	DEOUE	et con prooppe ples	LEAVE BLANK (NARA use only)					
	KEQUE	ST FOR RECORDS DISP	JOB NUMBER N1-075-08-2					
То	NATIONAL AF	RCHIVES & RECORDS ADMINISTRATIO	Date Received	-1	/ 2			
1	8601 ADEL FROM (Agenc	N	3/3/ OTIFICATION	/og TO AGENCY				
		ent of the Interior	-					
2	MAJOR SUB-		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments is approved except for					
	Office of	the Special Trustee for Ame			endments is approved except for "disposition not approved" or			
3	MINOR SUB-		"withdrawn" in coli		анаразиной постарргоческ оп			
		the Chief Information Office		·				
4	NAME OF PE	RSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF	THE UNITED STATES		
	Donna E		(505) 816-1313	5-6-09	Edrie	me Chomes		
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,							
		is not required	is attached, or	has been requ	uesieu 			
DA	TE	SIGNATURE OF AGENCY REPR	ESENTATIVE	TITLE				
إع	29/08	J	MATT		0.00	T 18 2001		
<u>'</u>	•	Ethel J. Abeita	1 can	T .		Trust Records		
7	ITEM NO	8 DESCRIPTION OF ITEM A	NO PROPOSED DISPOSITION	9 GRS OR SU JOB CIT.		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	フィンターなど DATE Office of the Special Trustee for					

#### 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.

# 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		