

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-75-86-1

DATE RECEIVED

7-15-86

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)

U. S. Department of the Interior

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2 MAJOR SUBDIVISION

Bureau of Indian Affairs

3 MINOR SUBDIVISION

Office of Administration - Div. of Mgmt. Res. & Eval.

4 NAME OF PERSON WITH WHOM TO CONFER

Sarah Hawkins

5 TELEPHONE EXT

202-343-3576

DATE

8/14/86

ARCHIVIST OF THE UNITED STATES

[Signature]

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

8 DATE

7/14/86

SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

TITLE

Records Mgmt Officer

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARS USE ONLY)

HEADQUARTERS RECORDS

This is a one time disposition request for the records created in the Bureau of Indian Affairs during 1958-77 * and covered by Records Control Schedule 43 IAM 3.1 and Files Classification 43 IAM 3.5. There will be approximately 1100 cubic feet that will be transferred in increments of 100 - 200 cubic feet in one or two-year time segments. They will include all subject file classification codes listed in the attached handbooks.

1.

PERMANENT RECORDS

Retire immediately to the Federal Records Center. Hold in Federal Records Center then offer to the National Archives and Records Administration in five year blocks when 30 years old.

2.

TEMPORARY RECORDS

Those subject file classification codes that are to be kept for 15 years and then destroyed.

DISPOSITION: TEMPORARY

Retire immediately to the Federal Records Center. Destroy when 15 years old.

* Date has been revised to 1958-77 to cover all records found in BIA headquarters offices. *1/7/87*

3 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
3.	<p><u>INDIAN TRUST ACCOUNTING (ITA) FREEZE RECORDS</u></p> <p>Those subject file classification codes that must be held under the provisions of the initial ITA freeze imposed in 1977 and all subsequent freeze actions on post-1951 BIA records.</p> <p><u>DISPOSITION : TEMPORARY</u></p> <p>Retire immediately to the Federal Records Center. Hold until the ITA freeze on the disposition of financial records relating to Indian matters has been removed. Then destroy <u>in accordance</u> with the provisions of 43IAM3.1.</p>		