

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-075-05-005

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/24/2022

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records.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

All other items remain active

## **SUPERSEDED AND OBSOLETE ITEMS**

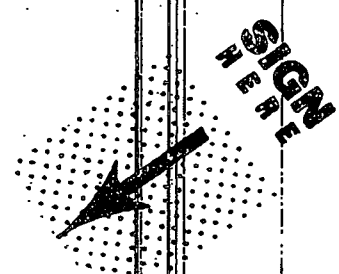
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here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

Item 5200b was superseded by DAA-0048-2013-0008-0003

Item 5300b was superseded by DAA-0048-2013-0008-0003

Item 5400b was superseded by DAA-0048-2013-0008-0003

Item 5500b was superseded by DAA-0048-2013-0008-0003

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER	71-075-05-5
FROM (Agency or establishment) Department of Interior		Date Received	7-25-2005
1. MAJOR SUB-DIVISION Bureau of Indian Affairs		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MINOR SUB-DIVISION Deputy Assistant Secretary for Information Resources Management - Indian Affairs			
3. NAME OF PERSON WITH WHOM TO CONFER Brian Burns	5. TELEPHONE (202) 208-0437	DATE 10/1/05	ARCHIVIST OF THE UNITED STATES A. Williamson
<b>4. AGENCY CERTIFICATION</b> 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 3 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 7/7/05	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ethel J. Abella</i>		TITLE Director, Office of Trust Records
ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please See Attached.  5000 Education   <i>Edward Porsion</i> 7-12-05 SIGNATURE DATE Director for Office of Indian Education Program - Indian Affairs  <i>Douglas H. Savage</i> 7/21/05 SIGNATURE DATE Deputy Assistant Secretary for Information Resources Management - Indian Affairs  <i>cc Agency, NWMO, NWATE</i>		

Conversion Chart Listing  
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
<b>5200 Education (Continuing Education) &amp; Unscheduled</b>		<b>5200 Education (Continuing Education)</b>	
Unscheduled		5200a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		5200b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
5201-T5	Education Loan Case Files	Reserved	Refer to 5202-P5 Higher Education Loan/Grant/Scholarship Files
5202-P5	Higher Education Grant/Scholarship Case Files	5202-P5	Higher Education Loan/Grant/Scholarship Files (Revised)
5203-T3	Education Financial Assistance Request Files	Reserved	Refer to 5202-P5 Higher Education Loan/Grant/Scholarship Files
5204-P3	Adult Education Case Files	5204-P5	Adult Education Case Files (Revised)
<b>5300 Education (School Facilities) &amp; Unscheduled</b>		<b>5300 Education (School Facilities)</b>	
Unscheduled		5300a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		5300b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
5301-T5	School Functional Requirements	Reserved	Refer to 2401-P5 Facilities Management Report Files
5302-T3	School Equipment Planning Files	Reserved	Refer to GRS 3/3 Routine Procurement Files
5303-T4	School Renovation/Repair Budget Files	Reserved	Refer to 2401d-P5 Facilities Management Report Files - Operations and Maintenance (O&M) Report Files or 2401h-P5 Facilities Management Report Files - Administration Report Files
5304a-T1	Educational Facilities Inventory Master File (printout/paper copy used as record copy)	Reserved	Refer to 2401a-P5 Facilities Management Report Files - Inventory Report Files
5304b-T0	Educational Facilities Inventory Master File (Magnetic tape data)	Reserved	To Be Determined for Scheduling
5305-T3	School Project Planning Files	Reserved	Refer to 2415-P5 Facilities Project Management Case Files
<b>5400, 5500 &amp; Unscheduled</b>		<b>5400 Education (School Operations)</b>	
Unscheduled		5400a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		5400b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
5401-P5	Student Case Files	5401-P5	Student Case Files (Revised)
5402-T0	Student Case Files (Duplicates)	Reserved	Refer to 5401-P5 Student Case Files
5403-P5	Student Activity Account Files	5403-P5	School Student Activity Account Files (Revised)
5404-T0	School Curriculum File	5404-P5	School Curriculum Files (Revised)
5405-P3	Education Publications	5405-P5	Education Publication Files (Revised)
5406-T0	Library Catalog Files	5406-P5	Library Catalog Files (Revised)
5407-P3	Audio-Visual Material	5407-P5	Audio-Visual Material Files (Revised)
5408-P3	School History Folder	5408-P5	School History Files (Revised)
5409-T3	Indian School Equalization Program (ISEP) Files	5409-P5	Indian School Equalization Program (ISEP) Files (Revised)
5410a-T3	Student Enrollment System (SES) Files (Original forms)	5410-P5	Student Attendance Files (Revised)
5410b-T0	Student Enrollment System (SES) Files (Magnetic tape maintained at NTSC)	Reserved	Refer to 5410-P5 Student Attendance Files
5411a-T3	Student Attendance Reports (Daily and monthly attendance reports)	5411-P5	Student Enrollment/Attendance Report Files (Revised)
5411b-P3	Student Attendance Reports (Annual school census and attendance summary reports. Record copy maintained by Agency or Area OIEP office)	Reserved	Refer to 5411-P5 Student Enrollment/Attendance Report Files

Conversion Chart Listing  
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
5412a-T3	School Transportation Reports (Mileage and maintenance. Maintained by schools)	5412-P5	School Transportation and Accident Report Files ( <b>Revised</b> )
5412b-T5	School Transportation Reports (Accident. Maintained at Area)	Reserved	Refer to 5412-P5 School Transportation and Accident Report Files
5413a-P3	Education Reports and Statistics (Program narrative and statistical report. Record copy retained at Central Office)	5413-P5	Education and Statistic Report Files ( <b>Revised</b> )
5413b-T5	Education Reports and Statistics (Local periodic reports prepared on status/activities of school location)	Reserved	Refer to 5413-P5 Education and Statistic Report Files
5414-P3	Education Field Survey Files	5414a-P5	Education Survey Response Files ( <b>Revised</b> )
Unscheduled		5414b-P5	Education Survey Report Files ( <b>New</b> )
5415-T5	Education Program Audit Case Files	5415-P5	Education Program Audit Case Files ( <b>Revised</b> )
5416a-P5	Public Law 100-297 Contract/Grant Case Files (Part A Contracts/Grants)	5416-P5	Public Law 100-297 Contract/Grant Case Files ( <b>Revised</b> )
5416b-P5	Public Law 100-297 Contract/Grant Case Files (Part B Grants)	Reserved	Refer to 5416-P5 Public Law 100-297 Contract/Grant Case Files
5417-P5	Student Transcript	Reserved	No longer used
5418a-T2	Exceptional Child Case Files (Case files of students referred or evaluated, but <u>not</u> placed for services)	5418-P5	Exceptional Child Case Files ( <b>Revised</b> )
5418b-T3	Exceptional Child Case Files (Case files of students placed for services)	Reserved	Refer to 5418-P5 Exceptional Child Case Files
5419-T1	Individual Education Program (IEP) Plans (Working copies)	5419-P5	Individual Education Program (IEP) Service Plan Files ( <b>Revised</b> )
5420a-T2	Intensive Residential Guidance (IRG) Program (Case files of students referred or evaluated but <u>not</u> placed)	5420-P5	Intensive Residential Guidance (IRG) Program Files ( <b>Revised</b> )
5420b-T3	Intensive Residential Guidance (IRG) Program (Case files of students placed and receiving services)	Reserved	Refer to 5420-P5 Intensive Residential Guidance (IRG) Program Files
5509-T3	Monitoring Reports	5421-P5	Monitoring Report Files ( <b>Revised</b> )
Unscheduled		5422-P5	School Board and Record Files ( <b>New</b> )
Unscheduled		5423-P5	Student Personal Health, Accident, or Injury Incident Files ( <b>New</b> )
Unscheduled		5424-P5	United States Department of Agriculture (USDA) Food Program Files ( <b>New</b> )
Unscheduled		5425-P5	Student Account Files ( <b>New</b> )
Unscheduled		5426-P5	Student Enrollment Files ( <b>New</b> )
Unscheduled		5427-P5	Residential Log Files ( <b>New</b> )
Unscheduled		5428-P5	Residential Document Files ( <b>New</b> )
Unscheduled		5429-P5	In-House Training Files ( <b>New</b> )
Unscheduled		5430-P5	Student Health Files ( <b>New</b> )
Unscheduled		5431-P5	Student Services Files ( <b>New</b> )
Unscheduled		5432-P5	School-based Support Activity Files ( <b>New</b> )
Unscheduled		5433-P5	Pre-Kindergarten Student Files ( <b>New</b> )
Unscheduled		5434-P5	504 (Civil Rights Act of 1974) Case Files ( <b>New</b> )
<b>5500 Education (Supplemental Programs) &amp; Unscheduled</b>		<b>5500 Education (Supplemental Programs)</b>	
Unscheduled		5500a-P5	Program Correspondence Files - Official Files ( <b>New</b> )
Unscheduled		5500b-P5	Program Policy/Directives Master Set with Case History Files - Official Files ( <b>New</b> )
5501-T3	Chapter 1 Project Files	Reserved	No longer used
5502-t3	Chapter 1 Complaint Files	Reserved	Refer to 1401-P5 Investigation and Litigation Files

**Conversion Chart Listing**  
**16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)**

<b>16 BIAM (1989 Version)</b>		<b>16 BIAM (2005 Version)</b>	
<b>SERIES</b>	<b>TITLE</b>	<b>SERIES</b>	<b>TITLE</b>
<b>5503a-P3</b>	Chapter 1 Annual Evaluation Report Files (Record copy maintained at Central Office)	<b>Reserved</b>	Refer to 5513-P5 Assessment Report Files
<b>5503b-T2</b>	Chapter 1 Annual Evaluation Report Files (Information copy maintained at local level)	<b>Reserved</b>	Refer to 5513-P5 Assessment Report Files
<b>5504-T4</b>	Title IV Files	<b>Reserved</b>	Refer to 5509-P5 Supplemental Education Program Files
<b>5505-T4</b>	Title VII-Bilingual Education Files	<b>Reserved</b>	No longer used
<b>5506-T3</b>	Johnson-O'Malley Act State Plans Files	<b>5506-P5</b>	Johnson O'Malley (JOM) Act Files ( <b>Revised</b> )
<b>5507-T6</b>	Johnson-O'Malley Act State Annual Report Files	<b>Reserved</b>	Refer to 5506-P5 Johnson O'Malley (JOM) Act Files
<b>5508a-T0</b>	Johnson-O'Malley Contracts (Program office working copies)	<b>Reserved</b>	Refer to 5506-P5 Johnson O'Malley (JOM) Act Files
<b>5508b-P3</b>	Johnson-O'Malley Contracts (Official record copy)	<b>Reserved</b>	Refer to 5506-P5 Johnson O'Malley (JOM) Act Files
<b>5509-T3</b>	Monitoring Reports	<b>Reserved</b>	Refer to 5434-P5 Monitoring Report Files
<b>Unscheduled</b>		<b>5510-P5</b>	Supplemental Education Program Files ( <b>New</b> )
<b>Unscheduled</b>		<b>5511-P5</b>	English Language Learners (ELL) Case Files ( <b>New</b> )
<b>Unscheduled</b>		<b>5512-P5</b>	Indian Education Files ( <b>New</b> )
<b>Unscheduled</b>		<b>5513-P5</b>	Assessment Report Files ( <b>New</b> )
<b>Unscheduled</b>		<b>5514-P5</b>	School-wide Title Files ( <b>New</b> )

**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – Continuing Education**

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**SERIES: 5200**

**REVISED 16 BIAM (2005)**

**5200 – Continuing Education**

**(Updates to the 16 BIAM dated July 12, 1989)**

## 16 BIAM UPDATE

### Bureau of Indian Affairs Records Schedule Education – Continuing Education

SERIES: 5200

(New)  
5200-P5

#### Program Correspondence and Policy/Directives Files

##### a. Program Correspondence Files – Official Files.

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Continuing Education program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by subject.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

##### b. Program Policy/Directives Master Set with Case History Files – Official Files.

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Continuing Education program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**

**Approved:**

**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – Continuing Education**

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**SERIES: 5200**

**5201-T5      Education Loan Case Files**

**Refer to 5202-P5 Higher Education Loan/Grant/Scholarship Files**

**RESERVED**



## 16 BIAM UPDATE

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### Bureau of Indian Affairs Records Schedule Education – Continuing Education

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SERIES: 5200

5202-P5      Higher Education Loan/Grant/Scholarship Case Files

**Contents:** Records include documents such as loan application, agreement, recommendation and progress report of payment or delinquent notices, letter requesting financial assistance/replies, initial application, letter of admission from University or College, Certification of Indian Blood (CIB), Certificate of Lineage, transcript, award letter, financial need analysis, Pell Grant, Federal Aid Funding Student Aid (FAFSA) form, degree check list, probation letter and withdrawal document on student with an outstanding loan. Includes denial letter, letter of appeal and other related correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by tribe then alphabetically by name.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which case or contract is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**

**Approved:**

**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – Continuing Education**

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**SERIES: 5200**

**5203-T3      Education Financial Assistance Request Files**

**Refer to 5202-P5 Higher Education Loan/Grant/Scholarship Files**

**RESERVED**

## 16 BIAM UPDATE

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### Bureau of Indian Affairs Records Schedule Education – Continuing Education

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**SERIES: 5200**

**5204-P3**      Adult Education Case Files

**Contents:** Records include documents for adult education applicant such as selection of vocational course, acceptance document of the school or vocational trade program, individual progress report and monthly/annual report from facility. Includes Certificate of Indian Blood (CIB) and Certificate of Lineage and printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by tribe then alphabetically by name.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end when applicant completes or withdraws from program or contract close. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**

**Approved:**

**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – School Facilities**

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**SERIES: 5300**

**REVISED 16 BIAM (2005)**

**5300 – School Facilities**

**(Updates to the 16 BIAM dated July 12, 1989)**

## 16 BIAM UPDATE

### Bureau of Indian Affairs Records Schedule Education – School Facilities

SERIES: 5300

(New)  
5300-P5

#### Program Correspondence and Policy/Directives Files

##### a. Program Correspondence Files – Official Files.

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the School Facilities program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by subject.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

##### b. Program Policy/Directives Master Set with Case History Files – Official Files.

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Educational School Facilities program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**

**Approved:**

## 16 BIAM UPDATE

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Bureau of Indian Affairs Records Schedule  
Education – School Facilities

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**SERIES: 5300**

5301-T5      School Functional Requirements Files

Refer to 2401-P5 Facilities Management Report Files

**RESERVED**

## 16 BIAM UPDATE

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Bureau of Indian Affairs Records Schedule  
Education – School Facilities

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SERIES: 5300

5302-T3 School Equipment Planning Files

Refer to 3/3 Routine Procurement Files (use applicable item)

**RESERVED**

## 16 BIAM UPDATE

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Bureau of Indian Affairs Records Schedule  
Education – School Facilities

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SERIES: 5300

5303-T4 School Renovation/Repair Budget Files

Refer to 2401d-P5 Facilities Management Report Files – Operations and Maintenance (O&M) Report Files OR  
Refer to 2402h-P5 Facilities Management Report Files – Administration Report Files

**RESERVED**



**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – School Facilities**

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**SERIES: 5300**

- 5304a-T1**      **Educational Facilities Inventory Master Files**  
Refer to 2401a-P5 **Facilities Management Report Files – Inventory Report Files**
- 5304b-T0**      **Educational Facilities Inventory Master Files (Magnetic tape data)**  
To Be Determined for Scheduling

**RESERVED**

**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – School Facilities**

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**SERIES: 5300**

**5305-T3**

**School Project Planning Files**

**Refer to 2415-P5 Facilities Project Management Case Files**

**RESERVED**

**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – School Operations**

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**SERIES: 5400**

**REVISED 16 BIAM (2005)**

**5400 – School Operations**

**(Updates to the 16 BIAM dated July 12, 1989)**

## 16 BIAM UPDATE

### Bureau of Indian Affairs Records Schedule Education – School Operations

**SERIES: 5400**

**(New)  
5400-P5**

#### **Program Correspondence and Policy/Directives Files**

##### **a. Program Correspondence Files – Official Files.**

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Education School Operations program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by subject.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

##### **b. Program Policy/Directives Master Set with Case History Files – Official Files.**

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Education School Operation program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when superceded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**

**Approved:**

## 16 BIAM UPDATE

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**5401-P5**      **Student Cumulative Files**

**Contents:** Records include attendance record, grade report/cards, transcripts, student behavior reports, parental consents, achievement test scores (scores only), scoring page, Certificate of Indian Blood, Certificate of Lineage and Pre-Kindergarten history form. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by grade then alphabetically by name.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which student graduates, leaves school or transfer cumulative file to new BIA school. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**

**Approved:**

**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – School Operations**

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**SERIES: 5400**

**5402-T0**

**Student Case Files (Duplicates)**

**Refer to 5401-P5 Student Case Files**

**RESERVED**

## 16 BIAM UPDATE

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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SERIES: 5400

**5403-P5**      **School Student Activity Account Files**

**Contents:** Records include individual and club organization fiscal files of students, plan of operation, balance sheet, invoices, cancelled checks, bank statements, deposit slip copies, audit documentation and receipts. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by club organization.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**

**Approved:**

## 16 BIAM UPDATE

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**5404-P5**

#### **School Curriculum Files**

**Contents:** Records include curriculum or course outline for courses taught at a Bureau of Indian Affairs (BIA) school, individual school code, course identification number and title, course outline schedule and State standards. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by content area then alphabetically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**

**Approved:**



## 16 BIAM UPDATE

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**5405-P5**      **Education Publication Files**

**Contents:** Records include planning, development, lay-out, designing, and final publication of school newspapers, bulletins, pamphlets, student handbook, student yearbook and newsletters. Original copy is the only record copy. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by publication type then chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**

**Approved:**

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**5406-P5**

**Library Catalog Files**

**Contents:** Records include printouts of manual or electronic card catalog showing author, title, subject, educational support materials, and cross-reference indicating descriptive detail for shelf location of book, publication or item. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by title, author, subject, reading level or call number.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**5407-P5**      **Audio-Visual Material Files**

**Contents:** Records include audio-visual items and equipment for slides, motion pictures, photographs, video tape, cassette tape and Compact Discs(CDs) created by the school that document school programs and activities. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by media type then chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**5408-P5**      **School History Files**

**Contents:** Records include historical documents of school history including name, location, type of school, grade levels served, size of reservation where school is located, authority establishing school, date school opened, number of students and employees, narrative history of school, school yearbook, listing of buildings on school grounds, legal description, ownership of land, school board membership, tribes serviced, map of tribe, school operating status, and letter of accreditation. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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**SERIES: 5400**

**5409-P5**      **Indian School Equalization Program (ISEP) Files**

**Contents:** Records include all documents generated to determine student count (eligibilities, transportation, etc.) which affect school budget allocations. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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**SERIES: 5400**

**5410-P5**      **Student Attendance Files**

**Contents:** Records include printouts of attendance records used for statistical purposes which show student name and address, school, parent or guardian, tribe, census roll number, and family numbers. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by grade level then alphabetically by student name.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**5411-P5**      **Student Enrollment/Attendance Report Files**

**Contents:** Records include printouts of Student Enrollment System (SES) showing daily, monthly and annual attendance roster reports used to develop school census reports. Statistics include student/parent or guardian name, address, school, and tribal census roll number. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence. (Note: These do not include individual attendance records in student case files).

**Filing Arrangement:** Arrange by grade level then chronologically by date.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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**Bureau of Indian Affairs Records Schedule  
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**SERIES: 5400**

**5411b-P3      Student Attendance Reports**

**Refer to 5411-P5 Student Enrollment/Attendance Reports**

**RESERVED**



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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**5412-P5**      **School Transportation and Accident Report Files**

**Contents:** Records include school vehicle (regular, bus routes, and school activities) reports on mileage, maintenance, and accident reports relating to school or student (not maintained at the area school). Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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**Bureau of Indian Affairs Records Schedule  
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**SERIES: 5400**

**5412b-T3      School Transportation Reports**

**Refer to 5412-P5 School Transportation and Accident Report Files**

**RESERVED**

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**5413-P5**      **Education and Statistic Report Files**

**Contents:** Records include dormitory compliance, Adequate Yearly Progress (AYP), Title I, program monitoring reports, school reports, Therapeutic Residential Model, periodic and annual narrative and statistical reports documenting results of education programs, excluding those reports listed in the 5410-P5 Student Attendance Files. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by program or chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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**SERIES: 5400**

**5413b-T5**      Education Reports and Statistics

Refer to 5413-P5 Education and Statistics Report Files

**RESERVED**

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### Bureau of Indian Affairs Records Schedule Education – School Operations

**SERIES: 5400**

**5414-P5**      **Education Survey Response and Report Files**

a. Education Survey Response Files

Records include hard copies of information obtained from students responding to surveys and are compiled by the Bureau of Indian Affairs (BIA) Office of Indian Education Program (OIEP) schools for statistics and studies regarding the education of Indian children such as residential life, drug use, and higher education. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by subject and then chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which survey is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Education Survey Report Files

Records include hard copy printouts of results from surveys and reports compiled by the Bureau of Indian Affairs (BIA) Office of Indian Education Program (OIEP) schools for statistics and studies regarding the education of Indian children such as residential life, drug use, and higher education. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by subject and then chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which survey is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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**SERIES: 5400**

**5415-P5**      **Education Program Audit Case Files**

**Contents:** Records include information accumulated during the audit of a school operation. Required audit is to assure accuracy, propriety and legality in the use of assets which includes final audit report, response, comment, recommendation, and corrective action plan. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which corrective actions to audit are completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**5416-P5**      **Public Law 100-297 Contract/Grant Case Files**

**Contents:** Records include information related to the award of contracts or grants for activities authorized under Public Law 100-297 (amendments, audits, draw downs, tribal resolutions, etc.) Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by state, tribe, then alphabetically by contract number.

**Official File:** Action (originating/receiving) Office

**Disposition PERMANENT:** Cut off at school year end in which the contract or grant ends. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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**SERIES: 5400**

**5416b-P5      Public Law 100-297 Contract/Grant Case Files**

**Refer to 5416-P5 Public Law 100-297 Contract/Grant Case Files**

**RESERVED**



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**SERIES: 5400**

**5417-P5      Student Transcript Files**

**No longer used**

**RESERVED**

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**5418-P5**      **Exceptional Child Case Files**

**Contents:** Records include documents relating to a student's eligibility determination, referral, evaluation, diagnosis and placement of a student in an exceptional category, including referrals, evaluation summaries, psychological reports, or similar diagnostic reports, professional reports on diagnosis and recommendation for placement; parental/guardian approvals for testing and placement, document release or transfer, progress summary and report; original copies of the Individual Education Program Plan (IEP) of services provided and needed, case files of students referred or evaluated, but not placed for services, due process documents, mediation, complaints, and other documents as required by law. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by grade level then alphabetically by student surname.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which student graduates, leaves school, services are terminated, placement is not made or student reaches the age of 22. Record of students placed for services may be transferred to receiving school upon student transfer. If student does not transfer, follow procedures for retirement. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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**SERIES: 5400**

**5418b-T3**      Exceptional Child Case Files

Refer to 5418-P5 Exceptional Child Case Files

**RESERVED**

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**5419-P5**      **Individual Education Program (IEP) Service Plan Files**

**Contents:** Records include teacher and service provider documentation of Individual Education Plans (IEP) services for students receiving special education services. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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**SERIES: 5400**

**5420-P5**      **Intensive Residential Guidance (IRG) Program Files**

**Contents:** Records include documentation of services relating the referral, evaluation, and placement of a student in the Intensive Residential Program such as referrals, evaluation summaries, psychological reports or similar diagnostic reports, professional reports on diagnosis and recommendations for services, parental/guardian approvals for evaluation, placement; document release or transfer, progress summaries/reports, services plan, including case files of students referred or evaluated but not placed. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by student name.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which student graduates, leaves school, services terminate, placement is not made or when student reaches the age of 22. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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**SERIES: 5400**

**5420b-T3      Intensive Residential Guidance (IRG) Program**

**Refer to 5420-P5 Intensive Residential Guidance (IRG) Program**

**RESERVED**

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**SERIES: 5400**

**5421-P5**      **Monitoring Report Files**

**Contents:** Records include documents relating to monitoring or evaluation of an educational program's progress, achievement of objectives, attainment of academic/dormitory standards, fiscal expenditures, recommendations, findings, follow-up and progress on corrective actions, notification letter, self-assessment, final report, follow-up letter, progress report, Office of Indian Education Program (OIEP) validation and contracts. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by school then chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which corrective actions are completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**(New)  
5422-P5**

#### **School Board and Record Files**

**Contents:** Records include resolutions, by-laws, constitutions, policy/procedures, and agendas that validate the decision of a school board at duly called meetings at school and agency location, including minutes of meeting, mileage, and stipend claim, and expenditure report. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**(New)  
5423-P5**

#### **Student Personal Health, Accident, or Injury Incident Files**

**Contents:** Records include documents relating to personal injury, accident, serious illness or death of student under the supervision of BIA staff including Report of Accident/Incident (DI-134), notification and sympathy correspondence to parents or guardian, detailed statement of accident in the case of death and legal documentation. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by student name.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which incident has been resolved. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**(New)  
5424-P5**

#### United States Department of Agriculture (USDA) Food Program Files

**Contents:** Records include documentation of the daily number of meals served to children at specified rates, number of milk served, program income from federal reimbursement, program expenditure for food and labor, other expenditures such as value of donated food, food cycle menu, standardized recipe, USDA commodity record, meal application, hearing on free lunch eligibility, documentation of student and parent involvement, record of compliance with procurement regulation, documentation requiring verification of eligibility, edit check, on-site review, health inspection reports, and distribution agreement with the Human Health Service Department, Income Support Division and Community Development and Commodities Section. Documents also include audit report and written response, civil right complaint, resolutions, claim for reimbursement including applicability for non-Provision and Provision II. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically by month.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**(New)  
5425-P5**

#### **Student Account Files**

**Contents:** Records include individual deposits, cancelled checks, bank statements, copies of deposits and withdrawals, and audit documents. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by grade then alphabetically by student name.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**(New)  
5426-P5**

#### **Student Enrollment Files**

**Contents:** Records include enrollment application, Certificate of Indian Blood (CIB), Certificate of Lineage, birth certificate, social security number (SSN), guardianship documents, court and/or legal documents, and original parental or guardianship consents. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by grade then alphabetically by student name.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which student graduates or separates from school. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**(New)  
5427-P5**

#### **Residential Log Files**

**Contents:** Records include log book containing phone calls, medication, parental or guardian visits, student checkouts, security checks, shift changes, tutoring schedules, and incidents. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**(New)**  
**5428-P5**

#### Residential Document Files

**Contents:** Records include dormitory schedules, detail schedules, tour of duty schedules, student residential roster and residential handbook/manual. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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**SERIES: 5400**

**(New)**  
**5429-P5**

#### In-House Training Files

**Contents:** Records include presentation materials, agendas, handouts created by the organization, evaluations, summaries, sign-in sheets, consultant contracts, fliers created or provided by the organization, training approvals, hotel contracts and summaries of credit hours. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically by training subject.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**(New)  
5430-P5**

#### **Student Health Files**

**Contents:** Records include immunization record, original medical parental or guardian consent, medical history records and medical authorizations. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by grade then alphabetically by student name.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which student graduates or separates from school. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**(New)  
5431-P5**

#### **Student Services Files**

**Contents:** Records include Parent/Guardian No Child Left Behind Compact form, disciplinary action/report (due process), parent/guardian authorization (to include field trip, travel, special activities, etc), travel information and counseling service documents. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by grade then alphabetically by student name.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which student graduates or separates from school. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**(New)  
5432-P5**

#### **School-based Support Activity Files**

**Contents:** Records include but are not limited to referrals, intervention reports, agendas, evaluations, follow-up reports, minutes and progress reports. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by team or student.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

(New)  
5433-P5

#### Pre-Kindergarten Student Files

**Contents:** Records include parent contract, demographic information, parental records, enrollment information, service documents, Certificate of Indian Blood (CIB), developmental screenings/assessments and health records. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by program then alphabetically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which participating student completes the third grade. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**  
**Approved:**

## 16 BIAM UPDATE

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### Bureau of Indian Affairs Records Schedule Education – School Operations

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**SERIES: 5400**

**(New)**

**5434-P5**

**504 (Civil Rights Act of 1974) Case Files**

**Contents:** Records include referrals, plan and documentation of disability and implementation plans. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by student name.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**

**Approved:**

**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – Supplemental Programs**

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**SERIES: 5500**

# **REVISED 16 BIAM (2005)**

## **5500 – Education Supplemental Programs**

**(Updates to the 16 BIAM dated July 12, 1989)**

## 16 BIAM UPDATE

### Bureau of Indian Affairs Records Schedule Education – Supplemental Programs

SERIES: 5500

(New)  
5500-P5

#### **Program Correspondence and Policy/Directives Files**

##### a. Program Correspondence Files – Official Files.

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Education Supplemental program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by subject.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

##### b. Program Policy/Directives Master Set with Case History Files – Official Files.

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Education Supplemental program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office(s) with primary responsibility.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when superceded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**

**Approved:**

**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – Supplemental Programs**

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**SERIES: 5500**

**5501-P5      Chapter 1 Title I Project Files**

**No longer used**

**RESERVED**

**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – Supplemental Programs**

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**SERIES: 5500**

**5502-P5**      Chapter 1 Title I Complaint Files

Refer to 1401-P5 Investigation and Litigation Files

**RESERVED**



**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – Supplemental Programs**

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**SERIES: 5500**

**5503a-P3**      **Chapter 1 Annual Evaluation Report Files**

Refer to 5513-P5 **Assessment Report Files**

**5503b-T2**      **Chapter 1 Annual Evaluation Report Files**

Refer to 5513-P5 **Assessment Report Files**

**RESERVED**

16 BIAM UPDATE

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Bureau of Indian Affairs Records Schedule  
Education – Supplemental Programs

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SERIES: 5500

5504-T4 Title IV Files

Refer to 5510-P5 Supplemental Education Program Files

**RESERVED**

**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – Supplemental Programs**

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**SERIES: 5500**

**5505-T4      Title VII Bilingual Education Files**

**No longer used**

**RESERVED**

## 16 BIAM UPDATE

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### Bureau of Indian Affairs Records Schedule Education – Supplemental Programs

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**SERIES: 5500**

**5506-P5**      **Johnson O'Malley (JOM) Act Files**

**Contents:** Records include plans for administering JOM funds received through contracts with the BIA which identifies methods and extents of JOM payments, eligibility criteria for school districts and students, general fund support, special services, records and reports, budget and contract procedures, costs, and special conditions. Includes plans from each school district with estimates of JOM funds required. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by contract number.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which contract term ends. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – Supplemental Programs**

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**SERIES: 5500**

**5507-T6      Johnson O'Malley (JOM) Act State Annual Plan Report Files**

**Refer to 5506-P5 Johnson O'Malley (JOM) Act Files**

**RESERVED**

**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – Supplemental Programs**

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**SERIES: 5500**

**5508a-T0      Johnson O'Malley (JOM) Act Contracts**

**Refer to 5506-P5 Johnson O'Malley (JOM) Act Files**

**5508b-P3      Johnson O'Malley (JOM) Act Contracts (Official record copy)**

**Refer to 5506-P5 Johnson O'Malley (JOM) Act Files**

**RESERVED**

**16 BIAM UPDATE**

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**Bureau of Indian Affairs Records Schedule  
Education – Supplemental Programs**

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**SERIES: 5500**

**5509-T3      Monitoring Reports**

**Refer to 5434-P5 Monitoring Report Files**

**RESERVED**

## 16 BIAM UPDATE

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### Bureau of Indian Affairs Records Schedule Education – Supplemental Programs

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**SERIES: 5500**

**(New)**  
**5510-P5**

#### Supplemental Education Program Files

**Contents:** Records include documents relating to supplemental sub-grant programs funded by the U.S. Department of Education and distributed through the Washington D.C. Office of Indian Education Programs. Documents related to supplementary flow through funds received at the school. Program files contain the project application, budget and funds distribution document, expenditure report, signed assurances, status reports and on-site monitoring reports, local improvement plan and/or materials developed as a result of the project, correspondence, and related information and other documents required by the state for a responsive program. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software application, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by program then chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which funding has ended. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**

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## 16 BIAM UPDATE

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### Bureau of Indian Affairs Records Schedule Education – Supplemental Programs

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**SERIES: 5500**

**(New)**  
**5511-P5**

#### **English Language Learners (ELL) Case Files**

**Contents:** Records include initial assessment, English Language Learner (ELL) plan, parental notification permission, waivers and follow-up evaluation. Also included are printouts of electronic mail documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange by grade then alphabetically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**

**Approved:**

## 16 BIAM UPDATE

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### Bureau of Indian Affairs Records Schedule Education – Supplemental Programs

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**SERIES: 5500**

**(New)**  
**5512-P5**

#### Indian Education Files

**Contents:** Records include application, approved project, transfer of funds, budget, funding documents, financial transactions, letter of grant award, annual reports, school calendars, and evaluations to include summer school programs.. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software application, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which grant is completed or ended. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**NARA JOB NUMBER:**

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## 16 BIAM UPDATE

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### Bureau of Indian Affairs Records Schedule Education – Supplemental Programs

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**SERIES: 5500**

**(New)**  
**5513-P5**

#### **Assessment Report Files**

**Contents:** Records include pre-test and post-test scores from standard achievement tests, portfolios, other evaluative information required, course assessment and placement testing. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software application, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by assessment.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which assessment report is complete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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## 16 BIAM UPDATE

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### Bureau of Indian Affairs Records Schedule Education – Supplemental Programs

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SERIES: 5500

(New)  
5514-P5

#### School-wide Title Files

**Contents:** Records include Consolidated School Reform Plans (CSRP), subsequent yearly amendments, annual reports, school calendars, school report cards, accreditation, parent notification of school status and Adequate Yearly Progress (AYP), Office of Indian Education Program (OIEP) letter of school status and AYP, AYP status report and AYP Appeals to include summer school programs.. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software application, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Action (originating/receiving) Office

**Disposition Instructions: PERMANENT.** Cut off at school year end in which new legislation becomes effective. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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