REQUEST FOR RECORDS DISPOSITION AUTHORITY					(NARA us	e only) 75-08-2
То	NATIONAL A	Date Received	1			
	8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001				3/3/	/08_
1	FROM (Agenc	y or establishment)	N	OTIFICATION	TO AGENCY	
		ent of the Interior	ln accordance w	ith the provisi	ons of 44 USC 3303a, the	
2	MAJOR SUB-	= : : :		•	endments is approved except for	
	MINOR SUB-	the Special Trustee for Ame	erican Indians	1 '		"disposition not approved" or
3		the Chief Information Office	.	"withdrawn" in colu	ımn 10	
4		RSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF	THE UNITED STATES
•						. \
	Donna E		(505) 816-1313	5-6-09	Odre	me Chomes
6	AGENCY	CERTIFICATION				
	the records	s proposed for disposal on the a ded after the retention periods s	for this agency in matters pertai trached page(s) are not need pecified, and that written concur Manual for Guidance of Federal is attached, or	ded now for the rence from th	ne business le General A	of this agency or will
DA	TE	SIGNATURE OF AGENCY REPR	ESENTATIVE	TITLE		
2	29/08	Ethel J. Abeita	Mant	Directo	r, Office of	Trust Records
7	ITEM NO	8 DESCRIPTION OF ITEM A	NO PROPOSED DISPOSITION	9 GRS OR SU JOB CITA		10 ACTION TAKEN (NARA USE ONLY)
		Please See Attached. This schedule adds the 6012 Serie Affairs Record Schedule	es to the 6000 Series of the Indian			
		SIGNATURE Principal Deputy Special Trustee - American Indians	DATE Office of the Special Trustee for			

Conversion Chart Unscheduled Records Crosswalked to the Indian Affairs Records Schedule (IARS)

	Unscheduled Record Series		Indian Affairs Records Schedule		
SERIES	TITLE	SERIES	TITLE		
Office of the Sp	pecial Trustee for American Indians (OST)	6000 Series O	6000 Series Office of the Special Trustee for American Indians (OST)		
Unscheduled	ISSDA Daily Check Case Files	TR-6012a-P2	Indian Services Special Disbursing Agent (ISSDA) Case Files a Daily Check Case Files Indian Services Special Disbursing Agent (ISSDA) Case Files		
Unscheduled	ISSDA Oil and Gas Case Files	TR-6012b-P2	b Oil and Gas Case Files Indian Services Special Disbursing Agent (ISSDA) Case Files		
cheduled	ISSDA Wind River Per Capita Case Files	TR-6012c-P2	c Wind River Per Capita Case Files Indian Services Special Disbursing Agent (ISSDA) Case Files		
cheduled	ISSDA Post Office and Private Mail Company Records	TR-6012d-P2	d Post Office and Private Mail Company Records Indian Services Special Disbursing Agent (ISSDA) Case Files		
Unscheduled	ISSDA Tracking and Control Records	TR-6012e-P2	e Tracking and Control Records		



Conversion Chart Unscheduled Records Crosswalked to the Indian Affairs Records Schedule (IARS)

	Unscheduled Record Series		Indian Affairs Records Schedule
SERIES	TITLE	SERIES	TITLE
Budget, Financ	ce and Administration - Trust Support	Budget, Finan	ce and Administration - Trust Support
Unscheduled	Indian Services Special Disbursing Agency (ISSDA) Designations/Revocations	Unscheduled	Program Correspondence and Policy/Directives Files (Pending NARA Approval) Indian Services Special Disbursing Agency (ISSDA) Case Files
Unscheduled	ISSDA Daily Check Case Files	TR-6012a-P2	a Daily Creck Case Files Indian Services Special Disbursing Agency (ISSDA) Case Files
Unscheduled	ISSDA Oil and Gas Case Files	TR-6012b-P2	b Øil and Gas Case Files Indian Services Special Disbursing Agency (ISSDA) Case Files
ischeduled	ISSDA Wind River Per Capita Case Files	TR-6012c-P2	c Wind River Per Capita Case Files Indian Services Special Disbursing Agency (ISSDA) Case Files
Unscheduled	ISSDA Post Office and Private Mail Company Records	TR-6012d-P2	d Post Office and Private Mail Company Records
Unscheduled	ISSDA Tracking and Control Records	TR-6012e-P2	Indian Services Special Disbursing Agency (ISSDA) Case Files e Tracking and Control Records

Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST

SERIES: 6000

(New) TR-6012-P2

Indian Services Special Disbursing Agent (ISSDA) Case Files

a Daily Check Case Files

Contents: Record includes Check Lists, Query Builder Reports, Preliminary Daily Disbursement Records (DDR), Check Accountability Forms, Check-In Worksheets, ARP Check Registers, \$10,000 and over/Out of Country Reports, Requests from Accounting Services for voids, labels, inserts, lease reversal disbursement lists, miscellaneous paperwork, notes referencing this check date, Check Verification Forms (CVF), Machine Count forms, Mailing Information (copy of permit forms, Mail Receipts, Registered Mail Lists, Green Cards), Verification Lists (VT Report), Final Daily Disbursement Reports (DDR), Osage Quarterly Annuity (sub-file), and Osage Lake Fund (sub-file, quarterly distribution). 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 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 Oil and Gas Case Files

Contents: Record includes Check Accountability Forms, Requests from Accounting Services for miscellaneous paperwork, notes referencing this check date, Stage VI Reports, Production Schedules, Individual Region files, ITS Reports, Requests from Accounting Services for voids, labels, inserts, lease reversal disbursement lists, Check Verification Forms (CVF), Postage Reports, Registered Lists, Verification Lists (VT Report) and Final Daily Disbursement Records (DDR). 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 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.

Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST

SERIES: 6000

c Wind River Per Capita Case Files

Contents: Record includes Check Accountability Forms, Check-In Worksheets, Check Registers, \$10,000 and over/Out of Country Reports, Requests from Accounting Services for voids, labels, inserts, lease reversal disbursement lists, Federal Express labels, Check Verification Forms (CVF), Verification Lists (VT Report), Daily Disbursement Records (DDR), and Faxed DDR w/remaining postage. 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. 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.

d Post Office and Private Mail Company Records

Contents: Record includes return receipts, reports of loss and mistreatment of mail, metered mail reports and permit 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 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

e Tracking and Control Records

Contents: Record includes logs, registers, and other records used to control and document ISSDA mailings, including invoice/advice registers, IIM and Tribal statement worksheets and check logs. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence

Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST

SERIES: 6000

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.

SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT.