

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>NI-075-07-17</i>	
1. FROM (Agency or establishment) Department of the Interior		Date Received <i>2/26/07</i>	
2. MAJOR SUB-DIVISION Office of the Special Trustee for American Indians		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of the Chief Information Officer			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Donna Erwin</i>	5. TELEPHONE <i>(505) 816-1313</i>		
		DATE <i>2/22/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alber Leanda</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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>2/22/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ethel J. Abeita</i>		TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Please See Attached.</p> <p>This schedule includes the following comprehensive records schedule for the 6000 Series of the Indian Affairs Record Schedule within the Office of the Special Trustee for American Indians:</p> <p>OST Offices and its programs include: Office of the Principal Deputy Special Trustee Office of External Affairs Office of the Chief Information Officer Office of Budget, Finance, and Administration Office of the Deputy Special Trustee Trust Accountability Office of the Deputy Special Trustee Field Operations Office of the Deputy Special Trustee Trust Services</p> <p><i>[Signature]</i> FEB 16 2007 SIGNATURE DATE Principal Deputy Special Trustee - Office of the Special Trustee for American Indians</p>		

24 copies sent to Agay, NWMD, NWMA, NACT, NR

OST-Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST Masthead

SERIES: 6000

(New)

TR-6000-P2

Program Correspondence and Policy/Directives Files

Disposition
approved in
NARA Job No.
N1-075-06-9

a. Program Correspondence Files – Official Files

Contents: 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 Office of the Special Trustee for American Indians 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 then chronologically.

Official File: Office of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 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 United States Department of the Interior and the National Archives and Records Administration.

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

Contents: Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Office of the Special Trustee for American Indians. 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 of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 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 United States Department of the Interior and the National Archives and Records Administration.

OST-Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST Masthead

SERIES: 6000

(New)

TR-6001-P2

Litigation Case Files

Contents: Records include documents for legal proceedings affecting the Office of the Special Trustee for American Indians as well as investigation reports, statement of claim, Statute of Limitation report, pleading deposition, court reports, notification of daily activity, requests for document production, employee/supervisory certification forms, supporting document and other related correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by case file then chronologically.

Official File: Office of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 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 United States Department of the Interior and the National Archives and Records Administration.

OST-Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST Masthead

SERIES: 6000

(New)

TR-6002-P2

Investigative Case Files

Contents: Records include statement of allegations, investigative reports, witness statements, photographs, evidence and supporting documentation. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange numerically by case number then chronologically.

Official File: Office of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 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 United States Department of the Interior and the National Archives and Records Administration.

OST-Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST Masthead

SERIES: 6000

(New)

TR-6003-P2

PL 93-638 Compact/Contract and Trust Program Files

Contents: Records include self-determination compacts/contracts, memoranda of understanding, modifications, Annual Funding Agreements and supporting documentation for tribes that compact or contract Office of the Special Trustee for American Indians trust programs. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by Tribe then compacts/contract number then chronologically.

Official File: Office of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end of funding. Maintain in office of record for a maximum of 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 United States Department of the Interior and the National Archives and Records Administration.

OST-Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST Masthead

SERIES: 6000

(New)

TR-6004-P2

Controlled Correspondence Office Files

Contents: Records include action item requests and supporting documentation to include copies of priority correspondence, reports, and other information in response to inquiries from beneficiaries, Indian Leaders, department offices and other Federal agencies within the Department of the Interior and Office of the Special Trustee for American Indians. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange by control number.

Official File: Office of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when action item is completed. Maintain in office of record for a maximum of 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 United States Department of the Interior and the National Archives and Records Administration.

OST-Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST Masthead

SERIES: 6000

(New)

TR-6005-P2

Assessment Files

Contents: Records include correspondence, reports, questionnaires, action copies of assessment finding, and other records that identify program internal control weaknesses, and corrective actions and supporting documentation taken to resolve such problems. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by region, agency or tribe then chronologically.

Official File: Office of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when corrective actions have been corrected. Maintain in office of record for a maximum of 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 United States Department of the Interior and the National Archives and Records Administration.

OST-Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST Masthead

SERIES: 6000

(New)

TR-6006-P2

Annual Audit Report Files

Contents: Records include documents created in response to formulating annual audits on Tribal and other trust funds and IIM trust funds managed by the Office of the Special Trustee for American Indians to independent auditor/Office of Inspector General. Files include detailed work papers, supporting documentation, financial statements and records pertaining to the audit submission for the entire agency. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange chronologically.

Official File: Office of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when audit has been completed. Maintain in office of record for a maximum of 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 United States Department of the Interior and the National Archives and Records Administration.

OST-Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST Masthead

SERIES: 6000

(New)

TR-6007-P2

Project Case Files

Contents: Records include documents relating to projects that are mission related, or initiatives by the Office of the Special Trustee for American Indians as well as information on project, project guidelines, determinations on approval, budget levels, summary reports, meeting notes, action plans, goals and objectives, supporting documentation and other related documents. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by project name then chronologically.

Official File: Office of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when project is complete. Maintain in office of record for a maximum of 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 United States Department of the Interior and the National Archives and Records Administration.

OST-Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST Masthead

SERIES: 6000

(New)
6008-P2

Training Files

Contents: Records include presentation materials, agendas, evaluations, summaries, sign-in sheets, training approvals, hotel contracts, training announcements, summaries of credit hours, schedules, rosters, supporting documentation and other related documents from formally established schools which train employees in specialized areas. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by training subject then chronologically by training date.

Official File: Office of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when training is completed. Maintain in office of record for a maximum of 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 United States Department of the Interior and the National Archives and Records Administration.

OST-Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST Masthead

SERIES: 6000

(New)

TR-6009-P2

Research Request Files

Contents: Records include documentation created for the functional activity of record retrieval services for the daily operations of the agency and area field offices of the Office of the Special Trustee for American Indians and the Bureau of Indian Affairs. Print out reports consist of the record request form, file processing checklist, metadata sheets from the Box Inventory Search System (BISS) which identify record box location information, box ordering information, copies or lists of records provided in response to requests, copies of official response to requestors, proof of records delivery, i.e. copy of shipping information or facsimile transmittal sheet. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by request number.

Official File: Office of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when request is completed. Maintain in office of record for a maximum of 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 United States Department of the Interior and the National Archives and Records Administration.

OST-Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST Masthead

SERIES: 6000

(New)

TR-6010-P2

Litigation Research Files

Contents: Records include documents evidencing records retrieval and disclosure services provided to litigant researchers at the American Indian Records Repository (AIRR). Records consists of copies of correspondence to litigants for authorization to conduct research at AIRR; box ordering, receipt, tracking and return information; when applicable, proof of delivery of requested record copies. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by litigant or tribe name.

Official File: Office of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end in which litigation is completed. Maintain in office of record for a maximum of 2 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 United States Department of the Interior and the National Archives and Records Administration.

OST-Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST Masthead

SERIES: 6000

(New)
6011-P2

Access Files

Contents: Records include documentation related to the authorization of Indian records access by Federal contract researchers assigned to the American Indian Records Repository (AIRR). Records consist of copies of correspondence from the Office of Trust Records Director outlining individuals' authorization to access Indian records at AIRR; research agreements; and notices of authorization withdrawal or termination, when applicable. 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 contractor company name, then alphabetically by authorized researcher name.

Official File: Office of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when authorization is withdrawn or terminated. Maintain in office of record for a maximum of 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 United States Department of the Interior and the National Archives and Records Administration.

Conversion Chart Listing
 Unschedule Records Crosswalked to the
 OST Indian Affairs Records Schedule

Unschedule Record Series		OST - Indian Affairs Records Schedule	
SERIES	TITLE	SERIES	TITLE
Unscheduled Series		6000 Series (OST - Indian Affairs)	
Unsched		TR-6000-P2	Program Correspondence and Policy/Directives Files (Covered by 4800 - NARA Job Number N1-075-06-9)
Unsched		TR-6001-P2	Litigation Case Files (New)
Unsched		TR-6002-P2	Investigative Case Files (New)
Unsched		TR-6003-P2	PL 93-638 Compact/Contract and Trust Program Files (New)
Unsched		TR-6004-P2	Controlled Correspondence Office Files (New)
Unsched		TR-6005-P2	Assessment Files (New)
Unsched		TR-6006-P2	Annual Audit Report Files (New)
Unsched		TR-6007-P2	Project Case Files (New)
Unsched		6008-P2	Training Files (New)
Unsched		TR-6009-P2	Research Request Files (New)
Unsched		TR-6010-P2	Litigation Research Files (New)
Unsched		6011-P2	Access Files (New)