

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-075-06-009

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 4800b was superseded by DAA-0048-2013-0008-0003

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)

JOB NUMBER *71-075-06-9*

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

Date Received
4-24-2006

1. FROM (Agency or establishment)
Department of Interior

NOTIFICATION TO AGENCY

2. MAJOR SUB-DIVISION
Office of the Special Trustee for American Indians

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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
Principal Deputy Special Trustee

4. NAME OF PERSON WITH WHOM TO CONFER
Donna Erwin

5. TELEPHONE
(505) 816-1313

DATE *6/28/06* ARCHIVIST OF THE UNITED STATES
Althea Wawota

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 1 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 provisos of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required is attached; or has been requested.

DATE

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

3/27/06

Ethel J. Abelta



for

Director, Office of Trust Records

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Please See Attached.
This schedule includes the program correspondence and policy/directives item under the 4800 Series of the Indian Fiduciary Financial Trust Record Schedule.

4800 - Indian Fiduciary Financial Trust Records Schedule



3-24-06

SIGNATURE DATE
Principal Deputy Special Trustee - Office of the Special Trustee for American Indians

cc Agency NR NWMD NWCTB

*Office of the Special Trustee for American Indians
Indian Fiduciary Financial Trust Record Schedule*

(New)
TR-4800-P2

Program Correspondence and Policy Directive 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 the documentation of the activities which relate directly to the OST – IFFTRS functions. Records consist of documentation of the activities 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 or electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Official File: Each office is identified as the office of record.

Filing Arrangement: Arrange alphabetically by subject.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office two 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.

SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT 5 USC 552a and INTERIOR, OS-02.

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 OST – IFFTRS program. Records consist of the preparations, review, documentation of decision related to policy development, regulations 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.

Official File: Office(s) with primary responsibility.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office two 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: N1-075-05- ; **Approved:**