coupon rate	<b>PERMANENT:</b> Cut off files at end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.
	<p>NOTE:</p> <ol style="list-style-type: none"><li>1. Related series: 4801</li><li>2. Related Electronic Systems: Money Max, Trust Funds Accounting System (TFAS), and Bloomberg.</li></ol>		
	<p>Records are subject to the Privacy Act 5 USC 552a.</p>		

*Office of the Special Trustee for American Indians – Record Schedules*

**Series**

**Content:**

4801-P  
con't.

- Records of investments
- Statements of income producing security accounts
- Bonds
- Investments reports
- Trade ticket
- Money Max System reports
- Related correspondence.

Office of Trust Funds Management is identified as the office of record.

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4802-P</b> Account Maintenance	<p><b>Tribal Case Files:</b></p> <p><b>Purpose:</b> Tribal Accounts are established in accordance with 25 CFR § 115.702.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related series: 4802-P10</li> <li>2. Related Electronic Systems: Trust Funds Accounting System (TFAS).</li> </ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Legal documentation such as tribal resolutions, Public Laws, use and distribution plans</li> <li>• Routine File Maintenance documentation</li> <li>• Financial Transaction documentation such as budget, per capita payouts, SF-1166 Schedule of Payments, Electronic Fund Transfers (EFT)</li> <li>• ACH disbursements, interest calculation worksheets</li> <li>• General Information and other related correspondence: letters to/from account holders, memos to the file, customer statements</li> <li>• SF-1034 Public Voucher for Purchases and Services other than Personal</li> <li>• BIA Form 4285 Transfer Between Appropriations</li> </ul>	Office of Field Operations files daily by Tribal name then in numerical order by account number.	<p><b>PERMANENT:</b> Cut off files at end of the fiscal year in which account is closed. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
<p>The Office of Field Operations is identified as the office of record.</p>			

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4803-P Reporting	<b>Weekly Indian Services Special Disbursing Agent (ISSDA) Disbursement Report:</b>  <b>Purpose:</b> To report all Individual Indian Monies disbursement checks on a weekly basis to Treasury.  NOTE: 1. Related Series: 4803-T3F and 4804-T3F 2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)  Records are subject to the Privacy Act 5 USC 552a.  <b>Content:</b> <ul style="list-style-type: none"><li>• Weekly Check Report</li><li>• Indian Service Special Disbursing Agent (ISSDA) E-data File</li><li>• Daily Disbursement Report (DDR)</li></ul> Office of Trust Reporting and Reconciliation is identified as the office of record.	Chronological	<b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4804-P Reporting	<p data-bbox="304 310 978 342"><b>Monthly Check Inventory Reconciliation Report:</b></p> <p data-bbox="304 383 1276 448"><b>Purpose:</b> To reconcile and report on a monthly basis all 0000-4844 checks used to checks ordered from Treasury.</p> <p data-bbox="304 496 401 521">NOTE:</p> <ol data-bbox="304 529 1266 594" style="list-style-type: none"><li data-bbox="304 529 688 553">1. Related Series: 4804-T3F</li><li data-bbox="304 561 1266 594">2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li></ol> <p data-bbox="304 643 968 667">Records are subject to the Privacy Act 5 USC 552a.</p> <p data-bbox="304 716 426 740"><b>Content:</b></p> <ul data-bbox="327 756 789 862" style="list-style-type: none"><li data-bbox="327 756 722 781">• Daily Disbursement Reports</li><li data-bbox="327 789 789 813">• Monthly Check Inventory Report</li><li data-bbox="327 821 621 862">• Check Order Listing</li></ul>	Chronological	<p data-bbox="1671 310 2001 813"><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

**Office of the Special Trustee for American Indians – Record Schedules**

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4805-P</b> New Series Reporting	<p><b>Agency Electronic Funds Transfer (EFT) Payment Report:</b></p> <p><b>Purpose:</b> This report lists the total number of Electronic Funds Transfer (EFT) payments sent to accountholders per month. The Electronic Funds Transfer (EFT) payments are compared to payments made by checks.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS) and the Electronic Certification System (ECS)</li> </ol>	Chronological	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
	<p>Records are subject to the Privacy Act 5 USC 552a.</p>		
	<p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Summary of Wind River Per Capita checks for current month</li> <li>• Custodian’s daily activity for current month</li> <li>• SF1166 Voucher and Schedule of Payments daily activity for current month</li> <li>• Daily Disbursement Report - VT daily activity for current month</li> <li>• Electronic Funds Transfer (EFT) Report – All Check Disbursement</li> <li>• Individual Indian Monies (IIM) Electronic Funds Transfer – Disbursement Code 55</li> <li>• Individual Indian Monies (IIM) Electronic Funds Transfer Disbursement 42, 43, 60, 61, and 85</li> <li>• Tribal – Checks using SF1166 Voucher and Schedule of Payments (VS prefix)</li> <li>• Tribal Electronic Funds Transfer</li> <li>• Comparison to prior period worksheet</li> </ul>		

*Office of the Special Trustee for American Indians – Record Schedules*

**Series**

**Content:**

4805-P  
con't

- EFT and check distribution data worksheet
- Summary of Mescal payment for month

Office of Trust Reporting and Reconciliation is identified as the office of record.



*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4806-P New Series Reporting	<p data-bbox="302 300 730 331"><b>Quarterly Loss/Claims Report:</b></p> <p data-bbox="302 373 1304 440"><b>Purpose:</b> To report Individual Indian Monies claims and summarize the potential and actual losses pending settlement and interest calculated.</p> <p data-bbox="302 481 401 505">NOTE:</p> <ol data-bbox="302 518 1262 587" style="list-style-type: none"><li data-bbox="302 518 632 542">1. Related Series: None</li><li data-bbox="302 555 1262 587">2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li></ol> <p data-bbox="302 628 968 660">Records are subject to the Privacy Act 5 USC 552a.</p> <p data-bbox="302 702 422 726"><b>Content:</b></p> <ul data-bbox="327 738 1276 847" style="list-style-type: none"><li data-bbox="327 738 1140 770">• Tribal Treasury overnighter rates for the three month period</li><li data-bbox="327 778 1276 810">• Individual Indian Monies (IIM) interest rate for the three month period</li><li data-bbox="327 818 968 847">• Historical spreadsheets for each loss and claim</li></ul> <p data-bbox="302 888 1241 954">Office of Trust Reporting and Reconciliation is identified as the office of record.</p>	Chronological	<p data-bbox="1671 300 2003 802"><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

***Office of the Special Trustee for American Indians – Record Schedules***

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4807-P</b> New Series Reporting	<p><b>Intra-Governmental Fiduciary Transactions Confirmation System Report (IFCS):</b></p> <p><b>Purpose:</b> To reconcile the Treasury securities and earnings submitted online by the Bureau of Public Debt (BPD).</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related Series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS) and BPD - Intra-Governmental Fiduciary Transactions Confirmation System (IFCS)</li> </ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• General Ledger Summary of 14X5265-ALL and 14X8030-ALL for Balances</li> <li>• Overnighter Accounts Receivable and Assets Reconciliation</li> <li>• Summary of General Ledger Summary Activity</li> <li>• Interest Expense Calculation worksheet from BPD.</li> </ul>	Chronological	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
<p>Office of Trust Reporting and Reconciliation is identified as the office of record.</p>			

***Office of the Special Trustee for American Indians – Record Schedules***

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4808-P</b> New Series Reporting	<p><b>Standard General Ledger (SGL) Edit Checks File:</b></p> <p><b>Purpose:</b> Monthly reconciliation to ensure the transmission transactions reported to Treasury will pass the edits.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related Series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li> </ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Monthly Standard General Ledger (SGL) Trial Balance summary</li> <li>• SF-1219 Statement of Accountability monthly worksheet</li> <li>• SF-1220 Statement of Transactions monthly worksheet</li> <li>• SF-224 Statement of Transactions (SF-224) monthly worksheet</li> <li>• Overnighter Account Receivable Report</li> <li>• SGL Balance Check</li> </ul>	Chronological	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center.</p> <p>Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
	<p>Office of Trust Reporting and Reconciliation is identified as the office of record.</p>		

***Office of the Special Trustee for American Indians – Record Schedules***

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4809-P</b> New Series Reporting	<p><b>Overnighter Reconciliation Report:</b></p> <p><b>Purpose:</b> To report and reconcile the overnighter earnings reported on the Statement of Transactions (SF-224) with the Overnighter Earnings worksheet and to also determine the overnighter receivable amount that will be reported as an accrual in the Standard General Ledgers (SGL).</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related Series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li> </ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• All Trust Assets Report (Book Value Amounts) for overnighter balances</li> <li>• Daily Overnighter Activity spreadsheet</li> <li>• Interest Earnings month-to-date</li> <li>• Daily Null Transactions by Batch Report (Overnighter Only)</li> </ul>	Chronological	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center.</p> <p>Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
<p>Office of Trust Reporting and Reconciliation is identified as the office of record.</p>			

**Office of the Special Trustee for American Indians – Record Schedules**

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<p><b>4810-P</b> New Series Reporting</p>	<p><b>Treasury Investment Reconciliation:</b></p> <p><b>Purpose:</b> To record the activity in Treasury securities; to determine the asset balances at the end of the month; to provide data to Treasury for reconciliation of current asset balances and to provide the balances to the Standard General Ledger (SGL) accounts, both on budget for the Chief Financial Officer (CFO) and in total.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related Series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS) and Intra-Governmental Payment and Collection (IPAC)</li> </ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Trust Assets Report TRIBAL ONLY by Asset Class</li> <li>• Trust Assets Report Individual Indian Monies (IIM) ONLY by Asset Class</li> <li>• Overnighter Reconciliation</li> <li>• Custodians Activity and Adjustment Report</li> <li>• Intra-Governmental Payment and Collection (IPAC) Daily Activity</li> </ul> <p>Office of Trust Reporting and Reconciliation is identified as the office of record.</p>	Chronological	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<p><b>4811-P</b> New Series Reporting</p>	<p><b>Outside Treasury Investment Reconciliation:</b></p> <p><b>Purpose:</b> To reconcile the beginning balance and activity during the month with the ending balance for all securities held at the custodian.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related Series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li> </ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Overnighter Reconciliation report</li> <li>• Trust Assets Report Individual Indian Monies (IIM) ONLY by Asset Class</li> <li>• Trust Assets Report TRIBAL ONLY by Treasury Account Symbol (TAS)</li> <li>• Trust Assets Report TRIBAL ONLY by Asset Class</li> <li>• Account Balance by Treasury Account Symbol (TAS) Book vs. Fed Cost Report</li> <li>• Treasury Investment Reconciliation</li> <li>• Custodians activity and adjustment report</li> </ul> <p>Office of Trust Reporting and Reconciliation is identified as the office of record.</p>	<p>Chronological</p>	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4812-P New Series Reporting	<p data-bbox="304 300 1142 328"><b>DOI Financial Statements Securities Market Value Footnote:</b></p> <p data-bbox="304 373 1283 440"><b>Purpose:</b> To provide the market values of non-Treasury securities included in the financial statements of the Department of the Interior.</p> <p data-bbox="304 485 401 513">NOTE:</p> <ol data-bbox="304 520 1266 587" style="list-style-type: none"><li data-bbox="304 520 632 549">1. Related Series: None</li><li data-bbox="304 555 1266 587">2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li></ol> <p data-bbox="304 632 968 660">Records are subject to the Privacy Act 5 USC 552a.</p> <p data-bbox="304 705 426 734"><b>Content:</b></p> <ul data-bbox="327 740 856 845" style="list-style-type: none"><li data-bbox="327 740 856 769">• 5265 assets report (MS Access format)</li><li data-bbox="327 775 856 804">• 8030 assets report (MS Access format)</li><li data-bbox="327 810 516 839">• JM437AUO</li></ul> <p data-bbox="304 890 1245 954">Office of Trust Reporting and Reconciliation is identified as the office of record.</p>	Chronological	<p data-bbox="1671 300 2003 804"><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4813-P New Series Reporting	<p><b>DOI Financial Statements Receipts Breakdown Footnote:</b></p> <p><b>Purpose:</b> To provide the breakdown by receipt type to the National Business Center (NBC) for edit checks of the receipts included in the financial statements for the Department of the Interior.</p> <p>NOTE:</p> <ol style="list-style-type: none"><li>1. Related Series: None</li><li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li></ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"><li>• General Ledger Summaries for accounts under Treasury Account Symbol 14X5265 and 14X8030</li><li>• SF-6655 – Receipt Account Report balance amounts</li></ul>	Chronological	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

Office of Trust Reporting and Reconciliation is identified as the office of record.



***Office of the Special Trustee for American Indians – Record Schedules***

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4814-P</b> New Series Reporting	<p><b>Individual Indian Monies (IIM) Interim Financial Statements:</b></p> <p><b>Purpose:</b> To report the monthly financial balances and for use in the audited of the final reported Financial Statements.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li> </ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Account Balance by Treasury Account Symbol (TAS) Book vs. Fed Cost Report</li> <li>• Trust Assets Report Individual Indian Monies (IIM) ONLY by Asset Class</li> <li>• JM428ca2 Custom Audit Report (CAR)</li> <li>• JM428ca4 Custom Audit Report (CAR)</li> <li>• Minerals Management Service (MMS) Data Fax transmittal sheet for the first day of the following month for Individual Indian Monies Minerals Management Service (IIM MMS) Cash Accrual Schedule</li> <li>• BB log from SF224 Daily Activity</li> <li>• Overnighter Reconciliation</li> <li>• Individual Indian Monies (IIM) Earnings Accrual and Amortization detail</li> <li>• Individual Indian Monies (IIM) transfer summary</li> </ul>	Chronological	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center.</p> <p>Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

*Office of the Special Trustee for American Indians – Record Schedules*

**Series**

**Content:**

4814-P  
con't

- Analysis of receipts and disbursements
- Individual Indian Monies (IIM) Trial Balance and Adjusting Journal Entries
- Research and Reclassification of Receipts file

Office of Trust Reporting and Reconciliation is identified as the office of record.

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4815-P New Series Reporting	<p data-bbox="302 310 961 337"><b>Tribal and Other Interim Financial Statements:</b></p> <p data-bbox="302 386 1276 451"><b>Purpose:</b> To report the monthly financial balances and activity and for use in the audited of the final reported Financial Statements.</p> <p data-bbox="302 496 401 521">NOTE:</p> <ol data-bbox="302 532 1266 597" style="list-style-type: none"><li data-bbox="302 532 632 557">1. Related Series: None</li><li data-bbox="302 570 1266 597">2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li></ol> <p data-bbox="302 643 968 670">Records are subject to the Privacy Act 5 USC 552a.</p> <p data-bbox="302 719 426 743"><b>Content:</b></p> <ul data-bbox="331 756 1297 1091" style="list-style-type: none"><li data-bbox="331 756 1241 821">• Account Balance by Treasury Account Symbol (TAS) Book vs. Fed Cost Report</li><li data-bbox="331 833 1037 857">• Trust Assets Report TRIBAL ONLY by Asset Class</li><li data-bbox="331 870 1297 971">• Overnighter receipt confirmations for the first day of the next months for the following five Treasury Account Symbols (TAS): 14X5265, 14X6803, 14X8030, and 14X6140</li><li data-bbox="331 984 1241 1008">• JM428ear, JM428ca1, and JM428ca3 - Custom Audit Report (CAR)</li><li data-bbox="331 1021 1266 1091">• Minerals Management Service (MMS) Data Fax Transmittal Sheet for the first day of the following month for Tribal Cash Accrual Schedule</li></ul>	Chronological	<b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

*Office of the Special Trustee for American Indians – Record Schedules*

**Series**

**Content:**

4815-P  
con't.

- Tribal and Other Transfer Summary
- Tribal Trial Balance and Adjusting Journal Entries (other and combined)
- Research and Reclassification of Receipts file
- Overnight Accrual for other accounts file

Office of Trust Reporting and Reconciliation is identified as the office of record.

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4816-P New Series Reporting	<b>Reconciliation of Statement of Differences (TFS6652):</b>  <b>Purpose:</b> To reconcile Treasury's balances reported by the banks to balances reported by Office of Trust Funds Management for Agency Location Code (ALC) 14210651 and 00004844.  NOTE: 1. Related Series: 2516-T3F, 2517-T3F, 2522a-T3F, 2543-T3F and 4803-T3F 2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)  Records are subject to the Privacy Act 5 USC 552a.  <b>Content:</b> <ul style="list-style-type: none"><li>• Statement of Differences-Deposits and Disbursements</li><li>• Proposed Adjustments to SF-1219/1220 Statement of Accountability/Transactions</li><li>• SF-224 Statement of Transactions worksheet</li><li>• SF-1219 worksheet</li><li>• SF-1220 worksheet</li></ul> Office of Trust Reporting and Reconciliation is identified as the office of record.	Chronological	<b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4817-P New Series Reporting	<p data-bbox="302 300 915 331"><b>Individual Indian Monies Overdraft Report:</b></p> <p data-bbox="302 373 1247 478"><b>Purpose:</b> To report all monthly Individual Indian Monies' House and Individual overdraft accounts activity, including changes from June 1998 balances for historical accounting.</p> <p data-bbox="302 520 401 547">NOTE:</p> <ol data-bbox="302 555 1247 624" style="list-style-type: none"><li data-bbox="302 555 632 582">1. Related Series: None</li><li data-bbox="302 592 1247 624">2. Related Electronic Systems: Trust Funds Accounting System (TFAS)</li></ol> <p data-bbox="302 665 968 692">Records are subject to the Privacy Act 5 USC 552a.</p> <p data-bbox="302 734 426 761"><b>Content:</b></p> <ul data-bbox="327 777 1224 1002" style="list-style-type: none"><li data-bbox="327 777 1224 841">• End of Month Overdraft Report for House Accounts and Individual Indian Monies Accounts</li><li data-bbox="327 850 1178 877">• Overdraft Individual Indian Monies (IIM) End of Month Report</li><li data-bbox="327 887 1157 914">• Overdrafted Individual Indian Monies (IIM) Summary Report</li><li data-bbox="327 924 926 951">• SEI_OD_House Report (MS Access format)</li><li data-bbox="327 960 894 1002">• SEI_OD_IIM Report (MS Access format)</li></ul>	Chronological	<p data-bbox="1671 300 2003 512"><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center.</p> <p data-bbox="1671 520 2003 799">Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4818-P New Series Reporting	<p><b>Summary of Overdraft Tribal Accounts Balances:</b></p> <p><b>Purpose:</b> To report all monthly Tribal overdraft accounts activity.</p> <p>NOTE:</p> <ol style="list-style-type: none"><li>1. Related Series: None</li><li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li></ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"><li>• Tribal Overdraft Report</li><li>• Account Balance Report Fed Cost</li></ul> <p>Office of Trust Reporting and Reconciliation is identified as the office of record.</p>	Chronological	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4819-P New Series Reporting	<p data-bbox="304 304 768 336"><b>House Suspense Balances Report:</b></p> <p data-bbox="304 376 1262 480"><b>Purpose:</b> To report a three-month balance history of all house suspense account balances divided between current and non-current accounts and to report the status of the account.</p> <p data-bbox="304 520 401 552">NOTE:</p> <ol data-bbox="304 560 1262 632" style="list-style-type: none"><li data-bbox="304 560 632 592">1. Related Series: None</li><li data-bbox="304 600 1262 632">2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li></ol> <p data-bbox="304 671 968 703">Records are subject to the Privacy Act 5 USC 552a.</p> <p data-bbox="304 743 426 775"><b>Content:</b></p> <ul data-bbox="327 783 1262 815" style="list-style-type: none"><li data-bbox="327 783 1262 815">• House Account End of the Month (EOM) Report (MS Access Format)</li></ul> <p data-bbox="304 855 1245 917">Office of Trust Reporting and Reconciliation is identified as the office of record.</p>	Chronological	<p data-bbox="1671 304 2003 512"><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center.</p> <p data-bbox="1671 520 2003 807">Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>



*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4820-P New Series Reporting	<p><b>Quarterly Wind River (WR) Check Reporting:</b></p> <p><b>Purpose:</b> To report all the 0000-4844 checks issued for the Wind River Per Capita payment for a three month period.</p> <p>NOTE:</p> <ol style="list-style-type: none"><li>1. Related Series: None</li><li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li></ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"><li>• Daily Disbursement Reports for Wind River</li></ul> <p>Office of Trust Reporting and Reconciliation is identified as the office of record.</p>	Chronological	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4821-P New Series Reporting	<p><b>Current Overdraft Monitoring Report:</b></p> <p><b>Purpose:</b> To monitor and report the number of days and amount the Individual Indian Monies accounts are in overdraft status.</p> <p>NOTE:</p> <ol style="list-style-type: none"><li>1. Related series: None</li><li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li></ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"><li>• Overdraft Individual Indian Monies (IIM) End of Month Report</li><li>• Monthly Overdraft Report</li></ul> <p>Office of Trust Reporting and Reconciliation is identified as the office of record.</p>	Chronological	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4822-P New Series Reporting	<p data-bbox="304 300 663 331"><b>Taxable Earnings Report:</b></p> <p data-bbox="304 373 1262 549"><b>Purpose:</b> To report taxable income to the Individual Indian Monies (IIM) account holders, to determine the applicability of New Mexico Gross Receipts Tax to Vendors and to report all taxable income to the Internal Revenue Services (IRS) as required by Internal Revenue Code 6049(a)(1), 6050N(a)(1), 6041(a) and other code sections.</p> <p data-bbox="304 590 401 617">NOTE:</p> <ol data-bbox="304 628 1262 697" style="list-style-type: none"><li data-bbox="304 628 632 655">1. Related Series: None</li><li data-bbox="304 663 1262 697">2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li></ol> <p data-bbox="304 738 968 766">Records are subject to the Privacy Act 5 USC 552a.</p> <p data-bbox="304 807 426 834"><b>Content:</b></p> <ul data-bbox="327 845 1262 1254" style="list-style-type: none"><li data-bbox="327 845 743 873">• Returned IRS Form 1099-INT</li><li data-bbox="327 884 1199 948">• Hard copy printouts from 1996 through 1999 that summarizes the interest for those IIM accounts that received a Form 1099-INT</li><li data-bbox="327 959 1094 986">• Hard copy of duplicate forms provided to accountholders</li><li data-bbox="327 997 1230 1061">• Hard copy of all corrected Form 1099's and the corresponding Form 1096</li><li data-bbox="327 1072 1173 1099">• Correspondence from IRS, accountholders and various officials</li><li data-bbox="327 1110 1220 1137">• IRS Form 4804 - Transmittal for IRS reporting for magnetic media</li><li data-bbox="327 1149 1220 1212">• 1998-2002, Internal Revenue Service penalty notice and settlement documents pertaining to Joseph Clark</li><li data-bbox="327 1224 1262 1254">• Internal Revenue Service penalty notices and responses for 1998 – 2001</li></ul>	Chronological	<p data-bbox="1671 300 2003 549"><b>PERMANENT:</b> Cut off files at the end of the taxable calendar year. Maintain in office ten years after cut off and then retire to records center.</p> <p data-bbox="1671 560 2003 839">Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

*Office of the Special Trustee for American Indians – Record Schedules*

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- Internal Revenue Service magnetic media to support penalty notices
- Hard copy of the annual IIM factor calculation used to compute 1099 interest amounts 1998-2002
- Osage Lake Funds summary records for life estates
- Osage Quarterly Reports for the Osage tribal mineral trust
- Mescal Settlement documents and research
- New México gross receipts tax review binder with invoice copies from the period 4/25/99 through 4/7/03
- Tax test account data reports

Office of Trust Reporting and Reconciliation is identified as the office of record.

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4823-P New Series Reporting	<p><b>Tax Issue Reporting:</b></p> <p><b>Purpose:</b> To prepare, report and document tax related issues and research activities.</p> <p>NOTE:</p> <ol style="list-style-type: none"><li>1. Related Series: None</li><li>2. Related Electronic Systems: None</li></ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"><li>• Internal Revenue Codes</li><li>• United States Supreme Court cases</li><li>• Treaties and/or other agreements</li><li>• Land Claims Settlements</li><li>• Judgment Awards</li><li>• Beneficiary correspondence</li></ul> <p>Office of Trust Reporting and Reconciliation is identified as the office of record.</p>	Chronological	<b>PERMANENT:</b> Cut off files at the end of the calendar year. Maintain in office ten years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4824-P New Series Reconciliation	<b>Interest Factor Reconciliation File:</b>  <b>Purpose:</b> To reconcile the interest earned and interest distributed on a monthly basis and to ensure that all the monthly earnings and distributions were included in the interest factor.  NOTE: 1. Related Series: None 2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS), Daily Accounts Distribution System (DADS), Integrated Records Management System (IRMS) and other Bureau of Indian Affairs Real Property Systems.	Chronological	<b>PERMANENT.</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.
	Records are subject to the Privacy Act 5 USC 552a.		
	<b>Content:</b>		
	<ul style="list-style-type: none"><li>• Monthly Interest Reconciliation report</li><li>• Interest Factor Adjustment report</li><li>• One Number Reconciliation report</li><li>• Prior month Individual Indian Monies (IIM) Interest Factor</li><li>• Monthly Overdraft</li></ul>		

*Office of the Special Trustee for American Indians – Record Schedules*

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- Close Accounts Processing System/ Partial Account Distribution System (CAPS/PADS) monthly interest distribution worksheet
- Lease monthly interest distribution worksheet
- Journal of Transactions – IM6039716
- Daily Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool Reconciliation.

Office of Trust Reporting and Reconciliation is identified as the office of record.

**Office of the Special Trustee for American Indians – Record Schedules**

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<p><b>4825-P</b> New Series Reconciliation</p>	<p><b>Daily Cash Reconciliation File:</b></p> <p><b>Purpose:</b> Identifies discrepancies and/or reconciled items to responsible offices for proper disposition. The report lists the deposit in transit, disbursement in transit, and any increases/decreases to the end of day balances on Trust Fund Accounting System (TFAS).</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related Series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS), Intra-Governmental Payment and Collection (IPAC), CASHLINK, and Government Online Accounting Link System (GOALS II).</li> </ol>	<p>Chronological</p>	<p><b>PERMANENT.</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
	<p>Records are subject to the Privacy Act 5 USC 552a.</p>		
	<p><b>Content:</b></p>		
	<ul style="list-style-type: none"> <li>• Daily transaction report</li> <li>• Batch Status Report</li> <li>• JM462en0.001 - End of Day report</li> <li>• Previous day Daily Cash Reconciliation Report</li> <li>• I2P Individual Indian Monies (IIM) Sub to Individual Indian Monies (IIM) Pool Reconciliation report</li> <li>• Classification of Daily Disbursement Report (CDD-TFAS)</li> </ul>		



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- Overnighter worksheet with detailed supporting information
- Daily Cash Reconciliation report

Office of Trust Reporting and Reconciliation is identified as the office of record.

**Office of the Special Trustee for American Indians – Record Schedules**

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4826-P</b> New Series Reconciliation	<p><b>Daily Cash Statement File:</b></p> <p><b>Purpose:</b> To identify, list and report all daily treasury transactions processed through the Financial Management Services systems and the Trust Funds Accounting System (TFAS), as well as any hardcopy documentation.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related Series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS), Intra-Governmental Payment and Collection (IPAC), CASHLINK, and Government Online Accounting Link System (GOALS II).</li> </ol>	Chronological	<p><b>PERMANENT.</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
	<p>Records are subject to the Privacy Act 5 USC 552a.</p>		
	<p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Daily CASHLINK Report – Deposit Ticket (SF-215) and Debit Voucher (SF-5515)</li> <li>• Electronic Funds Transfer (EFT) Transfers</li> <li>• Minerals Revenue Management report</li> <li>• Treasury SF-1081 (Voucher and Schedule of Withdrawals and Credits)</li> <li>• SF-1166 (Voucher and Schedule of Payments) reports</li> <li>• SF-1098 (Scheduled of Canceled or Undelivered Checks)</li> </ul>		

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- Government On-Line Account Link System (GOALS II) Transaction Report per Agency Location Codes (ALC)
- Intra-Governmental Payment and Collection (IPAC) Transaction Reports per Agency Location Codes
- Preliminary and Final – Daily Indian Service Special Disbursing Agent (ISSDA) Disbursements Reports

Office of Trust Reporting and Reconciliation is identified as the office of record.

***Office of the Special Trustee for American Indians – Record Schedules***

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4827-P</b> New Series Reconciliation	<p><b>Trust Fund Accounting System (TFAS) and Individual Indian Monies (IIM) Daily Reconciliation File:</b></p> <p><b>Purpose:</b> To reconcile the Daily Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool to the Trust Fund Accounting System (TFAS) Journal of Transactions IM6039716.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related Series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS).</li> </ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p>	Chronological	<p><b>PERMANENT.</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

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This file consists of the follow two major reports and other records used and maintained to prepare these reports:

1. Daily Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool Reconciliation report which balances the Individual Indian Monies (IIM) sub activity that is uploaded to the (Individual Indian Monies) IIM pool. It ensures the Individual Indian Monies (IIM) pool is properly reflected for overnight investment purposes and that discrepancies are noted for proper disposition.
  2. Trust Fund Accounting System (TFAS) Journal of Transactions IM6039716 is an internal journal compiled on a daily basis for the Individual Indian Monies (IIM) Pool (IM6039716) account. The journal is to assist in the Undisbursed Appropriations Account Ledger (TFS-6653) month-end reconciliation and the “One Number” compilation activity.
- Daily Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool Reconciliation worksheet
  - JM428i2P.001 Individual Indian Monies (IIM) to Pool Fund
  - JM428i2P.002 Individual Indian Monies (IIM) to Pool Fund
  - JM460bli.001 Post set batch blotter
  - JM463mn0.001 Daily mini ledger (IM6039716)
  - JM463en0.001 End of Day
  - Batch Status Report

Office of Trust Reporting and Reconciliation is identified as the office of record.

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4828-P</b> New Item Reconciliation	<p><b>Daily Retroactive Investment Report File:</b></p> <p><b>Purpose:</b> To report receipts over \$50,000.00 posted to the Trust Funds Accounting Systems (TFAS) after the A.M. sweep for retroactive investment purposes.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related Series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS), Intra-Governmental Payment and Collection (IPAC), CASHLINK, and Government Online Accounting Link System (GOALS II).</li> </ol>	Chronological	<p><b>PERMANENT.</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
	<p>Records are subject to the Privacy Act 5 USC 552a.</p>		
	<p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Daily CASHLINK (Electronic Funds Transfers) Report</li> <li>• Cash Batch Control Log</li> <li>• Close Accounts Processing System and Partial Account Distribution System (Caps/Pads) Batch Control Log</li> <li>• Tribal and Individual Indian Monies (IIM) Pool Cash/Units Batch Control Log</li> <li>• Customer Stratus Station (CSS) Cash Batch Control Log</li> </ul>		
	<p>Office of Trust Reporting and Reconciliation is identified as the office of record.</p>		

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4829-P New Item Reconciliation	<p data-bbox="302 300 947 336"><b>Control ID 462/463 Reconciliation Report File:</b></p> <p data-bbox="302 373 1283 517"><b>Purpose:</b> The Control ID 462/463 reconciliation report identifies discrepancies as it relates to system generated blotter totals, to the total Control ID 460 and reconciles it to the totals of the batch control logs which are used for internal purposes.</p> <p data-bbox="302 555 401 587">NOTE:</p> <ol data-bbox="302 592 1262 660" style="list-style-type: none"><li data-bbox="302 592 621 624">1. Related Series: None</li><li data-bbox="302 628 1262 660">2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li></ol> <p data-bbox="302 699 968 730">Records are subject to the Privacy Act 5 USC 552a.</p> <p data-bbox="302 772 422 804"><b>Content:</b></p> <ul data-bbox="323 810 821 1118" style="list-style-type: none"><li data-bbox="323 810 821 842">• Cash Reconciliation Ledger report</li><li data-bbox="323 847 747 879">• JM428SM1 (jm428sm1.001)</li><li data-bbox="323 884 747 916">• JM428SM2 (jm428sm2.001)</li><li data-bbox="323 920 764 952">• JM428GNM (jm428gnm.002)</li><li data-bbox="323 957 737 989">• JM428BSO (jm428bs0.001)</li><li data-bbox="323 994 621 1026">• JM428LEA, ID428</li><li data-bbox="323 1031 743 1062">• JM460POO (jm460po0.001)</li><li data-bbox="323 1067 732 1099">• JM462PYO (jm462py0.462)</li></ul>	Chronological	<b>PERMANENT.</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

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- JM428CCO (jm428cc0.001)
- JM428CCO (jm428cc0.003)
- JM428CCO (jm428cc0.004)
- JM428DEP jm428dep.001)
- JM428CPT (jm428cpt.001)
- Monthly Interest Program (jm428int.000)
- Oil/Gas Interface Report (jm428oil.001)
- Range Interface Report (jm428rng.001)
- Lease Interface Report (jm428lea.001)
- Per Capita Interface Program (jm428cap.001)
- Osage Interface Report (JM428osg.003)
- Payouts - check requests & direct deposit requests for Individual Indian Monies (IIM) (jm463py0.463)
- JM428SM0 (jm428sm0.001)
- JM428I2P (jmi2p.002)
- End of Day Blotter (jm460en0.001) )
- End of Day Blotter (jm462en0.001)
- End of Day Blotter (jm463en0.001)
- Batch Status Report
- Grand Total of ID462/ID463
- Reconciliation Report

Office of Trust Reporting and Reconciliation is identified as the office of record.



*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<p><b>4830-P</b> New Series Reconciliation</p>	<p><b>I2P (Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool) Journalizing:</b></p> <p><b>Purpose:</b> This is an internal journal used to detail the daily I2P transactions which are uploaded nightly, to the Individual Indian Monies (IIM) Pool (IM6039716) account. The journal is to assist in the reconciliation of Undisbursed Appropriations Account Ledger (TFS-6653) month-end reclassification discrepancies, which may exist in Treasury Accounts.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related Series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS).</li> </ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Trust Fund Accounting System (TFAS) Transactions by document and batch</li> <li>• I2P JOURNAL (Individual Indian Monies (IIM) Subsidiary to Individual Indian Monies (IIM) Pool Reconciliation).</li> </ul>	<p>Chronological</p>	<p><b>PERMANENT.</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

Office of Trust Reporting and Reconciliation is identified as the office of record.

***Office of the Special Trustee for American Indians – Record Schedules***

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4831-P</b> New Item Reconciliation	<p><b>Minerals Management Service (MMS) Reconciliation Report File:</b></p> <p><b>Purpose:</b> This is an internal journal used to detail the daily IMMS0712 account of transactions. This journal is to assist in the Undisbursed Appropriation Account Ledger (TFS-6653) month-end reclassification discrepancies, which may exist in Treasury Accounts by Symbol.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related Series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS), Intra-Governmental Payment and Collection (IPAC), CASHLINK, and Government Online Accounting Link System (GOALS II).</li> </ol>	Chronological	<p><b>PERMANENT.</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center.</p> <p>Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
	<p>Records are subject to the Privacy Act 5 USC 552a.</p>		
	<p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Minerals Management Service (MMS) Voucher and Schedule of Withdrawals and Credits (SF-1081) Log</li> <li>• Deputy Disbursing Agent (DDA) Statement – first day of month</li> <li>• Monthly DDA Statement – 14X6039, 14X6803</li> </ul>		
	<p>Office of Trust Reporting and Reconciliation is identified as the office of record.</p>		

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Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4832-P New Series Reconciliation	<p data-bbox="304 300 1220 331"><b>SF 6653/6654 Reconciliation Reports and Analysis Worksheet File:</b></p> <p data-bbox="304 373 1268 512"><b>Purpose:</b> To reconcile month-end treasury account symbol balances with the Trust Funds Accounting System balances and to identify, verify and report timing or reconciling item discrepancies to responsible offices for proper disposition.</p> <p data-bbox="304 555 401 579">NOTE:</p> <ol data-bbox="304 592 1268 730" style="list-style-type: none"><li data-bbox="304 592 884 616">1. Related Series: 2516-T3F and 2522a-T3F</li><li data-bbox="304 628 1268 730">2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS), Intra-Governmental Payment and Collection (IPAC), CASHLINK, and Government Online Accounting Link System (GOALS II).</li></ol> <p data-bbox="304 772 968 802">Records are subject to the Privacy Act 5 USC 552a.</p>	Chronological	<p data-bbox="1675 300 2003 802"><b>PERMANENT.</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

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- (1) Prior Months Macro File Worksheet
  - IM500 (IM6039716 Journal)
  - I2P Journal (Individual Indian Monies, IIM, Subsidiary to Individual Indian Monies (IIM) Pool Reconciliation)
  - Daily Cash Statement
  
- (2) SF6653/6654 Reconciliation (Undisbursed Appropriations Account Ledger/Trial Balance).
  - Previous month's SF-6653/6654 month end worksheet
  - Respective month's ending Daily Cash Reconciliation report
  - Monthly Cash Statement Compilation report
  - Minerals Management Service Reconciliation worksheet
  - Miscellaneous Treasury Receipts Clearing Account (OT3220) Reconciliation
  - SF-6653/6654 Analysis Report
  - SF-224 Statement of Transactions
  - SF-224 Detail Reports
  - SF-1219/1220 Statement of Disbursements
  - SF-1219/1220 Detail Reports
  - Respective month end Minerals Management Service Fax Report
  - Account Balance by Treasury Account Symbol (TAS) Book vs. Fed Cost Report

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- (3) SF6653 Analysis (Undisbursed Appropriations Account Ledger).
  - Daily Cash Statement report for the last day of the month
  - Daily Cash Reconciliation report for the last day of the month
  - Monthly Daily Cash Statement report
  - Miscellaneous Treasury Receipts Clearing Account (OT3220) Reconciliation
  - Previous month's SF-6653/6654 Analysis Report
  - Previous month's SF-6653/6654 (Undisbursed Appropriations Account Ledger/Trial Balance)
  - Minerals Management Service Fax by TAS report
  
- (4) Monthly Cash Statement Classification Comparison to the SF-224, SF-1219/1220 Activity
  - Daily Cash Statement reports
  - SF-224 Statement of Transactions
  - SF-224 Detail Reports
  - SF-1219/1220 Statement of Differences
  - SF-1219/1220 Detail Reports
  - SF-6653 Undisbursed Appropriations Account Ledger
  
- (5) Monthly Cash Statement Classification.
  - Prior Month's Cash Statement Activity

Office of Trust Reporting and Reconciliation is identified as the office of record.

**Office of the Special Trustee for American Indians – Record Schedules**

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4833-P</b> New Series Reconciliation	<p><b>Month End Unit Reconciliation:</b></p> <p><b>Purpose:</b> This report is a compilation of total units per the Custodian, Bureau of Public Debt (Securities held at Treasury and overnighter) and Performance Bond activity. The report identifies and notes discrepancies with regards to custodial units' balances as compared to Trust Fund Accounting System (TFAS) balances.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related Series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS).</li> </ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• All Trust Assets Report</li> <li>• Reconciliation of Daily Balances</li> <li>• Schedule of Treasury Securities held at Treasury</li> <li>• Statement of Accounts</li> <li>• Report of Custodian Positions Out of Balance</li> <li>• Report of Position Not Held at Custodian</li> <li>• Position Reconciliation worksheet</li> </ul>	Chronological	<p><b>PERMANENT.</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center.</p> <p>Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

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- Report of Custodian Positions in Balance
- Report of Custodian Positions Not Held on TFAS
- End of Day Bank Reconciliation
- Performance Bond-Cash Comparison
- Custodial Statement of Securities

Office of Trust Reporting and Reconciliation is identified as the office of record.

**Office of the Special Trustee for American Indians – Record Schedules**

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4834-P</b> New Series Reconciliation	<p><b>One Number Reconciliation:</b></p> <p><b>Purpose:</b> Reconciles the activity in the Individual Indian Monies (IIM) control account and all tribal accounts with Treasury balances.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related Series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS), Intra-Governmental Payment and Collection (IPAC), CASHLINK, and Government Online Accounting Link System (GOALS II).</li> </ol>	Chronological	<p><b>PERMANENT.</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
	<p>Records are subject to the Privacy Act 5 USC 552a.</p>		
	<p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Individual Indian Monies (IIM) Systems Balance Analysis Reports</li> <li>• Tribal Systems Balance Analysis Reports</li> <li>• IM6039716</li> <li>• Earnings Accrual for the respective month ending</li> <li>• Schedule of Accounts Receivable</li> <li>• One Number worksheet from Monthly Interest Factor Adjustment Reconciliation</li> <li>• Interest Overdraft Balance and Change worksheet from Monthly Interest Factor Adjustment Reconciliation</li> </ul>		



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- I2P Balancing (Individual Indian Monies (IIM) Sub to Individual Indian Monies, IIM, Pool Reconciliation)
- Journal of Transactions IM6039716
- Monthly SF-6653/6654 balances to TFAS Cash balances for the respective month
- Trust Asset Report IIM ONLY (Book Value Amounts) for the respective month
- Trust Asset Report TRIBAL ONLY by Treasury Account Symbol (TAS) for the respective month
- Account Balance by Treasury Account Symbol (TAS) Book vs. Fed Cost Report for the respective month

Office of Trust Reporting and Reconciliation is identified as the office of record.

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4835-P New Series Reconciliation	<b>Daily Interest Reconciliation:</b>  <b>Purpose:</b> This report records the daily activity of the Individual Indian Monies (IIM) interest suspense accounts and reconciles the interest distributed and funded. It is also used to report discrepancies to the Branch of Accounting Services for proper disposition.  NOTE: 1. Related Series: None 2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS), Intra-Governmental Payment and Collection (IPAC), CASHLINK, and Government Online Accounting Link System (GOALS II).  Records are subject to the Privacy Act 5 USC 552a.  <b>Content:</b> <ul style="list-style-type: none"><li>• Trust Fund Accounting System Transaction Register (TFAS – TR)</li><li>• IIMPOOLINT Daily Transaction Report.</li></ul> Office of Trust Reporting and Reconciliation is identified as the office of record.	Chronological	<b>PERMANENT.</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

***Office of the Special Trustee for American Indians – Record Schedules***

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4836-P</b> New Series Reconciliation	<b>Monthly Daily Disbursement Report (VT) Reconciliation File:</b> <b>Purpose:</b> This report reconciles the interest earned and ensures interest factor includes all earnings and distributions.	Chronological	<b>PERMANENT.</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.
	NOTE: 1. Related Series: None 2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS), Intra-Governmental Payment and Collection (IPAC), CASHLINK, and Government Online Accounting Link System (GOALS II).		
	Records are subject to the Privacy Act 5 USC 552a.		
	<b>Content:</b> <ul style="list-style-type: none"> <li>• Financial Management Service (FMS) 1219-Statement of Accountability</li> <li>• Daily Indian Service Special Disbursing Agent (ISSDA) Disbursement Report</li> <li>• VT (Check Register) reconciliation report with supporting worksheets</li> <li>• Monthly Cash Statement with VT information for the previous month</li> </ul>		
	Office of Trust Reporting and Reconciliation is identified as the office of record.		

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4837-P New Series Reconciliation	<p><b>Reconciliation List and Fax Confirmations:</b></p> <p><b>Purpose:</b> To report outstanding receipts and disbursements for the respective day. The outstanding items are printed out for the individual regions. These items are receipts and disbursements that still need to be posted to the Trust Fund Accounting System (TFAS) or they are in transit with Treasury.</p> <p>NOTE:</p> <ol style="list-style-type: none"><li>1. Related Series: None</li><li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS), Intra-Governmental Payment and Collection (IPAC), CASHLINK, and Government Online Accounting Link System (GOALS II).</li></ol>	Chronological	<p><b>PERMANENT.</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
	<p>Records are subject to the Privacy Act 5 USC 552a.</p>		
	<p><b>Content:</b> The records used to prepare the report are hard copies of the confirmations received from the fax machine for each region.</p>		
	<p>Office of Trust Reporting and Reconciliation is identified as the office of record.</p>		

***Office of the Special Trustee for American Indians – Record Schedules***

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<p><b>4838-P</b> New Series OST</p>	<p><b>Quarterly Internal Review Reports:</b></p> <p><b>Purpose:</b> Each office within the Office of the Special Trustee for American Indians monitors corrective actions for internal and external trust activities.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting System (TFAS)</li> </ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Quarterly In-House Summarized Management Control reports that summarize management control deficiencies as identified via Federal Manager’s Financial Integrity Act (FMFIA) evaluations</li> <li>• Quarterly Annual Audit Reports that consist of compliance, audits and issues that have to do with operational processes</li> </ul>	<p>Chronological</p>	<p><b>PERMANENT:</b> Cut off files at end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
	<p>Each office is identified as the office of record.</p>		

**Office of the Special Trustee for American Indians – Record Schedules**

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<p><b>4839-P</b> New Series Interest</p>	<p><b>Individual Indian Monies (IIM) Pool Earnings:</b></p> <p><b>Purpose:</b> The Office of Trust Funds Management distributes Individual Indian Monies (IIM) Pool earnings; calculate the adjustments to Individual Indian Monies (IIM) Pool Earnings and the average daily balance as well as calculating the Individual Indian Monies (IIM) monthly interest factor.</p> <p>Office of Trust Funds Management uses the factor to distribute the earnings to the IIM Accounts. The Branch of Accounting Services sends interest factor information to the Office of Information Technology Services which generates the interest factor interface file; and initiates a program to post to IIM accounts.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related series: None</li> <li>2. Related Electronic Systems: Trust Funds Account System (TFAS) and Integrated Records Management System (IRMS).</li> </ol>	<p>Numerical by coupon rate</p>	<p><b>PERMANENT:</b> Cut off files at end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
<p>Records are subject to the Privacy Act 5 USC 552a.</p>			

*Office of the Special Trustee for American Indians – Record Schedules*

**Series**

**Content:**

4839-P  
con't.

- Individual Indian Monies (IIM) Schedule of Accounts Receivable:  
This is a continuous on-line 12 month schedule (Excel spreadsheet) that shows accounts receivable on an accrual basis on securities held at month end
- Earned Income: The report reflects interest earned for each security for the month
- Earned Amortization/Accretion: This report reflects calculated amortization and accretion for each security for the month
- Trust Funds Accounting System (TFAS) Journal of Transaction IM-6039-716: This is an on-line cash basis worksheet and shows all interest received, securities bought and sold and the related gains/losses. It is used to convert from cash basis to accrual, to determine the accrued gain/loss, to reconcile earnings, and to assure income is accurately calculated
- Transaction Printout of Pool Account IM-6039-716: Shows interest earnings on government overnighters
- Individual Indian Monies (IIM) Account (IM-6039-716) Earnings Accrual for the Month: Worksheet used to calculate the Individual Indian Monies (IIM) Pool Earnings to be distributed for the Month and in the Individual Indian Monies (IIM) Monthly Factor Worksheet
- Cash Flow: Verify if the calculated earnings are correct. The Change in Cash on this report must equal the calculated amount on Earnings to Distribute for the Month
- Sale Journal: This report reflects the securities sold for the month. The report is used to determine the gains/losses realized for the month. Gains/losses are not realized every month

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- Individual Indian Monies (IIM) Interest Factor Memorandum: Memorandum issued to the agencies stating the Individual Indian Monies (IIM) Monthly Interest Pool
- Individual Indian Monies (IIM) Monthly Interest Factor worksheet: Worksheet used to determine the Individual Indian Monies (IIM) Monthly Interest Factor
- Distribution of Interest worksheet: Worksheet used to determine what portion of the total Individual Indian Monies (IIM) Interest should be distributed to the various areas
- Accounts Daily Balance (ADB) – Final Totals Report: Verify the Average Daily Balance calculated manually
- Accounts with Negative Accounts Daily Balance (ADB) Report: The number of Individual Indian Monies (IIM) accounts with a negative Average Daily Balance or zero Average Daily Balance and used in calculating the Average Daily Balance
- Average Daily Balance (ADB) – After Manual/Before Final Report: Showing the Average Daily Balance amount with the Manual Adjustments taken into account but before the number of accounts with negative Average Daily Balance or zero Average Daily Balance
- Manual Adjustments Report: Verify the manual adjustments that were calculated manually
- Average Daily Balance (ADB) Adjustments Spreadsheet: Obtain the total manual adjustments
- Average Daily Balance (ABD) – After 815 Adjustments/Before Manual Adjustments Report: Showing the Average Daily Balance after the Daily Account Distribution System (DADS) (815) Adjustments have been included but prior to the Manual Adjustments
- Idle Cash – Pre 815 Adjustment Report: Showing the Average Daily Balance as calculated by Idle Cash, prior to any adjustments



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- Idle Cash Totals Spreadsheet: Verify Daily Account Distribution System (DADS) (815) Adjustments and Manual Adjustments
- Interest Factor Adjustment Memo: Memo from Branch of Reconciliation stating how much the Interest Factor should be adjusted, due to funding and rounding, and how it should be adjusted
- Balance Sheet Current Adjustments Report: Report used by the Branch of Reconciliation to determine the Interest Factor Adjustment
- Rounding Difference Report: Report from the Chief Information Officers Office containing the Rounding Difference amount
- Daily Account Distribution System (DADS) Log Tables: Totals from the Daily Account Distribution System (DADS) Log at the end of the month and maintains the daily and total to adjust the Earnings Accrual amount on the Individual Indian Monies (IIM) Monthly Interest Factor Worksheet
- Lease Interest Report: Maintains daily and total used to adjust the Earnings Accrual amount on the Individual Indian Monies (IIM) Monthly Interest Factor Worksheet
- Daily Account Distribution System (DADS) (815 Adjustment Report): Used during the month end process to verify that accounts have not been overdrawn
- 815 Adjustments Detail - Final Master Report: Lists each transaction for each Individual Indian Monies (IIM) account and used in calculating the Average Daily Balance
- 815 Adjustment Summary – Final Master Report: Lists each Individual Indian Monies (IIM) account and gives a total of the transaction amount in calculating the Average Daily Balance
- 815 Adjustment Summary – Deposit Master A17 Report
- 815 Adjustment Detail - Deposit Master A17 Report

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- 815 Adjustment Summary – Deposit Master: Shows the total amount of interest posted and is used in calculating the Average Daily Balance
- 815 Adjustment Detail – Deposit Master: This report lists the accounts that earned interest calculated automatically and posted to the Individual Indian Monies (IIM) account, which shows each interest posting transaction and is used in calculating the Average Daily Balance
- Manual Adjustment example of a dual account: Calculate the Average Daily Balance from Trust Funds Accounting System (TFAS) for Individual Indian Monies (IIM) account holder that had two Individual Indian Monies (IIM) accounts but one is now being closed
- Manual Adjustment example of an overdraft account: Calculate the Average Daily Balance from Trust Funds Accounting System (TFAS) when an Individual Indian Monies (IIM) account is overdrawn
- Manual Adjustment example of an account with a returned check: Calculate the Average Daily Balance from Trust Funds Accounting System (TFAS) when an Individual Indian Monies (IIM) account is closed and the ending balance is disbursed but the check is returned
- Daily Account Distribution System (DADS) Full With Close Log: Used in determining the Daily Account Distribution System (DADS) Log Totals
- Partial Account Distribution System (PADS) Log: Used in determining the Daily Account Distribution System (DADS) Log Totals as well as verifying the interest funded amount in the Daily Account Distribution System (DADS) Adjustment process
- Daily Account Distribution System (DADS) (FULL) Cash Blotter page: Used in the Daily Account Distribution System (DADS) Log process
- Daily Account Distribution System (DADS) (Partial) Cash Blotter page: Used in the DADS process

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- Journal Voucher: Office Trust Funds Management (OTFM) document used to transfer money from one Individual Indian Monies (IIM) account to another. This document is used as a source document to support a Daily Account Distribution System (DADS) (Full) and Partial Account Distribution System (PADS) transaction during the Daily Account Distribution System (DADS) Log, and to calculate manual interest from Management Accounting and Distribution System (MADDS) for the Lease Log processes
- Trust Funds Accounting System (TFAS) Transaction report supporting the Daily Account Distribution System (DADS) transaction: Showing money posted through a Daily Account Distribution System (DADS) transaction and is used during the Daily Account Distribution System (DADS) Log process
- Fax Cover Sheet for DADS transaction: Obtained during the DADS Log process
- Fax Cover Sheet for DADS to Close Account transaction: Obtained during the DADS Log process
- Work tickets: Used as a source document during the DADS Log and DADS Adjustment process.
- D-3 Check or Direct Deposit Request: Used as a source document during the DADS Log process
- PADS Log Spreadsheet: Used during the DADS Log process to verify that an account has not been overdrawn due to a PADS transaction
- Bin Log: Log that is used during the DADS Log process to document other types of partial distributions
- Balance Sheet Current Adjustments for prior month: Used by the Branch of Reconciliation in determining the Cumulative Adjustment amount

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- One Number Balance Sheet: Used by the Branch of Reconciliation in verifying the Cumulative Adjustment amount
- A17 Duplicates Report: Report that shows where distribution transactions occurred more than once from an account.
- Deposit Master Table: Table is used daily in the DADS Adjustments process and to assist in determining the month end totals
- Bureau Indian Affairs (BIA) Form 4285 – Intra-Bureau Cash Transaction Authorization (BB encoding prefix) Transfer: Created during the Lease Interest process to transfer funds and verified during DADS Adjustment process
- Deposit Master Worksheet: Verify that all of the Partial Account Distribution System (PADS) to Close, Partial Account Distribution System (PADS), and Closed transactions add up to the amount being transferred in the “BB”
- Add Transactions to the Deposit Master Worksheet Spreadsheet: Used during the DADS Adjustment process to maintain a monthly log of all manual interest calculation postings are added to the DADS (815) Adjustment Report
- Lease Interest Log: Keep a daily account of the Lease Interest posted to Individual Indian Monies (IIM) accounts
- Lease Interest Worksheet: Verify deposit amounts, deposit dates and to verify account balances
- Lease Interest Distribution Voucher: A system generated report used as a source document during the Lease Interest Adjustment process. Amounts from this report are entered into the Lease Interest Log
- Lease Reversals Report: Summarizing transactions that were reversed on the Lease Log

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- Lease Report Partial Account Distribution System (PAD) CONCAT: Report generated from IRMS containing the lease interest posted
- One Number Balance Sheet Check Worksheet: Used by the Bureau of Reconciliation to check against the One Number Balance Sheet
- Deposit Master A-17 Access Table: Lease Interest posted in Trust Funds Accounting System (TFAS)

The Office of Trust Funds Management is identified as the office of record.

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4840-P New Series Interest	<p><b>One Day Overnight Security Investment:</b></p> <p><b>Purpose:</b> Individual Indian Money (IIM) and Tribal funds are consolidated and “swept” twice daily by a program that takes all available un-invested cash and invests it in a Treasury “overnighter”, which results in a one day investment.</p> <p>There are two daily sweeps of invested cash. The amounts available are faxed to Treasury for investment. Treasury provides a daily overnight interest rate that is entered in Trust Funds Accounting System (TFAS) to calculate and distribute daily earnings. Office of the Special Trustee for American Indians performs a manual verification of the interest and distribution.</p> <p>Treasury transfers principal and interest back to Office of the Special Trustee for American Indians via Form SF-1081 stating how much money was transferred. Trust Funds Accounting System (TFAS) automatically calculates interest per participating account and accrues for invested funds.</p>	File chronological by fiscal year and month	<b>PERMANENT:</b> Cut off files at end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.
	<p>NOTE:</p> <ol style="list-style-type: none"><li>1. Related series: None</li><li>2. Related Electronic Systems: Trust Funds Accounting System (TFAS), Polaris, and Bloomberg.</li></ol>		
	<p>Records are subject to the Privacy Act 5 USC 552a.</p>		

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**Series**

**Content:**

4840-P  
con't.

- Cover Letter
- Investment Confirmation Letter
- Overnight Amount Calculation Worksheet
- Computer Controlled Cash Management Reports
- Current Day's Control Log
- Summary of Interest Report
- Interest Earnings month to date worksheet
- Overnight Rate Calculation worksheet
- Batch Status Report
- Daily Reconciliation AM worksheet
- Today's Settlement Report from SMAC
- Report of Income Posted
- Individual Indian Monies (IIM) Transaction Recap Report
- Previous Day's PM Control Long
- Report of all scheduled payments
- Uninvested Cash Report
- Full Call Posting Journal, if applicable
- GNMA Live Report, if applicable
- FHLMC Live Report, if applicable
- FNMA Live Report, if applicable

The Office of Trust Funds Management is identified as the office of record.

**Office of the Special Trustee for American Indians – Record Schedules**

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4841-P</b> New Series Interest	<p><b>Overnight Interest Factor:</b></p> <p><b>Purpose:</b> The total overnight investment amount and adjustment amount are used to calculate the overnight rate and entered in the Treasury Rates Table (TRATES).</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting System (TFAS)</li> </ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• <u>Overnight Amount Calculation</u>: Prepared daily to calculate the amount to be called in to the Treasury and the amount called into Treasury are also used on the Overnight Rate Calculation Worksheet.</li> <li>• <u>Overnight Rate Calculation Worksheet</u>: Included in the same file as the Overnight Amount Calculation, under a different worksheet tab. It is used to calculate the rate to be copied into the Treasury Rate Table (TRATES) used to calculate other interest factors within Office of the Special Trustee for American Indians.</li> <li>• <u>As of Investments for EFTs and Collections</u>: Filled out when a Deposit Ticket is received to document the transaction.</li> <li>• <u>Deposit Ticket</u>: Documents that a Manual Buy or Sell happened that was not recorded by the Un-invested Cash Report.</li> <li>• <u>Computer Controlled Cash Management Report</u>: Lists all the Overnighter activity, there is an A.M. and a P.M. report.</li> </ul>	<b>Chronologically</b>	<p><b>PERMANENT:</b> Cut off files at end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>



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**Series**

**Content:**

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con't.

- Asset Balances Before/After Posting: This report is usually the second page of the Computer Controlled Cash Management Report that lists the total amount invested for each Government Overnigher.
- Tribal and Individual Indian Monies (IIM) Pool Cash/Units Batch Control Log: Used to calculate the amount to be put to the Overnight Amount Calculation Worksheet.
- Interest Earnings Month to Date
- P.M. and A.M. Un-invested Cash Report: A report that lists the Un-invested Cash for all Tribal Accounts in ID0437.

The Office of Trust Funds Management is identified as the office of record.

**Office of the Special Trustee for American Indians – Record Schedules**

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
<b>4842-P</b> New Series Reporting	<p><b>Standard General Ledger Compilation Report:</b></p> <p><b>Purpose:</b> To report and record all activity in accounts to a general ledger formation on a monthly and quarterly basis.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related Series: None</li> <li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li> </ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• TFAS transactions report for current month</li> <li>• Overnighter Accounts Receivable report</li> <li>• Trust Assets Report TRIBAL ONLY by Asset Class</li> <li>• Monthly Accounts Receivable report</li> <li>• Monthly Amortization Summary report</li> </ul>	Chronological	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>
<p>Office of Trust Reporting and Reconciliation is identified as the office of record.</p>			

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4843-P New Series Reporting	<p><b>Standard General Ledger (SGL) Report to National Business Center (NBC):</b></p> <p><b>Purpose:</b> To report quarterly the amounts by standard general ledger accounts to the National Business Center (NBC) for all on-budget accounts activity.</p> <p>NOTE:</p> <ol style="list-style-type: none"><li>1. Related Series: None</li><li>2. Related Electronic Systems: Trust Funds Accounting Systems (TFAS)</li></ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"><li>• General Ledger Summaries for 14X5265-ALL</li><li>• 14X5265 – Financial Statements</li><li>• 14X8030 – ALL</li><li>• 14X8030 – Financial Statements</li></ul>	Chronological	<p><b>PERMANENT:</b> Cut off files at the end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

*Office of the Special Trustee for American Indians – Record Schedules*

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4844-P New Series Reporting	<p data-bbox="304 301 632 328"><b>Daily Overdraft Report</b></p> <p data-bbox="304 376 1293 512"><b>Purpose:</b> To determine new overdrafts that occurred as a result of the previous day's business. The identified overdrafts are resolved the same day if the overdrafts are not related to payment over cancellation, debit vouchers or oil and gas recoupments.</p> <p data-bbox="304 557 401 584">NOTE:</p> <ol data-bbox="304 592 1276 660" style="list-style-type: none"><li data-bbox="304 592 642 619">1. Related series: None</li><li data-bbox="304 627 1276 660">2. Related Electronic Systems: Trust Funds Accounting System (TFAS)</li></ol> <p data-bbox="304 703 968 730">Records are subject to the Privacy Act 5 USC 552a.</p> <p data-bbox="304 775 426 802"><b>Content:</b></p> <ul data-bbox="352 815 1213 919" style="list-style-type: none"><li data-bbox="352 815 1213 879">• E-mail Notifications (to Issues Team, Accountants, Branch and Division Chiefs)</li><li data-bbox="352 887 814 919">• Copy of Daily Overdraft Report</li></ul>	Chronological	<p data-bbox="1673 301 2003 802"><b>PERMANENT:</b> Cut off files at end of the fiscal year. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.</p>

***Office of the Special Trustee for American Indians – Record Schedules***

Series	Title and Description of Records	Filing Instructions	Disposition Instructions
4851-P Account Maintenance	<p><b>Individual Indian Monies (IIM) Case Files:</b></p> <p><b>Purpose:</b> Accounts are established for individuals who have an interest in income producing trust assets and/or are recipients of judgment and other per capita distributions.</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Related series: 4851-P5, 4853-P5 and 4857-T3F</li> <li>2. Related Electronic Systems: Trust Funds Accounting System (TFAS)</li> </ol> <p>Records are subject to the Privacy Act 5 USC 552a.</p> <p><b>Content:</b></p> <p>IIM Case Files contain records under the account establishment, maintenance and closure criteria and consist of:</p> <ol style="list-style-type: none"> <li>1. Legal documentation such as individual identification information, e.g. copy of drivers license; social security card; certificate of Indian blood; non-Indian declaration; birth, marriage and death certificates; Internal Revenue Service (IRS) Forms W-9, 1099-Interest, and 1099-MISC; heirship data, such as probate and estate orders;</li> <li>2. Account Maintenance documentation such as documentation showing account classification change orders, like returned remittances, changes of address and permanent disbursement authorizations (Form 4249);</li> </ol>	Office of Field Operations files daily in chronological order.	<b>PERMANENT:</b> Cut off files at end of the fiscal year in which account is closed. Maintain in office two years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

*Office of the Special Trustee for American Indians – Record Schedules*

**Series**

**Content:**

4851-P  
con't.

3. Financial Transaction documentation request for withdrawal of individual funds, copies of applications, one-time authorities for disbursement, SF-1047 (public vouchers for refunds), royalty and production statements, ACH disbursements, special deposits, interest calculation worksheets, copies of 1099 interest earnings;
4. General Information and other related correspondence: mail logs, letters to/from account holders, memos to the file, customer statements, stop payment (SF-1184) information.

The Office of Field Operations is identified as the Office of record.

## *Office of the Special Trustee for American Indians – Record Schedules*

**Series**            **System Title:** Trust Funds Accounting System (TFAS)

**4871-P**            **System Description:**

New Series  
Systems

The Trust Funds Accounting System (TFAS), with complete implementation beginning in March 2000, is used to manage investments of the individual and tribal accounts. It is used to manage the trust accounting requirements of approximately 252,000 individual Indian and 1,300 tribal accounts (number of accounts as of date February 2002). The system stores the information necessary for the Office of the Special Trustee for American Indians to fulfill its trust fiduciary responsibilities to the beneficiaries. This information includes beneficiary name and address, transaction history, investments, receipts and disbursements. TFAS receives periodic data from the Integrated Records Management System (IRMS) and other Bureau of Indian Affairs Real Property Systems, Royalty Distribution and Reporting System (RDRS), and People legacy systems to conduct the disbursement of trust monies for leases, judgment awards, and related disbursement activities.

The Trust Reform Act of 1994 further supported the management of trust assets:

The American Indian Trust Fund Management Reform Act of 1994 (Reform Act), Public Law 103-412, Oct 25, 1994, 108 Stat.4239, Section 5.i. states “Maintain a verifiable system of records that is capable, at a minimum, of identifying: (1) the location, the beneficial owners, any legal encumbrances (i.e., leases, permits, etc.), the user of the resource, the rents and monies paid, if any, and the value of trust or restricted lands and resources; (2) dates of collections, deposits, transfers, disbursements third party obligations (i.e., court ordered child support, judgments, etc.), amount of earnings, investment instruments, and closing of all trust fund accounts; (3) documents pertaining to actions taken to prevent or compensate for any diminishment of the Indian trust assets; and (4) documents that evidence the Secretary’s actions regarding the management and disposition of Indian Trust assets;”

The current system is a commercial off-the-shelf trust funds accounting system with the most recent 16 ½ months of data stored at one time. The Open Data Replication (ODR) database (a SQL Server/Microsoft product) serves as an adhoc reporting tool for selected data elements as of the previous day’s processing cycle.

## *Office of the Special Trustee for American Indians – Record Schedules*

### Series

#### a. Inputs:

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con't.

The inputs to Trust Funds Accounting System (TFAS) include investments, schedules of collections, earnings accrual statements, overnight distributions, escrow funds, judgment awards, daily batch files, journal vouchers, routine/maintenance files, financial document transaction files, IIM posting and control records file, voucher and standard of withdrawals and credits file, public voucher for refunds, and related information.

**Disposition: Apply disposition instructions approved for paper and microfilm records.**

#### b. Master Data Files:

The Master data files contains information on individuals including cash and account summaries which are: account number, name, and balances; date of last transactions; area trust accountant or IIM technician; management codes; date account opened in TFAS; calculated 18<sup>th</sup> birthday, if a minor; and transactions including: cash receipts, disbursements, asset income, buys, sales/maturities, capital changes, fees, ticker/CUSIP, minor asset type and check register. This data is captured in a SQL database format. It is proposed that the copy of the data for transfer can be extracted from this SQL database into a flat file for transfer to NARA.

##### b.1. History File

**Disposition: PERMANENT.** Create duplicate copy of data off-line and transfer to the National Archives upon approval of this schedule in accordance with NARA regulations currently cited in 36 CFR 1228.270, and related NARA instructions and guidance. Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies – Interior, BIA – 3); Indian Land Records – Interior, BIA – 4; Indian Land Leases – Interior, BIA – 5; Integrated Records Management System Interior, BIA – 25.

##### b.2. Current Data File

**Disposition: PERMANENT.** Create duplicate copy of data off-line and transfer to the National Archives at the end of each fiscal year in accordance with NARA regulations, such as those currently cited in 36 CFR 1228.270, and related NARA instructions and guidance. Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies – Interior, BIA – 3); Indian Land Records – Interior, BIA – 4; Indian Land Leases – Interior, BIA – 5; Integrated Records Management System Interior, BIA – 25.



*Office of the Special Trustee for American Indians – Record Schedules*

**Series**

4871-P  
con't.

**c. Outputs:**

c.1. Case file specific queries, sorts, reports, tables and related records that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition:** Apply disposition instructions approved for paper and microfilm records.

c.2. Data compilation reports (e.g., StrataVision (a Computer Output to Laser Disk (C.O.L.D.)) reports) that are not case file specific but are created daily, weekly, bi-weekly, monthly, quarterly, and annually as a result of program reporting requirements.

**Disposition:** Apply disposition instructions approved for paper and microfilm records.

**d. Documentation:**

d.1. Documentation to be sent with History File (item b.1)

System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or data base.

**Disposition:** PERMANENT. Transfer to the National Archives with system data as identified in item b.1 above.

d.2. Documentation to be sent with Current Data File (item b.2)

System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or data base.

**Disposition:** PERMANENT. Transfer to the National Archives with system data as identified in item b.2 above.

*Office of the Special Trustee for American Indians – Record Schedules*

**Series**

Additional Information for: **Trust Funds Accounting System (TFAS)**

4871-P  
con't.

**Users:**           **Department of Interior**  
                  Office of the Special Trustee for American Indians  
                  Bureau of Indian Affairs  
                  Office of Hearing and Appeals  
                  Office of Historical Trust Accounting  
                  Minerals Management Service  
**Tribes**  
**Various other Federal Agencies**

**Program:**       **Office of the Special Trustee for American Indians**

**Function:**      **Accounting Management**

**Related Scheduled Series/Systems:**

- 4851 IIM Case Files**
- 4852 IIM Ledgers and Cards**
- 4853 IIM Posting and Control Records**
- 4854 IIM Duplicate Posting and Control Records**
- 4855 IIM Name File**
- 4856 IIM Balance Forward Files**
- 4859 IIM Deposit Ticket Files**

**Tribal Series**

**NARA Job No.:**                   **N1-75-89-1 for textual records**

**Related Unscheduled Series/Systems:**           **IRMS, ODR and CSS**

**Location:**       **Oaks, Pennsylvania - location of the mainframe/system managers**

**Points of contact:** **Chief Information Officer, Office of the Special Trustee for American Indians**

## *Office of the Special Trustee for American Indians – Record Schedules*

**Series**            **System Title: Daily Account Distribution System (DADS)**

**4872-P**            **System Description:**

New Series  
Systems

The system is an in-house developed system, implemented August 1998, and is used to electronically process distribution of funds between accounts within the Trust Funds Management System (TFAS). Information on the disbursing account is used to adjust the account's average daily balance for interest calculation purposes. The data spans from August 1998 to the present. The system resides only in Albuquerque, NM and is used only by Trust Funds Management, Albuquerque, NM.

The system stores the information in MS Access format and is necessary for the Office of the Special Trustee (OST) to fulfill its trust fiduciary responsibilities to the beneficiaries. The system stores current month information on the disbursing account. After each month the disbursing information is stored in a separate table in the MS Access database. The data is sorted by post date and account ID – up to 12 characters and could be the Individual Indian Monies account number.

The Trust Reform Act of 1994 further supported the management of trust assets:

The American Indian Trust Fund Management Reform Act of 1994 (Reform Act), Public Law 103-412, Oct 25, 1994, 108 Stat.4239, Section 5.i. states "Maintain a verifiable system of records that is capable, at a minimum, of identifying: (1) the location, the beneficial owners, any legal encumbrances (i.e., leases, permits, etc.), the user of the resource, the rents and monies paid, if any, and the value of trust or restricted lands and resources; (2) dates of collections, deposits, transfers, disbursements third party obligations (i.e., court ordered child support, judgments, etc.), amount of earnings, investment instruments, and closing of all trust fund accounts; (3) documents pertaining to actions taken to prevent or compensate for any diminishment of the Indian trust assets; and (4) documents that evidence the Secretary's actions regarding the management and disposition of Indian Trust assets;"

**a. Inputs:**

The inputs to the system include receipts with deposit date and dollar amount.

**Disposition: Apply disposition instructions approved for paper and microfilm records.**

*Office of the Special Trustee for American Indians – Record Schedules*

**Series**

**b. Master Data Files:**

4872-P  
con't.

The master data file contains name, account, pad date, deposit date, deposit amount, old interest, new interest, batch id, batch sequence number and user id.

b.1. History File – Copy of all data currently residing on the system.

**Disposition: PERMANENT.** Create duplicate copy of data off-line and transfer to the National Archives upon approval of this schedule in accordance with NARA regulations currently cited in 36 CFR 1228.270, and related NARA instructions and guidance. Restrictions include: FOIA exemptions: (4) Trade Secrets & Commercial or Financial Information – financial information received in connection with contracts and bids. (6) Personal Information Affecting an Individual's Privacy – personal information such as SSN, home address, performance appraisals, identities and qualifications of unsuccessful job applicants.

b.2. Current Data File

**Disposition: PERMANENT.** Create duplicate copy of data off-line and transfer to the National Archives at the end of each calendar year in accordance with NARA regulations, such as those currently cited in 36 CFR 1228.270, and related NARA instructions and guidance. Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies—Interior, BIA—3). Restrictions include: FOIA exemptions: (4) Trade Secrets & Commercial or Financial Information – financial information received in connection with contracts and bids. (6) Personal Information Affecting an Individual's Privacy – personal information such as SSN, home address, performance appraisals, identities and qualifications of unsuccessful job applicants.

*Office of the Special Trustee for American Indians – Record Schedules*

**Series**

4872-P  
con't.

**c. Outputs:**

c.1. Case file specific queries, sorts, reports, tables and related records that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition: Apply disposition instructions approved for paper and microfilm program records.**

c.2 Data compilation reports (e.g., management reports and plans) that are not case file specific but are created bi-weekly, monthly, quarterly, and annually as a result of program reporting requirements.

**Disposition: Apply disposition instructions approved for paper and microfilm records.**

**d. Documentation:**

d.1. Documentation to be sent with History File (item b.1)

System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database.

**Disposition: PERMANENT.** Transfer to the National Archives with system data as identified in item b.1 above.

d.2. Documentation to be sent with Current Data File (item b.2)

System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database.

**Disposition: PERMANENT.** Transfer to the National Archives with system data as identified in item b.2 above.

*Office of the Special Trustee for American Indians – Record Schedules*

**Series**

Additional Information for: **Daily Account Distribution System (DADS)**

4872-P  
con't.

Users: **Department of Interior  
Office of the Special Trustee for American Indians**

Program: **Office of the Special Trustee for American Indians**

Function: **Accounting Management**

Related Series/Systems: **NONE**

NARA Job No.: **N1-75-89-1 for textual records**

Related Unscheduled Series/Systems: **TFAS  
ODR  
PADSCAPS  
SEI Security**

Location: **Albuquerque, New Mexico**

Points of contact: **Chief Information Officer, Office of the Special Trustee for American Indians**