

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <i>NI 75-88-1</i>	DATE RECEIVED <i>5/31/88</i>
1 FROM (Agency or establishment) US Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Indian Affairs		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Office of Administration, Division of Management Support		DATE <del>4/11/88</del>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
4 NAME OF PERSON WITH WHOM TO CONFER Sarah Hawkins	5 TELEPHONE EXT 202-343-4829		
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 \_\_\_\_\_ 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

B DATE <i>4/11/88</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Sarah Hawkins</i>	D TITLE <i>Records Mgmt Officer</i>
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<del>PAPERWORK MANAGEMENT FILES</del>		
202-02	<p>These files (Bureau Directives and Regulations) are maintained by BIA Records Officer (for all Central Office issuances), by Area Records Officers (for all Area Offices issuances), and Agency Administrative Managers or equivalent (for Agency or other field offices).</p> <p><u>BUREAU INTERNAL ISSUANCES (DIRECTIVES) CASE HISTORY FILES.</u> Consist of the designated "Records copy" and documents relating to the preparation, review, clearance, publication, and distribution of all BIA internal issuances. Includes developmental material regarding clearance and concurrence of draft issuances and other coordinating actions, revisions, and cancellations, and the signed copy of the final issuance. Arrange by issuance identification number. Maintained by Central, Area, or Agency Records Officer. Record copy is maintained by Records Management Office.</p> <p>Disposition: <u>Permanent</u>. Cut off at close of fiscal year. Place in inactive file until issuance is published. Retire to FRC in 5-year blocks 3 years after publication. Offer to NARA 20 years after publication. Destroy duplicate copies when no longer needed for reference.</p>		<b>WITHDRAWN</b>

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
202-03	<p><del>BUREAU EXTERNAL ISSUANCES (REGULATIONS) CASE HISTORY FILES</del></p> <p>Consist of the designated "Record" copy and historical documents relating to the preparation, review, clearance, publication, and distribution of all BIA external regulations. Include material regarding analyses, internal and public comments, clearance and concurrences of draft regulations and other coordinating actions. Arrange by subject. Maintained by Bureau Records Management Officer.</p> <p>Disposition: <u>Permanent</u>. Cut off at close of fiscal year. Place in inactive file until issuance is published. Retire to FRC 3 years after publication. Offer to NARS 20 years after publication. Destroy duplicate copies when no longer needed for reference.</p>		

December 1, 1988

Ms. Sarah Hawkins  
Department of the Interior  
Bureau of Indian Affairs (855)  
Interior South Room 15  
Washington, DC 20245

Dear Ms. Hawkins:

In accordance with a recent conversation between yourself and William LeFurgy, we are withdrawing and returning without action your proposed records disposition schedule for Paperwork Management Files (N1-75-88-1; copy enclosed). Our understanding is that a forthcoming update to the Bureau of Indian Affairs comprehensive schedule will cover the records described in the withdrawn schedule. If you have any questions, please call Mr. LeFurgy on 724-1505.

Sincerely,

KENNETH F. ROSSMAN  
Director  
Records Appraisal and  
Disposition Division

Official File - NI  
Day File - NIR

cc: NIRC  
WLeFurgy  
~~505 N1-75-88-1 (LeFurgy)~~

WLeFurgy:mj

t12/1/88

doc: BIA^WITHDRAW:FILE

File - Bureau of Indian Affairs