NCU copy 1

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-75-77-1
DATE RECEIVED NOV 4 1976
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
9-15-77 Date — James B. Rhoads, Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT): U.S. Department of the Interior
2. MAJOR SUBDIVISION: Bureau of Indian Affairs
3. MINOR SUBDIVISION:
4. NAME OF PERSON WITH WHOM TO CONFER: Warren Keirsted
5. TEL EXT: 343-4144

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 198 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
9/2/76		Director, Office of Administration

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
101-01 thru 1406-04	The Bureau of Indian Affairs was created in the War Department in 1824 and transferred to the Department of the Interior at the time of its establishment in 1849. The Snyder Act of 1921 (42 Stat. 208; 25 USC 13) provided substantive law for appropriations covering the conduct of activities by the Bureau of Indian Affairs. The scope and character of the authorizations contained in this act were broadened by the Indian Reorganization Act of 1934 (48 Stat. 984; 25 USC 461 et seq.). The principal objectives of the Bureau are to actively encourage and train Indian and Alaska Native people to manage their own affairs under the trust relationship to the Federal Government; to facilitate, with maximum involvement of Indian and Alaska Native people, full development of their human and natural resource potentials; to mobilize all public and private aids to the advancement of Indian and Alaska Native people for use by them; and to utilize the skill and capabilities of Indian and Alaska Native people in the direction and management of programs for their benefit. In carrying out these objectives, the Bureau works with Indians and Alaska Native people, other Federal agencies, State and local governments, and other interested groups		

to NPRC (D. Rauch) 9/21/77
copy to agency 9/21/77
copy to NNF/NNEN 9/28/77
copy to NNRC 9/28/77
7NCN + 10NCN - 9NCN (info.) 9/28/77
copy to NNR, NNS, NNV, NNB 9/28/77
copy to 4NC, 5NC-C, 5NC-D, 6NC, 7NC, 8NC, 9NC-S, 9NC-L, 10NC -- 9/28/77
650 items

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

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
	in the development and implementation of effective programs for their advancement. The Bureau seeks for them adequate educational opportunities in public education systems, assists them in the creation and management of educational systems for their own benefit, or provides from Federal resources the educational systems needed; actively promotes the improvement of their social welfare by working with them to obtain and provide needed social and community development programs and services; works with them in the development and implementation of programs for their economic advancement and for full utilization of their natural resources consistent with the principles of resource conservation. The Bureau also acts as trustee for their lands and monies held in trust by the United States, assisting them to realize maximum benefits from such resources. The records control schedule is included as an appendix to a Files Operations and Records Disposition Manual which establishes an integrated system designed to provide procedures for the management of Bureau of Indian Affairs records from creation through disposition. The schedule items describe each series of records which has accumulated and will continue to accumulate. Instructions are provided for the cutoff, retirement to an FARC, destruction, or permanent retention of each series.		

Part 8. CONTRACTING AND PROCUREMENT RECORDS

Section 1. Procurement Files
Section 2. Contract Administration Files

Part 9. AUTOMATIC DATA PROCESSING RECORDS

Section 1. System Documentation Files
Section 2. Data Automation Files
Section 3. Program Planning and Evaluation Files
Section 4. Finance Files
Section 5. Payroll Files
Section 6. Personnel Files
Section 7. Property Files
Section 8. Tribal Files
Section 9. Plant Files
Section 10. School Files
Section 11. Roads Files
Section 12. Land Files

Part 10. AUDIT AND INVESTIGATION RECORDS

Section 1. Audit General Files (New section)
Section 2. Internal Audit Files (Sect. 1 in draft)
Section 3. External Audit Files (Sect 2 in draft)
Section 4. Investigation Files (New section)

Part 11. TRUST RESPONSIBILITIES RECORDS

Section 1. Trust Administration General Files
Section 2. Environmental Quality Files
Section 3. Irrigation Facilities Files
Section 4. Agriculture, Soil and Moisture Conservation Files
Section 5. Land Management Files (Was part of Sect. 6 in draft)
Section 6. Estate and Probate Files
Section 7. Forestry and Timber Management Files
Section 8. Range Management Files
Section 9. Indian Trust Fund Files

Part 12. TRIBAL RESOURCE DEVELOPMENT RECORDS

Section 1. Business Enterprise and Credit Financial Assistance Files (was Sect 2 + 3 in draft)
Section 2. Job Placement and Training Files (was Sect 4 in draft)
Section 3. Transportation and Roads Files

Part 13. INDIAN SERVICES RECORDS (Was Part 14 in draft)

Section 1. Human Needs Files
Section 2. Housing Services Files
Section 3. Law Enforcement Services Files

Part 13. INDIAN SERVICES RECORDS (Continued)

Section 4. Tribal Planning Services Files
Section 5. Social Services Files
Section 6. Tribal Government Services Files
Section 7. Agriculture Extension Services Files (Was Part 12, Sect 1 in draft)
Section 8. Indian Self-Determination Services Files (was Part 16 in draft)

Part 14. INDIAN EDUCATION RECORDS (was Part 15 in draft)

Section 1. Education General Files
Section 2. School Operations Files (Was Education Internal Svcs File in draft)
Section 3. Education Assistance Files
Section 4. Continuing Education Files
Section 5. School Facilities Files
Section 6. Evaluation, Research and Development Files

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	PART 1. RECORDS COMMON TO MOST OFFICES This Part lists those records and nonrecord materials which are accumulated in many offices of the Bureau. All offices must be thoroughly familiar with all items in Part 1, but they only need to know those sections of the later parts that are appropriate to the mission of their particular office. Records in this Part can be conveniently divided into two sections. Section 1 is primarily a list of nonrecord material (extra copy files, convenience files, reference material, etc.). Section 2 lists the General Correspondence (Subject) Files. Remember that files should be maintained in file drawers in the same sequence as shown in these schedules. SECTION 1. NONRECORD AND TRANSITORY MATERIAL This Section (all schedule numbers beginning with 101) defines the types of materials which are considered as records of short-term value or nonrecord, and provides standards for disposing of such material in all BIA offices. Nonrecord materials consist of the following: (1) Copies of correspondence, reports, etc. retained in the office for information and reference, (when the originals, which are the only official records, are maintained in a separate BIA office having primary interest). (2) Printed or processed materials of which only the single master copy is considered official record.		

APPENDIX 2. RECORDS DISPOSITION SCHEDULES

Part 1. RECORDS COMMON TO MOST OFFICES

Section 1. Nonrecord and Transitory Material
Section 2. General Correspondence (Subject) Files

Part 2. PLANNING AND MANAGEMENT RECORDS

Section 1. Executive Management Files
Section 2. Program Planning, Management and Evaluation Files
Section 3. Paperwork Management Files

Part 3. ADMINISTRATIVE SUPPORT RECORDS

Section 1. Emergency Preparedness Files
Section 2. Communications Files
Section 3. Publications Management, Printing and Reproduction Files
Section 4. Art, Graphics, and Photograph Files
Section 5. Mail, Messenger and Distribution Files
Section 6. Security and Safety Files
Section 7. Property and Space Management Files
Section 8. Travel, Transportation and Motor Vehicle Files
Section 9. Building and Utilities Files

Part 4. PERSONNEL MANAGEMENT RECORDS

Section 1. General Personnel Program Files
Section 2. Employment Files
Section 3. Employee Performance and Utilization Files
Section 4. Position Classification and Job Evaluation Files
Section 5. Employee Relations and Services Files
Section 6. Employee Training Files

Part 5. INFORMATION AND PUBLIC RELATIONS RECCRDS

Section 1. Publicity and Promotion Files
Section 2. Congressional Relations Files

Part 6. LEGAL AND LEGISLATIVE RECORDS

Part 7. FINANCIAL MANAGEMENT RECORDS

Section 1. General Financial Files
Section 2. Budget Files
Section 3. Accounting and Disbursement Files
Section 4. Payroll Files
Section 5. Control and Trust Account Files
Section 6. Indian Services Special Disbursing Agent Files

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	(3) Papers of a temporary nature which cease to have any documentary or evidential value after their contents are incorporated or adequately summarized in other documents, e.g., preliminary drafts, shorthand notes, worksheets, etc. This type of material accumulates in offices as a convenience to personnel, but should be kept to a minimum. Maintenance of most of the file series described in this Section is optional. Do not establish an extra copy convenience file unless there is a real need. In the past, nonrecord material has been found interfiled with official papers. This is a poor files maintenance practice. Retention of nonrecord material is not required by law or regulation. When it is no longer needed it should be destroyed. Ideally much of this material should be destroyed <u>without filing</u>. If, however, nonrecord material is filed, it must be kept separately from official records. <u>NOTE: No material in this Section should ever be sent to a Federal Archives and Records Center</u>.		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
101-01	FILES MAINTENANCE AND DISPOSITION PLANS. Documents such as the current "Files Maintenance Plan" for the file station, Designation of Files Custodian, copy of records transmittals (SF-135), and other information about the files accumulated at the particular file station. Normally all contents can be retained in chronological order in a single file folder. The current "File Plan" should be fastened to the left side of this folder.	All	Retain all current documents. Destroy all obsolete material.
101-02	READING OR CHRONOLOGICAL FILES. Extra copies of all or selected outgoing correspondence originated in the unit used solely as a reading or reference file for the convenience of personnel. Exception: (Applicable only to Commissioner of Indian Affairs.) The Commissioner's chronological file of outgoing correspondence is covered by schedule number 201-04 and is designated as permanent.	All	Cut off at close of fiscal year. Destroy 1 year after cutoff or after reference value has been exhausted, whichever is sooner.
101-03	SUSPENSE FILES (TICKLER FILES). Nonrecord extra copies of documents set aside to assure action by a specified date, and other cards, notes or papers used as reminders that an action is required. Also may occasionally include a paper being held temporarily for reference, which may be destroyed on a given date. Normal arrangement is with a 31-unit "work organizer" folder by due date. Use whatever arrangement is suitable for your office activity but assure that no record material is included. Examples of papers in suspense files are:		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	a. A note, card, control form, or other reminder to submit a report or to take some other action. b. An extra copy of an outgoing communication, filed by the date on which a reply is expected, or copy of incoming document filed by the date action is needed in own office. c. Papers which may be destroyed in 30 days or less as being without further value.		Destroy after action is taken. Withdraw papers when reply is received or action taken and destroy. Destroy on date under which Suspended.
101-04	TRANSITORY FILES. Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below: a. Requests for Information or Publications. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply, such as requests for publications or other printed material. b. Letters of Transmittal. Letters of transmittal that do not add any information to that contained in the transmittal material. c. Quasi-Official Notices. Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar papers. Files Custodians shall combine the types of temporary material shown above into one transitory file arranged chronologically. If the volume warrants, four folders labeled as follows may be used:	All	Destroy after 90 days as described at left.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	Transitory (JAN-MAY-SEP) Transitory (MAR-JUL-NOV) Transitory (FEB-JUN-OCT) Transitory (APR-AUG-DEC) A folder is used for each month. At the beginning of each month, the folder used the previous month is placed behind the other three, until all four folders have been used. At the beginning of the fifth month, the contents of the folder containing the oldest material are destroyed and the folder is reused for the current month. If volume is too large for four folders, additional four-folder sets may be created for specific types of material as required.		
101-05	ROUTINE CONTROL FILES. Papers used to facilitate or control work in progress, such as job control records, status cards, routing slips, work processing sheets, and records which control work flow and record action taken.	All	Destroy when work is completed or when no longer needed for operating purposes.
101-06	OFFICE ORGANIZATION REFERENCE FILES. Documents relating to the organization and function of an office. Included are copies of organization and functional charts and statements; documents relating to office staffing, functional assignments, and changes. Normally all papers can be kept in a single file folder.	All	Destroy papers when superseded, or no longer needed for reference.
101-07	POLICY AND PRECEDENT REFERENCE FILES. Copies of documents establishing policy or precedents pertinent to future and continuing actions. Normally, policy and precedent files are maintained at operating levels and consist of extra copies of operating procedures, statements of policy or procedure, examples of typical cases, and other documents duplicated in official files. Original or official record copies	All	Destroy when organizational unit is discontinued or when documents become obsolete or are no longer needed for operating or reference purposes.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	will NOT be placed in this file. This file consists of nonrecord copies maintained only for convenience of reference.		
101-08	EMPLOYEE TRAVEL FILES. Correspondence, request, travel authorizations and orders, itineraries, copies of travel vouchers, and similar papers pertaining to employee travel exclusive of records maintained for accounting purposes (item 703-01). Arranged alphabetically by name of traveler.	All	Cut off at close of fiscal year. Destroy after 2 years.
101-09	OFFICE INDIVIDUAL PERSONNEL FILES. Unofficial personnel folders maintained in the office which consist of documents which are duplicates of papers placed in Official Personnel Folders maintained in BIA Personnel Offices or which are not appropriate for inclusion in the Official Personnel Folders. Records generally limited to information on experience, education, training, special qualifications and skills, position descriptions, performance appraisals, and conduct.	All	Destroy documents when superseded or no longer applicable. When employee leaves agency, the unofficial folder will be forwarded to the office maintaining official personnel folder for screening and destruction of contents.
101-10	AGENCY DIRECTIVES AND PUBLICATIONS - REFERENCE COPIES. Copies of Bureau internal and external regulations, directives, publications; and Department of Interior manual releases, bulletins, circulars, pamphlets, and public relations material. Arranged as prescribed in directive system.	All	Keep copies at minimum necessary for official reference use. Destroy when superseded, obsolete or no longer needed for reference.
101-11	PUBLICATIONS OF OTHER GOVERNMENT AGENCIES. Copies of Congressional documents, OMB Circulars, Code of Federal Regulations, Federal Register, GSA publications, etc. Maintain list in file folder and actual publication on shelving or use other appropriate equipment if volume is large.	All	Destroy when superseded or obsolete, or in the case of bound volumes, when not needed for library purposes.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
101-12	NON-GOVERNMENT PUBLICATIONS. Publications of commercial firms, private institutions, and vendors, including catalogs, brochures, price lists, and similar publications. Maintain list in file folder and actual publication on shelving or use other appropriate equipment if volume is large.	All	Destroy when superseded or obsolete.
101-13	LIBRARY MATERIALS. Books, pamphlets, journals, and similar materials (originating outside of BIA) which are maintained for reference. Arrangement is optional. Maintain list in file folder but keep materials on shelving.	All	Disposal is authorized when superseded, obsolete, or no longer needed for reference. If library is available, refer items of potential value to librarian for disposition.
101-14	TECHNICAL REFERENCE MATERIAL. Copies of reports, studies, special compilation of data, drawings, periodicals, clippings, etc., which are needed for reference and information purposes but are not made a part of official files. Prepared internally and externally. Arrangement is optional but it should follow the same basic principles used in a library.	All	Review at least annually. Destroy material of no further reference value.
	SECTION 2. GENERAL CORRESPONDENCE (SUBJECT) FILES The records described below consist of originals or copies of correspondence, reports, forms, and other materials of a general nature on a wide variety of subjects. These materials are arranged according to the Subject Classification System contained in Appendix 1 of this handbook.		
102-01	"MISSION" CORRESPONDENCE FILES. Mission correspondence files document the functions and responsibilities for which an office is primarily responsible.	All	

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	a. Program Mission Correspondence Files directly related to the primary functions of BIA such as Indian Education, Tribal Resource Development, Indian Services, Trust Responsibilities, etc.		
	(1) Program Mission Files accumulated and maintained at the Division Level or above in BIA Central Office and by Area Directors in the field. 23 cu. ft. / yr.		Permanent. Cut off annually at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
*	(2) Program Mission Files maintained at Branch level and below in the Central Office and offices below the Area Director in the field		Cut off annually at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
	b. Administrative Mission Correspondence Files related to administrative support activities such as personnel, procurement, property, transportation, travel, communications, and similar internal administrative management functions.		
*	(1) Administrative Mission Files accumulated and maintained at the Division level and above in the Office of Administration (Central Office).		Cut off annually at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
*	(2) Administrative Mission Files maintained at other levels of BIA.		Cut off annually at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 8 years after cutoff.
102-02	"NON-MISSION" CORRESPONDENCE FILES. Non-mission correspondence files include correspondence, reports, forms, and other papers which are accumulated in an office but do not directly relate to the function or	All	Cut off at close of fiscal year. Destroy 2 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	mission for which the office exists. They generally include: (1) copies of papers relating to program subjects for which another office is responsible for documentation, and (2) papers relating to routine internal management or general administration (i.e. "housekeeping") functions of the office. The office housekeeping papers will consist of general correspondence regarding facilities, supplies, equipment, office financial matters, travel, property, and personnel management.		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	PART 2. PLANNING AND MANAGEMENT RECORDS		
	SECTION 1. EXECUTIVE MANAGEMENT FILES		
201-01	BUREAU COMMITTEE MANAGEMENT FILES. Documents created in Central Office for the establishment, review, coordination, continuance or dissolution of joint, interagency, intra-agency, and extra-governmental committees, including task forces, councils, boards, commissions, panels, and comparable groups. The coordination and review is to prevent overlap and duplication, preclude committee establishment when normal staff action will suffice, and to apply other management practices to committees. Included are committee establishment proposals, approvals, papers reflecting changes in committee membership, committee charters, reports on establishment and composition, and related papers. Arranged alphabetically by committee name. Record copy retained by Bureau Committee Management Officer in Central Office.	C.O.	Cut off upon discontinuance of committee or disapproval of establishment of commitee Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cut-off. Destroy duplicate copies when no longer needed for reference.
201-02	BUREAU COMMITTEE OPERATIONS FILES. Files may include, but are not limited to an issuance or charter establishing the committee, a resume of major points of interest concerning committee meetings and the general operations, a terminating issuance, and a final committee report and finding. They may also include copies of minutes of meetings, the agenda, and other papers relating to the establishment, revision, or termination of individual studies and/or projects. Record copy is to be retained by Bureau Committee Management Officer at Central Office; or by Area Director, Area Division Director or Agency Superintendent when the Superintendent's Office is the office of origin. Arranged alphabetically by		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	committee title name.		PERMANENT.
	a. Committee chairman, secretarial, or recorder's files which are designated as "official record" by Bureau Committee Management Officer according to guidelines in 5 BIAM 5.1, Committee Management. ca. 2-3 cu.ft./yr.	Diff RTB 8/23/77 W.K.	Cut off upon completion of committee action or termination of committee, as appropriate. Hold 3 years and retire to FARC. ~~Destroy~~ Offer to NARS 20 years after cutoff.
	b. Member's records and duplicate copies.	Diff	Destroy when purpose has been served or after 1 year, whichever is sooner, except that informational copy of minutes of meetings which relates to another official file series; these will be disposed of with the records to which they pertain.
201-03 *	AREA AND FIELD OFFICE COMMITTEE MANAGEMENT FILES. Documents created in Area and Field Offices for the establishment, use and termination of committees within the organizational jurisdiction of the Area Director or Agency Superintendent. Records created include joint, interagency and extra-governmental committees, including forces, councils, boards, commissions, panels and comparable groups. Included also are committee establishment proposals, approvals, papers reflecting changes in committee membership, committee charters, reports on establishment, composition and related papers. Arranged by committee name, thereunder by appropriate geographic location and year. Maintained by Office of Area Director, Area Division Level Offices or Agency Superintendent Offices. Record Copy retained by office of origin.	Area Agcy	Cut off file at close of fiscal year when committee is dissolved. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
201-04	COMMISSIONER CHRONOLOGICAL FILES. Chronological file consisting of extra copies of outgoing correspondence signed by the Commissioner of Indian Affairs and extra copies of significant letters dispatched at lower levels but forwarded to the Commissioner for personal information. 2 cu.ft./yr.	C.O.	Permanent. Cut off at close of fiscal year. Retire to FARC after 3 years or when volume warrants. Offer to NARS 20 years after retirement.
	SECTION 2. PROGRAM PLANNING, MANAGEMENT AND EVALUATION FILES		
202-01	MANAGEMENT OBJECTIVES FILES. Documents that accumulate from the process of establishing short-, mid-, and long-range management objectives for the Bureau of Indian Affairs. Included are documents reflecting the establishment of schedules to accomplish objectives, the formulation of new concepts and requirements for planning purposes, and the evaluation of progress and accomplishments in meeting the management objectives established by the plans. Record copy retained by Central Office of origin. Arranged according to plan type or name.		
*	a. Bureau Central, or Staff Office responsible for preparation of the plan.	C.O.	Cut off at close of fiscal year in which plan is superseded. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy when obsolete or when not needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	b. Comments by Coordinating Office or duplicate copies.	Diff	Destroy when obsolete or when not needed for reference.
202-02	ORGANIZATION PLANNING FILES. Documents relating to the establishment of policy and changes in organization, functions, and relationships of the BIA when such actions affect, or may affect, the management and operation of the agency. Included are staff studies, organizational and functional charts, reports of working groups, minutes of committee or task force meetings and staff conferences, documents relating to overall functions and mission, copies of published issuances implementing establishment or change, and related or similar documents. 3 cu. ft./yr.	C.O.	Permanent. Cut off at close of fiscal year in which case is completed. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
202-03	ORGANIZATION PLANNING WORKING FILES. Background materials, drafts, interim and copies of progress reports, and related papers accumulated in organization planning projects and surveys. Arranged as appropriate.	C.O.	Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
202-04	DEVELOPMENT PLANS AND PROGRAM RECORDS. These are case files on long-range development plans such as 10 and 20 years plans; OEDP's Tribal 701 Plans, Judgment Distribution Plans and other types of comprehensive development plans prepared by the Bureau or the tribe or jointly and having importance to Bureau mission accomplishments. Record copy is to be retained by office of origin. Arranged as appropriate by case number, location or project type. 3 cu.ft./yr.	C.O. Area Agency	Permanent. Cut off at close of fiscal year in which plan is accomplished. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
202-05 *	PROGRAM EVALUATION PROJECT FILES. Documents accumulated in evaluating Bureau program efforts to determine if goals were achieved, to assess the effectiveness of the program, and to identify successful and unsuccessful projects. Included are copies of reports, questionnaires, and other data; evaluation of guidelines and procedural documents; progress reports and other papers reflecting status of project; working papers background materials, and similar papers; copy of final evaluation report. An official file copy of the final published report of the evaluation project shall be preserved permanently by office of origin, as required by Schedule 303-01. Arranged by project number.	C.O. Area	Cut off at close of fiscal year in which evaluation project is completed. Hold 3 years and retire to FARC. Destroy 10 years after cutoff. Destroy duplicate copies when no longer needed for reference.
202-06	MANAGEMENT SURVEY CASE FILES. These consist of staff studies or management improvement projects regarding analyses of administrative policies and procedures, manpower surveys, organization and standardization		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	studies, workload and work distribution analyses, and similar studies. Includes papers authorizing the project and describing its scope, purpose, and objectives; intermediate progress reports and correspondence; the finished survey report and actions taken as a direct result of the survey. Accumulated by the office conducting the survey, or the office sponsoring a contract for survey services. Record copy maintained by office of origin in Central Office Division or Staff Level Office, Area Directors, or Agency Superintendents. Arranged by case number, or by survey type.		
*	a. Office conducting the survey or office sponsoring the contract to perform survey services.	Diff	Cut off at close of fiscal year in which action is completed on survey. Retire to FARC if volume warrants. Destroy 10 years after cutoff.
	b. Office surveyed except as specified in a., and duplicate copies.	Diff	Destroy on completion of next comparable survey or when no longer required for reference.
202-07	MANAGEMENT SURVEY BACKGROUND FILES. Documents created or accumulated in the collection of data for or during a management survey or staff study. Included are notes, copies of statistical data, feeder reports, working papers, copies of directives and local operating procedures, charts, personnel data, and similar material collected for fact-finding or back-up purposes. Arranged as appropriate by subject and tribe.	Diff	Cut off at close of fiscal year in which survey is completed. Destroy when no longer needed for reference, except in no case will files be retained longer than 3 years after completion of all action on report.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
202-08	REPORTS OF AREA DIRECTORS TO CENTRAL OFFICE. Annual narrative reports with related data on Bureau activities and programs. Arranged chronologically, thereunder by report subject and location.		
	a. Record copy maintained by Central Office requesting the report. 4 cu. ft. / yr.	C.O.	Permanent. Cut off at close of fiscal year. Hold 10 years and retire to FARC when volume warrants. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
	b. Area Copies.	Area	Destroy 10 years after submission date.
	c. Agency copies.	Agency	Destroy 5 years after submission date.
202-09	SPECIAL OR NON-RECURRING MANAGEMENT REPORTS. Significant, special, or non-recurring reports concerning direction of BIA program operations. Arranged by report type, thereunder by location and date. Record copy to be retained by office of origin. 3 cu. ft. / yr.	Area	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
202-10	BIA HISTORICAL REPORTS. Annual narrative and statistical reports and related correspondence which reflect the accomplishments of BIA programs. Arranged chronologically. Record copy is to be retained by office of origin. 3 cu. ft. / yr.	Area	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
202-11	AREA AND FIELD OFFICE HISTORY FILES. Narrative and statistical accounts of the history of Area and Field Offices. They include original correspondence, reports, and maps of building locations on agency compound. Arranged by location, thereunder by report type and chronologically. Record copy is to be retained by office of origin. 5 cu ft./yr.	Area Agcy	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
	SECTION 3. PAPERWORK MANAGEMENT FILES		
203-01	PAPERWORK MANAGEMENT LIAISON OFFICER DESIGNATIONS. Documents reflecting name and information about individuals designated to perform paperwork management duties in specific organizational entities of the Bureau. Includes designations for Issuances Management Officers, Records Liaison Officers, Forms Liaison Representatives, and similar representatives. Maintained by BIA Records Officer.	C.O.	Destroy when superseded by a new designation or when obsolete.
203-02	BUREAU ISSUANCES (DIRECTIVES) MASTER SET. Consists of the designated "master" copy of all BIA official issuances (including superseded items). Maintained by BIA Records Officer (for all Central Office issuances), by Area Records Officers (for Area Office issuances) and Agency Administrative Managers or equivalent (for Agency or other field offices). Arranged in loose leaf binders in accordance with the BIA Issuance (Directives) System. 3 cu.ft./yr.	Diff	Permanent. Place in inactive file when canceled or superseded. Retire to FARC when no longer needed for reference. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
203-03	ISSUANCE CASE HISTORY FILES. Documents relating to the preparation, review, clearance, publication, and distribution of BIA internal and external issuances. Includes material regarding clearance and concurrence of draft issuances and other coordinating actions, revisions, and cancellations, and the signed copy of the final issuance. Arranged by issuance identification number. Maintained by Central, Area, or Agency Records Officer. Record copy is maintained by Records Management Officer at the level at which issued.	Diff	Cut off at close of fiscal year. Place in inactive file when directive is rescinded, superseded, or obsolete. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.
203-04	FORMS FUNCTIONAL FILES. A collection of forms used to assist in taking forms management actions such as determining whether new forms should be developed and approved and whether existing forms should be consolidated or replaced by other forms. Included are copies of each form used within the area served by the Forms Management Office. Arranged by function name, thereunder by form number and name. Maintained by Central, Area, or Agency Records Officer.	Diff	Destroy when form is superseded or discontinued.
203-05	FORMS NUMERICAL FILE. Case history files containing copies of each form and revision request for approval and justification, copies of prescribing issuance, clearance reprint authority, and related correspondence. Record copy is to be maintained by office of origin. Arranged numerically.	Diff	Cut off at close of fiscal year. Place in inactive file when form is superseded or becomes obsolete. Hold 2 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.
203-06	FORM REGISTERS. A register or card system used to record and control the assignment of form numbers. Arranged as appropriate.	Diff	Destroy individual register sheets when all forms entered thereon are cancelled, superseded, or transferred to new sheet or when no

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
			longer needed.
203-07 *	RECORDS DISPOSITION AUTHORIZATIONS FILES. Originals of documents created only by the BIA Records Management Office in requesting authority from GSA-NARS for the disposal of records. Included are Standard Form 115, Request for Authority to Dispose of Records, or similar forms, correspondence, and related papers. Arranged as appropriate. Record copy is maintained by Central Office.	C.O.	Cut off at close of fiscal year. Retire to FARC when volume warrants. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.
203-08	REPORTS CONTROL CASE FILES. Case files maintained for each report created, canceled, or superseded. Documents reflect actions taken in evaluating the requirements for approving and controlling specific reports. Included are applications for approval of reports, copies of pertinent forms or descriptions of format; copies of the requirement issuance; preparation instructions, documents relating to continuance, revision, or other changes to the report; and other correspondence, evaluations, and similar papers relating to the reports. Case files are maintained by BIA Central Office with reports control authority. Arranged alphabetically or numerically.	C.O.	Cut off at close of fiscal year in which report is discontinued. Destroy 3 years after cutoff.
203-09	REPORTS CONTROL RECORD CARDS. Card files showing pertinent information about the report such as dates initiated, approved, discontinued; frequency; office of primary interest; preparing element; specific recipients; and similar data. Filed numerically by Report Control Symbols.	C.O. Area	Cut off when report is discontinued, canceled, or superseded. Destroy 1 year after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
203-10	REPORTING REQUIREMENTS REGISTERS. Documents used for perpetual inventory of all reports issued under the Reports Management System. Included are cards, register sheets, catalogs, or similar documents. Arranged numerically.	Diff	Cut off at close of fiscal year. Withdraw and place in an inactive file on discontinuance of the reporting requirement or on revision of the reports control symbol. Destroy when no longer needed for controlling the assignment of new reports control symbols.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	PART 3. ADMINISTRATIVE SUPPORT RECORDS		
	SECTION 1. EMERGENCY PREPAREDNESS FILES		
301-01	EMERGENCY PLANNING CASE FILES. Case files consist of emergency operating plans which provide for continuity of agency operations and other background papers such as changes to plan, coordinating actions, and other documents. Arranged by file type, thereunder numerically. Maintained by Central Office Division Level Offices, Offices of the Area Directors and Agency Superintendents.		
	a. Case file maintained by office responsible for preparation and issuance of plan which includes record copy of plan.	Diff	Cut off when superseded or obsolete. Hold 3 years or until volume warrants and retire to FARC. Destroy when 30 years old. RTB 6/12/78
	b. Copies of plans other than those maintained in case files above.	Diff	Destroy when superseded, obsolete, or no longer needed for reference.
301-02	EMERGENCY TEST AND EXERCISE FILES.		
	a. Consolidated or comprehensive reports reflecting agency-wide results of test conducted under emergency plans. Arranged numerically. Maintained in Central Office.	C.O.	Cut off at close of fiscal year in which test is completed. Hold 3 years or until volume warrants and retire to FARC. Destroy when 30 years old. RTB 6/12/78
	b. Other papers accumulating from emergency operations tests such as instructions to participants, staff assignments, messages, tests of communications and facilities, and copies of reports.	C.O.	Cut off at close of fiscal year in which test is completed. Destroy 3 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 2. COMMUNICATIONS FILES		
302-01	TELEPHONE DIRECTORY FILES. Correspondence, forms, and other records relating to the compilation of telephone listings and directories. (NOTE: Retain one copy of each published directory in accordance with Publication Master Files procedures, Schedule 303-01.)	Diff	Destroy 3 months after issuance of directory.
302-02	ORIGINAL MESSAGE (TELETYPE) FILES. Copies of incoming and original authenticated copies of outgoing messages maintained for locator purposes, transmission checks, evidence of receipt, and other administrative purposes. Arranged chronologically.	Diff	Cut off monthly. Destroy 1 year after cutoff.
	SECTION 3. PUBLICATIONS MANAGEMENT, PRINTING, AND REPRODUCTION FILES		
303-01	PUBLICATIONS MASTER FILES. Official file copy of each BIA publications such as technical reports, booklets, pamphlets, posters, monographs, or other materials published by the Central, Area, or Agency Offices. Includes also one official file copy of publications prepared by contractor. Official file copy is maintained by the office responsible for the preparation and issuance or requiring the grantee/contractor preparation. Publications in this file will be distinctly marked "Record Set" and will not be charged out. Arranged by publication type, then chronologically. 7 cu.ft./yr.	Diff	Permanent. Cut off when publication is superseded, canceled, or 3 years after issuance, whichever is sooner. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
303-02	PUBLICATION MANUSCRIPT FILES. Editorial matter relating to the publication of a manuscript, including drafts, printer's copies of galley and page proofs, and other working or control data used in the preparation of publications. Arranged by publication name + number. RCB 1/21	Diff 18	Cut off at close of fiscal year in which related publication is issued. Destroy 2 years after cutoff

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
303-03	LIBRARY CATALOG FILES. Cards showing authors, titles subject, cross-reference, etc., and indicating descriptive details including location of items on the shelves. Arranged as appropriate.	Diff	Destroy when related items have been permanently removed from the library collection.
303-04	JOB CONTROL REGISTERS. Registers used to control the receipt of requisitions and work orders for printing and duplicating jobs. Maintained by office responsible for printing control. Arranged by register number.	Diff	Cut off at close of fiscal year in which compiled or when register is filled, whichever is applicable. Destroy 1 year after cutoff.
303-05	JOB OR PROJECT FILES. Files contain all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs. Includes requisitions, bills, samples, clearances, and related papers. Arranged numerically by control or requisition number.		
	a. Files pertaining to in-house reproduction jobs or projects.	Diff	Cut off at close of fiscal year in which job is completed. Destroy 1 year after cutoff.
	b. Files pertaining to reproduction jobs or projects performed by Government Printing Office or outside contractor.	Diff	Cut off at close of fiscal year in which job is completed or requisition is canceled. Destroy 4 years after cutoff.
303-06	NEGATIVE PRINTING PLATE FILES. Files consist of photographic negatives used for reproduction of major publications. Negatives used for reprints are brought forward to current year. Arranged by title or requisition number according to fiscal year.	Diff	Destroy at close of fiscal year in which publication is discontinued, superseded, or becomes obsolete, or after 5 years if the status of publication is unknown.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
303-07	JOB HISTORY CARD FILES. Cards maintained by the office responsible for printing and reproduction to reflect the reprint history of all major publications. Arranged by publication name or number.	Diff	Destroy after related publication is rescinded, discontinued, or becomes obsolete.
303-08	PUBLICATION STOCK RECORD CARD FILES. Stock record cards or other documentation maintained to reflect the status of supply of directives, blank forms, and other publications including data as to stock levels, quantities on hand, and quantities received and issued. Arranged alphabetically by document type.	Diff	Destroy when card is filled or when card is superseded or obsolete, whichever is earlier.
	SECTION 4. ART, GRAPHICS, AND PHOTOGRAPH FILES		
304-01	GRAPHIC SERVICES JOB CONTROL FILES. Files contain graphic services requisition forms, requestor's notes or drawings or other instructions, and notes to BIA illustrators or graphic contractor. Arranged by job control number.	Diff	Cut off at close of fiscal year in which job is completed. Destroy 2 years after cutoff.
304-02	STILL PICTURE PHOTOGRAPHIC FILES. Files consisting of the original negative and a captioned print for each black and white photograph and the original color transparency or color negative and a captioned print for each color photograph. Other still picture files include the original and a referenced print of any poster, original artwork, slide sets, and filmstrips. Photographic files include materials relating to BIA programs, functions, and important individuals or groups of individuals. Record copies are to be retained by office of origin. Arranged by program, function or individuals. 3 cu. ft./yr.	Diff	Permanent. Cut off every 5 yrs. at close of fiscal year. Hold for 3 years ~~or until volume warrants and retire to FARC.~~ then Offer to NARS, ~~10 years after retirement~~. Destroy duplicate copies not described at left when no longer needed for reference. RTB 7/12/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
304-03	MOTION PICTURE, VIDEO, AND SOUND RECORDING FILES. Files consist of motion pictures, video recordings and sound recordings created by or made in cooperation with BIA. Includes: Motion pictures - the original negative or color original plus optical sound track, an intermediate master positive and duplicate negative plus optical sound track, and a sound projection print of each motion picture; Video recordings - the original or the earliest generation of each recording or a kinescope of the recording; Sound recordings - the master tape, matrix or stamper, and one disc pressing for each conventional mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording. 3 cu.ft./yr.	C.O.	Permanent. Hold for ~~3~~ 5 years after creation date ~~or until volume warrants and retire to FARC.~~ then Offer to NARS. ~~10 years after retirement.~~ RTB 7/12/77
304-04	AUDIO-VISUAL FINDING AIDS AND PRODUCTION DOCUMENTATION FILES. Consists of existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the above audiovisual records as well as production case files or similar files which include copies of production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release or ownership of the audiovisual production. 2 cu.ft./yr.	Diff	Permanent. ~~Hold for 3 years after creation date or until volume warrants and retire to FARC. Offer to NARS 10 years after retirement.~~ Disposition should be in accord with instructions governing the audiovisual records to which these records relate. RTB 7/12/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 5. MAIL, MESSENGER AND DISTRIBUTION FILES.		
305-01	POSTAL RECORDS. Files consist of Post Office forms and supporting papers such as receipts for registered and certified mail, insured mail, and special delivery receipts and forms, reports of loss, etc. Arranged chronologically.	Diff	Cut off at close of fiscal year. Destroy 1 year after cutoff.
305-02	MAIL CONTROL FILES. Files consist of statistical reports of postage used on outgoing mail, production reports of mail handled, and related papers. Arranged chronologically.	Diff	Cut off monthly or quarterly according to volume. Destroy 1 year after cutoff.
305-03	MESSENGER SERVICE FILES. Files consist of daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related and similar papers. Arranged as appropriate.	Diff	Cut off monthly. Destroy 3 months after cutoff.
305-04	MAILING LISTS AND RELATED MATERIAL. Arranged as appropriate.		
	a. Correspondence, request forms, and other records related to changes in mailing lists.	Diff	Destroy after appropriate revision of mailing list or after 3 months, whichever is earlier.
	b. Cards.	Diff	Destroy individual cards when canceled or revised.
	c. Plate or stencil mailing lists.	Diff	Dispose of plates or stencils when canceled or revised.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 6. SECURITY AND SAFETY FILES		
306-01	PERSONNEL SECURITY CLEARANCE CASE FILES. Documents relating to investigations of personnel employed by or seeking employment with the Government, or whose relationship otherwise with the Government requires a security clearance, but exclusive of copies of investigative reports and related papers furnished to agencies by the Civil Service Commission for which maintenance and disposition instructions are provided in Chapter 1-2 of the Federal Personnel Manual. Arranged by case number or alphabetically by name of individual.		
	a. Case files relating to cases appealed to the courts; linked with Congressional investigations, or otherwise of demonstrated interest to the Congress, Congressional committee, or the Executive Office of the President; or the subject of considerable public interest. 2 cu.ft./yr.	C.O.	Permanent. Cut off at close of fiscal year in which action is completed. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
	b. Case files containing derogatory information.	C.O.	Cut off at close of fiscal year in which action is completed. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	c. Case files containing no derogatory information.	C.O.	Cut off at close of fiscal year in which action is completed. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.
	d. Duplicate copies.	Diff	Destroy when not needed for reference.
306-02	PERSONNEL SECURITY CLEARANCE STATUS FILES. Records maintained in security units to show the security clearance status of individuals. Records may be in the form of lists, rosters, or cards. Arranged alphabetically by surname.	Diff	Destroy when superseded, obsolete, or no longer needed for reference.
306-03	SECURITY VIOLATIONS FILES. Papers relating to investigations of alleged security violations. Included are investigative reports and related papers. Excludes papers placed in official personnel folders. Arranged by violation type, indexed alphabetically. Record copy is to be retained by office of origin.		
	a. Files relating to alleged security violations of a sufficiently serious nature to be classed as felonies. 3 cu.ft./yr.	Diff	Permanent. Cut off at close of fiscal year in which final action is made. Retire to FARC when volume warrants. Offer to NARS 20 years after retirement.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	b. Other files relating to alleged security violations.	Diff	Cut off at close of fiscal year in which final corrective or disciplinary action is made. Destroy 2 years after cutoff.
	c. Duplicate copies.	Diff	Destroy when not needed for reference.
306-04	CLASSIFIED DOCUMENT RECEIPT FILES. Papers relating to the receipt, transfer, and issue of classified documents maintained by other than control points. Arranged as appropriate.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
306-05	CLASSIFIED DOCUMENT DESTRUCTION CERTIFICATES. Papers relating to the destruction of classified documents. Arranged chronologically.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
306-06	CLASSIFIED DOCUMENT INVENTORY FILES. Files consisting of forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified documents relating to Top Secret material covered below. Arranged chronologically.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
306-07	TOP SECRET DOCUMENT ACCOUNT AND CONTROL FILES. Arranged numerically.		
	a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.	Diff	Cut off at close of fiscal year in which documents shown on forms are downgraded, transferred, or destroyed. Destroy 5 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	b. Forms accompanying documents to insure continuing control, showing names of persons handling documents, intra-office routing, and comparable data.	Diff	Destroy when related document is downgraded, transferred, or destroyed.
306-08	CLASSIFIED MATERIAL ACCESS FILES. Documents maintained by control points or custodians of classified files which constitute authorization for individuals to have access to classified files. Includes forms containing the individual's name and signature, classification of files concerned, information desired, and signature of official authorizing access. Arranged as appropriate.	Diff	Cut off on transfer, reassignment, or separation of individual or when access authorization is withdrawn or cancelled. Destroy 2 years after cutoff.
306-09	CLASSIFIED DOCUMENT CONTAINER SECURITY FILES. Files consist of forms or lists used to record safe and padlock combination, names of individuals knowing combination, and comparable data used to control access into classified document containers. Arranged by organizational element and chronologically thereunder.	Diff	Destroy when superseded by new form or list, or upon turn-in of containers.
306-10	SAFETY AND SECURITY INSPECTION CASE FILES. Documents concerning the inspection, and follow-up thereof, of facilities to assure the adequacy of protective and preventative measures taken against continuing hazards of fire, explosion and accidents, and to assure the adequacy of measures taken to safeguard information and the	Diff	Cut off at close of fiscal year. Destroy 3 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	product or services from sabotage and unauthorized entry. Arranged by organizational element and chronologically thereunder.		
306-11	VISITOR CONTROL FILES. Registers or logs used to record names of visitors, such as outside contractors, service personnel, vendor's representatives and visitors. Arranged numerically by control number.	Diff	Cut off at close of fiscal year, or after final entry in register, as appropriate. Destroy 2 years after cutoff.
306-12	IDENTIFICATION FILES. Includes building and visitors passes, identification cards, credentials application, listing, and similar records. Arranged alphabetically by name of individual.	Diff	Destroy 3 months after return to issuing office.
306-13	PROPERTY PASS FILES. Documents authorizing removal of property or materials. Arranged alphabetically by name of individual.	Diff	Cut off after expiration or revocation. Destroy 3 months after cutoff.
306-14	KEY CONTROL FILES. Documents relating to accountability for keys issued. Arranged by organizational unit.	Diff	Cut off after turn-in of key. For areas under maximum security, destroy 3 years after cutoff. For other areas, destroy 6 months after cutoff.
306-15	LOST AND FOUND FILES. Reports, loss statements receipts, and other papers relating to non-BIA lost and found articles. Arranged alphabetically or as appropriate.	Diff	Cut off at close of fiscal year. Destroy 1 year after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 7. PROPERTY AND SPACE MANAGEMENT FILES		
307-01	EQUIPMENT - TECHNICAL MANUALS AND OPERATING INSTRUCTIONS Includes parts lists, installation and maintenance instructions. Arranged by name of equipment or vendor.	Diff	Destroy when superseded, obsolete, or when all related equipment is retired or disposed of.
307-02	VENDOR REFERENCE MATERIALS FILES. Documents listing supplies and services by vendors. Includes catalogs, brochures, mailing lists, and similar material. Arranged by vendor's name.	Diff	Destroy when superseded, obsolete, or no longer needed for reference.
307-03	EMPLOYEE PROPERTY ISSUE FILES. Cards file documenting property and equipment charges out to personnel, including employee receipts. Arranged alphabetically.	Diff	Destroy when new card is made, provided item has been returned.
307-04 *	NON-EMPLOYEE PROPERTY LOAN FILES. Agreements covering loans of Government property to individual Indians or non-BIA personnel. Maintained by BIA operating offices. Arranged alphabetically by individual, loan type, and location.	Diff	Cut off at fiscal year end when property is returned. Destroy 1 year after cutoff.
307-05	PROPERTY RELEASE FILES. Notification to payroll office that employee has no property charged against him and may be cleared for final salary payment.	Diff	Cut off at fiscal year end after employee clearance. Destroy 1 year after cutoff.
307-06 *	REQUISITION FILES. Documents showing evidence of requisition, issue, delivery, and receipt of supplies and equipment from current inventory ~~, and services.~~ Arranged as appropriate. RTB 6/12/78	Diff	Cut off at close of fiscal year in which equipment received. Destroy 2 years after cutoff.
307-07	PROPERTY RECORDS RECEIPT FILES. Copies of purchase orders maintained as property receipt records. Arranged numerically.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
307-08	SUPPLY ACTIVITY REPORTS. Reports on supply requirements and procurement matters submitted for supply management purposes. Arranged numerically.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
307-09 *	PROPERTY TRANSACTION SOURCE DOCUMENT FILE. Documents accumulated in controlling and accounting for non-expendable personal property in the BIA. Papers reflect the acquisition, assignment, transfer and disposition of controlled property and are used for input to the computer. Includes copies of Forms S-707 and S-4310, Property Accountability Transaction, and Forms S-713 and S-4312, Property Invoice. Arranged by location and property identification number.	Diff	
	a. Suspended source documents.	Diff	Withdraw and place in the completed source document file after verification with computerized property inventory listing.
	b. Completed source document files.		Withdraw source documents relating to serially numbered items and place in inactive file after item(s) have been disposed of. Cut off inactive files at the close of fiscal year. Destroy after 3 years.
	c. Separate reference file of original Forms S-4310 arranged by property identification number.		Destroy when superseded, obsolete, or no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
307-10 *	PROPERTY INVENTORY LISTINGS. Consists of computer printouts and physical inventory documents pertaining to controlled personal property in BIA.	Diff	Cut off after next annual listing or next complete physical inventory is taken, reconciled, and approved. Destroy 2 years after cutoff.
307-11	INVENTORY CONTROL FILES. Inventory control cards used for stock control and property maintenance. Maintained at some locations in addition to or in lieu of computerized inventory.	Diff	Cut off at close of fiscal year. Place in inactive file upon disposition or transfer of property. Destroy 2 years after cutoff.
307-12	BOARD OF SURVEY AND LOSS OR THEFT FILES. Reports and other documents relating to the damage, loss, or theft of property. Arranged alphabetically, then chronologically and by location.		
*	a. Reports involving pecuniary liability.	Diff	Cut off inactive file at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 Years after cutoff.
*	b. All other reports.	Diff	Place in inactive file upon completion of final action. Cut off inactive file at close of fiscal year. Destroy 3 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
307-13 *	EXCESS PERSONAL PROPERTY FILES. Reports of excess personal property and reports of the transfer of excess personal property. Arranged numerically.	Diff	Cut off at close of fiscal year. Destroy 3 years after cutoff.
307-14	SPACE ALLOCATION AND UTILIZATION FILES. Documents created or maintained by offices responsible for the allocation, use, and release of building space. Included are requests for space, record of assignments, reports, survey, records used for internal space planning, requests for adjustments, space layouts and floor plans, and related papers. Arranged by building name.	Diff	Cut off at close of fiscal year in which assignment is terminated, lease canceled or when plans are superseded or become obsolete. Destroy 2 years after cutoff.
307-15	WORK REQUESTS FOR BUILDING MAINTENANCE. Request forms or work orders for building maintenance work. Arranged numerically by work order number.	Diff	Cut off after work is performed or requisition canceled. Destroy 3 months after cutoff.
307-16	SPACE REPORTING FILES. Documents relating to reporting agency space requirements and holdings. Arranged by report type, thereunder chronologically and by location.		
	a. Reports submitted to General Services Administration.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
	b. Other reports and related work papers.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 8. TRAVEL, TRANSPORTATION AND MOTOR VEHICLE FILES.		
	EMPLOYEE TRAVEL FILES. See Schedule 703-01 for employee travel files maintained for accounting purposes. See Schedule 101-08 for employee official travel files maintained for administrative purposes.		
308-01	PASSPORT FILES. Requests for passport actions, notification for passport services, receipts, clearances, action control cards, correspondence and related papers generated in obtaining passports for personnel performing foreign travel. Files are maintained by the office responsible for securing passports and visas. Arranged alphabetically by employee name.	C.O.	Destroy when employee is separated, or when passport has expired without request for renewal, or when revoked, whichever is earlier.
308-02	TRANSPORTATION REQUEST ACCOUNTABILITY RECORDS. Records documenting the issue or receipt of accountable papers involved in travel and transportation function, such as Standard Form 1120. Arranged by request type, then chronologically thereunder.	Diff	Destroy 1 year after all entries on the records are cleared.
308-03	BILLS OF LADING REGISTER FILES. Registers used to account for bills of lading. Arranged numerically by register number.	Diff	Destroy 3 years after final entry on register.
308-04 *	GOVERNMENT LOSSES IN SHIPMENT ACT FILES. Freight records relating to the Government Losses in Shipment Act consisting of schedules of valuables shipped and related papers and reports. Arranged numerically by shipment number.	Diff	Cut off files at close of fiscal year. Destroy 3 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
308-05	MOTOR VEHICLE OPERATOR FILES. Documents relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, violation, and related correspondence. Arranged alphabetically by employee surname.	Diff	Cut off at close of fiscal year in which operator is separated, transferred, or upon recision of authorization to operate Government vehicle. Destroy 3 years after cutoff. Destroy 3 years after cutoff. (Note: If operator transfers within the Bureau, send file to new duty station.)
308-06	MOTOR VEHICLE REPORT FILES. Arranged by report type, then by location and chronological sequence.		
	a. Accident reports.	Diff	Cut off at close of fiscal year in which case is closed. Destroy 6 years after cutoff.
	b. Maintenance reports.	Diff	Cut off at close of fiscal year. Destroy 3 ~~years~~ months after cutoff. RTB 6/12/78
	c. Operating reports.	Diff	Cut off at close of fiscal year. Destroy 3 months after cutoff.
	d. Other vehicle reports.	Diff	Cut off at close of fiscal year. Destroy 3 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
308-07 *	VEHICLE RELEASE FILES. Documents accumulated in the transfer by sale, donation, or exchange of motor vehicle. Arranged numerically by vehicle number.	Diff	Cut off at close of fiscal year in which vehicle leaves agency. Destroy 4 years after cutoff.
	SECTION 9. BUILDING AND UTILITIES FILES This Section describes documents relating to (1) design and construction of new Federal buildings and utilities specifically provided for by appropriated funds, and (2) facilities management, which includes construction of buildings and utilities; operation of physical plant facilities and facility improvements. Certain of the records pertaining to the respective Central Office functions are maintained in the Division of Facilities Engineering at Albuquerque.		
309-01 *	BUILDING AND UTILITIES (B AND U) EVALUATION SURVEY FILES. Data sheets including inventory and other pertinent information on every building and utility of BIA. The data sheets and photographs for each building and utility are filed in loose-leaf binders. Data includes such items as type of building, agency, dimensions, cubic footage, cost, construction plan number, current evaluation, type of construction, and utilities. Record copy is to be retained by office of origin. Arranged by project number of facilities management order.	C.O. Area	Cut off at close of fiscal year. Hold for 3 years or until volume warrants and retire to FARC. Destroy 30 years after cutoff. Destroy duplicate copies when no longer needed for reference.
309-02	B AND U PLANS, DRAWINGS AND SPECIFICATIONS. Original drawings of construction plans on tracing paper or cloth of buildings and utilities; also tracings and prints of plats; improvements to buildings, building project; water, sewage and electrical power distribution systems; and other construction projects.	Dif RTB 8/23/77 W.K.	Record copy--PERMANENT (For a selection only). Break file upon completion of building project. When building is destroyed or transferred from BIA custody, furnish NARS with a brief description of project so that NARS can make a selection from files according to provisions of GRS 22. Transfer selected files to NARS for permanent preservation,

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE	
			and retire remainder to FARC. FARC destroy 30 years after retirement. b. All other copies-- Destroy in agency when no longer needed for reference.
	Record copy is to be retained by office of origin. Arranged by project number or facilities management order.		
309-03	CONSTRUCTION CONTRACT CONVENIENCE FILES. Non-record copies of material which is in the construction project files, and copies of correspondence between the Central Office and Area and Field Offices relating to construction matters. These files were created solely as a convenience in expediting the various projects, and have no value once the project is terminated, nor do they contain any record material not already in the construction project files. Arranged by contract and project number.	Diff	Destroy after termination of the project.
309-04 *	CONSTRUCTION PROJECT CASE FILES. Cost estimates, specifications, shop drawings, blueprints, bids, copies of contracts, construction reports, and related correspondence and other material pertaining to construction, facilities improvements, and/or repair and maintenance of buildings and utilities such as radio communications, heating, electrical, water, and sewage systems. Arranged by construction project number or facilities management order number.	C.O. Area	Destroy on site 10 years after termination of project. Destroy duplicate copies when no longer needed for reference. Retain one copy of "as-built" drawings for the life of the building.
309-05 *	BUILDING AND UTILITIES REPORTS. Quarterly, semiannual, annual or periodic reports on B and U activities in narrative or statistical form. Arranged by report type, thereunder chronologically. Record copy to be retained by office of origin.	Diff	Cut off at close of fiscal year. Retire to FARC when inactive or no longer needed. Destroy 20 years after cut-off. Destroy duplicate copies when no longer needed for reference.
309-06 *	QUARTERS EVALUATION FILES. Surveys and appraisals	Area Agcy	Cut off at close of fiscal

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	made every three years (on Form S-1151, S-1152, or equivalent) to establish a basis for rental rates for federally-owned facilities occupied by BIA employees in the field. Information includes description and location of quarters and evaluation data.		year in which quarters are re-evaluated. Destroy after 1 year.
309-07	QUARTERS ASSIGNMENT FILES. Contain information on quarters such as approved schedule of deductions, assignments to such quarters, vouchers, and requisitions for property, and current receipted inventories of quarters.		
	a. Area Office files.	Area	Cut off at close of fiscal year in which new deductions are placed in effect. Destroy after 2 years.
	b. Agency files.	Agency	Cut off at close of fiscal year in which tenant vacates quarters. Destroy after 6 months.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	PART 4. PERSONNEL MANAGEMENT RECORDS		
	SECTION 1. GENERAL PERSONNEL PROGRAM FILES		
	See Part 9, Sections 1-12, for ADP-related Personnel records.		
401-01 *	OFFICIAL PERSONNEL FOLDERS. Documents accumulated to provide an official record of personnel actions pertaining to an employee's status and service. The Federal Personnel Manual specifies the documents required for inclusion in Offical Personnel Folders. Official file copy is maintained by Central and Area Personnel Offices. Arranged alphabetically by employee surname. (See Schedule 101-09 for unofficial personnel folders.)		
	a. Folders of employees transferred to another agency.	C.O. Area	Follow instructions in FPM.
	b. Folders of separated employees.	C.O. Area	Transfer folders of employees to inactive file in accordance with instructions in FPM. Transfer folders to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, Missouri 63318, 30 days after separation except as provided in FPM.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
401-02	TEMPORARY MATERIALS IN OFFICIAL PERSONNEL FOLDERS. Material maintained as temporary records on the left side of the Official Personnel Folder in accordance with the Federal Personnel Manual.	C.O. Area	Destroy after 1 year or upon transfer (except in a transfer of functions) or separation of employee, whichever is sooner.
401-03	SERVICE RECORD CARD FILES. SF-7Bs showing pay and personnel history for each employee. Maintained in accordance with FPM.	C.O. Area	Cut off after transfer or separation of employee. Destroy 3 years after cutoff.
401-04	PERSONNEL STATISTICAL REPORTS. Records created in the preparation, coordination, and consolidation of regular and special personnel reports to the Civil Service Commission (CSC). Included are reports on Federal civilian employment, acquisition of handicapped persons, and geographical distribution of employment; biennial reports on occupations; other comparable reports; and related papers. Arranged by report type, then by location and in chronological sequence.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
401-05	EMPLOYEE LOCATOR FILES. Consisting of information such as: name, social security number, submission date, current residence address, emergency locator information and office address, and telephone numbers. Arranged as appropriate.	C.O. Area	Destroy when superseded or obsolete.
401-06	EMPLOYEE RECORD CARDS. Used for informational purposes outside personnel offices (such as Standard Form 7-B). Arranged and maintained in accordance with FPM instructions.	Diff	Destroy upon separation of employee or forward to receiving agency if employee transfers within the Bureau.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
401-07	POSITION IDENTIFICATION STRIP FILES. SF-7s used in service control file in personnel offices to provide summary data on each position occupied.	C.O. Area	Destroy when position is canceled or new strip is prepared.
401-08	PERSONNEL INVESTIGATIVE FILES. These files consist of confidential background investigations for BIA employees. Filed in manila envelopes showing the employee name and SSN. Maintained outside the Official Personnel Folder.	C.O. Area	Place in Official Personnel Folder when employee transfers or separates and dispose of as a part of the OPF.
	SECTION 2. EMPLOYMENT FILES		
402-01	Offers of Employment ~~APPOINTMENT~~ FILES. RTB 6/12/78 Correspondence, letters, and telegrams offering appointments to potential employees. Arranged alphabetically by applicant surname.		
	a. Accepted ~~appointments~~ offers.	C.O. Area	File on left side of Official Personnel Folder.
	b. Declined ~~appointments~~ offers.	C.O. Area	File inside application and destroy in accordance with 402-03.
402-02	ACTIVE APPLICATIONS FOR EMPLOYMENT. Documents such as SF-171 created in receiving applications, conducting interviews, making selections, and placing applicants qualified and available for employment. Included are applications for employment, qualification rating sheets, control logs, applicant referrals, and related papers. Arranged alphabetically by surname.	C.O. Area	File on right side of Official Personnel Folder if individual is employed. Place files of unsuccessful applicants in inactive file (402-03).

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
402-03	INACTIVE APPLICATIONS FOR EMPLOYMENT. Files established when decision is made that an applicant is not qualified, declines, or will not be selected for appointment for other reasons. Included are applications for Federal employment and related papers. Arranged alphabetically by applicant surname.	C.O. Area	Cut off at close of fiscal year. Destroy 2 years after cutoff or upon receipt of CSC report of inspection, whichever is earlier, providing the requirements in the Federal Personnel Manual are observed.
402-04	LETTERS OF REFERENCE AND PRE-EMPLOYMENT CREDIT REPORT FILES. Correspondence and other documents regarding employment suitability. Includes letters to and replies from previous employers, personal and character references, retail credit checks, etc. Arranged alphabetically by name.		
	a. Accepted applicants.	C.O. Area	File in a plain manila envelope on left side of Official Personnel Folder and destroy in accordance with 401-02.
	b. Rejected applicants.	C.O. Area	File inside application and destroy in accordance with 402-03.
402-05	CERTIFICATE FILES. Requests for certificates of eligibles and certificates of eligibles for appointment. Arranged by certificate number.	C.O. Area	Cut off at close of fiscal year. Destroy 2 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
402-06	NOTIFICATION OF PERSONNEL ACTION FILES. SF-50's, exclusive of those in Official Personnel Folders, accumulated to provide a record for inspections, statistics, references, preparation of reports, etc. Arranged chronologically. Maintained by Personnel Offices of the BIA.	C.O. Area	Cut off monthly. Destroy 2 years after cutoff.
402-07	INTERNAL PROMOTION PLAN FILES. Announcements, bids, copies of registers, and selected papers maintained by Personnel Offices. Arranged numerically.	C.O. Area	Cut off at close of fiscal year. Destroy 2 years after cutoff provided requirements of Federal Personnel Manual are observed.
402-08	VACANCY ANNOUNCEMENT FILES. Consists of record copies of vacancy announcements maintained by servicing Personnel Offices. Also contains a listing of tribal offices contacted relative to the vacancy, their comments, telephone number, and date; justification for filling the position; SF-171, Applications, with attached supervisory assessments; certificates of best qualified applicants; and letters to nonselected applicants.	C.O. Area	Cut off at close of fiscal year in which announcement closes. Destroy 2 years after cutoff.
402-09	REDUCTION-IN-FORCE FILES. a. Retention registers. These are lists of printouts prepared before reduction-in-force for each competitive level affected by the reduction. Arranged chronologically by register date.	C.O. Area	Cut off at close of fiscal year. Destroy 2 years after cutoff or, if an appeal or court case is pending, destroy after the case is resolved, whichever is later.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	b. Work cards. Used in compiling retention registers. Arranged alphabetically.	C.O. Area	Cut off at close of fiscal year. Destroy after RIF is completed, unless they are used as retention register.
	c. Notice to Employees and related papers. Arranged chronologically.	C.O. Area	Cut off at close of fiscal year. One copy is placed in Official Personnel Folder of employee.
	d. Placement files. Documents which result from attempts to secure new positions for displaced employees.	C.O. Area	Cut off at end of fiscal year when action of RIF is complete. Destroy 2 years after cutoff.
402-10	EMPLOYEE EXAMINATION RECORDS. Arranged alphabetically.		
	a. Completed test materials. These consist of test booklets in which answers have been recorded, and results recorded on test or qualification records.	C.O. Area	Follow appropriate Civil Service regulations.
	b. Test Record of individual employees. This is a record showing all test scores attained by an employee.	C.O. Area	Follow instructions in FPM.
	SECTION 3. EMPLOYEE PERFORMANCE AND UTILIZATION FILES		
403-01	INCENTIVE AWARDS CASE FILES. Records documenting an employee suggestion or superior performance award. Arranged alphabetically.	Diff	Cut off upon close of fiscal year. Destroy 2 years after cutoff.
403-02	INCENTIVE AWARDS REPORT FILES. Awards program reports, including copies of feeder reports prepared within BIA and copies of summary reports to Civil Service Commission. Arranged alphabetically.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
403-03	CERTIFICATES OF PERFORMANCE RATING. Excludes copies filed in Official Personnel Folders. Arranged alphabetically by employee name.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
403-04	PERFORMANCE RATING APPEAL FILES. Consist of copies of employee's appeals of his performance rating, copies of decisions rendered and other material pertaining to the case. Arranged alphabetically by employee name.	C.O. Area	Cut off at close of fiscal year in which final decision is made. Destroy 3 years after final action on case. RTB 6/12/78
	SECTION 4. POSITION CLASSIFICATION AND JOB EVALUATION FILES		
404-01 *	POSITION DESCRIPTION FILES. Documents which describe duties, responsibilities, and supervisory relationships of each position within the organization. These include copies of position descriptions of General Schedule and Wage Board positions, position description amendments, certifications, checklists or fill-in descriptions, multiple or standard descriptions and related papers. Office copies of position descriptions are covered by Schedule 101-09. Maintained by the Personnel Office. Arranged numerically by series number.	C.O. Area	Cut off file at close of fiscal year. Place in inactive file when position is abolished or superseded. Destroy 5 years after cutoff. Descriptions of continuing value may be retained as nonrecord reference material.
404-02	POSITION CLASSIFICATION SURVEYS. Documents created by performing systematic examination of the essential aspects of all positions and position design and structuring within an area. Included are position survey reports, records of classification surveys, position review certifications, Whitten Amendment review papers, recommendations, and related papers. Arranged by position number.	C.O. Area	Cut off at close of fiscal year following completion of subsequent survey of each unit. Destroy 5 years after cutoff. Surveys which may be of continuing value can be retained as nonrecord material.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
404-03	REORGANIZATION PROPOSALS FILES. Consists of reorganization proposals submitted to the Personnel Office for classification comments. Typical papers in the file include narrative description and justification for the reorganization; current and proposed organizational charts; current and proposed mission and function statements; staffing patterns; and classifier's notes and responses.	C.O. Area	Cut off at close of fiscal year when action is completed. Destroy 3 years after cutoff.
404-04	CLASSIFICATION APPEAL FILES. Consists of papers accumulated when an employee appeals his classification. Included are such items as the initial letter from employee stating his reasons for the appeal; copy of job description; classifier's notes and evaluation statement; and letter to employee advising of the outcome. Appeals to the Civil Service Commission become a case file disposable under CSC schedules. Arranged numerically.	C.O. Area	Cut off at close of fiscal year when action is completed. Destroy 3 years after cutoff.
	SECTION 5. EMPLOYEE RELATIONS AND SERVICES FILES		
405-01	APPEALS AND GRIEVANCES FILES. Files related to reviewing, hearing, and disposing of employee grievances and appeals of adverse personnel actions and disciplinary measures. These include material pertinent to individual employees but not necessarily filed in the Official Personnel Folder, such as reprimands, employee appeals of disciplinary actions, summaries and transcripts of hearings, designation of committee members, committee reports, Civil Service Commission (CSC) reports and related papers. Arranged alphabetically by employee name.	C.O. Area	Cut off at close of fiscal year after final decision. Destroy 7 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
405-02	EMPLOYEE FINANCIAL STATEMENT FILES. Files for outside employment and financial interest and related papers. Arranged alphabetically by employee name.	C.O.	Cut off at close of fiscal year in which employee leaves a position for which a statement is required or when the employee leaves BIA or statement is superseded, whichever is earlier. Destroy 2 years after cutoff.
405-03	EMPLOYEE INTERVIEW FILES. Documents which record counseling interviews, results of action taken and separation interviews. Arranged alphabetically by employee name.	C.O.	Cut off at close of fiscal year in which employee is transferred or separated. Destroy 6 months after cutoff.
405-04	DISCRIMINATION COMPLAINT (EEO) CASE FILES. Documents created in investigating or requesting the investigation of formal and/or informal complaints of discrimination by employees of, and applicants for employment with BIA, because of race, religion, etc.; resolving complaints; recommending or directing corrective action; and reporting information on the processing and disposition of each case. Included are copies of complaints, investigation reports, hearing transcripts or summaries, statements of witnesses, and related papers. Arranged by case number, indexed alphabetically.	C.O. Area	Cut off at close of fiscal year after final decision. Destroy 7 years after cutoff.
405-05	LOGS OR REGISTER OF VISITS TO DISPENSARIES, FIRST AID ROOMS, AND HEALTH UNITS. Arranged chronologically.	Diff	Cut off at close of fiscal year in which last date on log or register is entered. Destroy 2 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
405-06	HEALTH STATISTICAL SUMMARIES AND REPORTS. Regarding employee health and related papers, retained by reporting unit. Arranged by report type and chronologically thereunder.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
405-07	HEALTH RECORD CASE FILES. Files contain correspondence, reports, forms, and other papers documenting employee medical history. Arranged alphabetically by employee name.		
	a. Pre-employment physical examination, Health Qualification Placement Records, disability retirement examination, and fitness for duty examination.	C.O. Area	Upon separation, place in a sealed envelope and file on right side of Official Personnel Folder. Destroy in accordance with 401-01.
	b. All other papers.	C.O. Area	Destroy when file has been inactive for 5 years.
405-08	EMPLOYEE PERSONAL INJURY CASE FILES. Case files regarding job-related injuries to BIA employees. These papers are in addition to (and sometimes duplicates of) papers in Official Personnel Folders. Maintained by Area Safety Managers and used for communicating with Department of Labor regarding compensation claims. Includes accident reports, investigative reports, medical examinations, and directly related correspondence. Arranged by employee name.	Area	Cut off at close of fiscal year in which injury claim is settled and all action is completed. Forward to Personnel Office for filing on left side of Official Personnel Folder. (Department of Labor maintains official case file for personal injury cases.)

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 6. EMPLOYEE TRAINING FILES		
406-01	INDIVIDUAL EMPLOYEE TRAINING FILES. Case files containing applications for training, authorizations, schedules, reports of progress or attendance and related documents reflecting the training of individual employees. Arranged by office and thereunder alphabetically by employee name.	C.O. Area	Cut off when employee transfers or terminates. Destroy 3 years after cutoff.
406-02	TRAINING REPORT CARD FILES. Training achievement records and cards showing history of individual employees. Arranged alphabetically by employee name.	C.O. Area	Destroy individual record upon separation of employee.
406-03	TRAINING REPORT FILES. Consist of documents reflecting actual training progress and accomplishments. Along with directly related papers, this file includes quarterly, semi-annual, or annual reports of training accomplishments; summary reports; special training reports; ADP listings and reports of employee training; study reports; and coordinating actions. Maintained in BIA Central Office and Area Offices. Arranged by report type, then chronologically thereunder.	C.O. Area	Cut off at close of fiscal year. Destroy 5 years after cutoff or after Civil Service Commission review, whichever is sooner.
406-04	TUITION ASSISTANCE FILES. Documents reflecting individual employee participation in the Tuition Assistance Program. Included are requests for and approvals or disapprovals for tuition assistance, college transcripts, grade reports, and related papers. Arranged by office and thereunder alphabetically by employee name.	C.O. Area	Cut off at close of fiscal year in which course is completed or 2 years after date of last action, if completion is unknown. Destroy 3 years after cutoff
406-05	CAREER DEVELOPMENT FILES. Documents maintained on individual employees to record planned career progression and training courses. Arranged alphabetically by employee name.	C.O. Area	Cut off when employee transfers or terminates. Destroy 6 months after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
406-06	TRAINING PROGRAM ADMINISTRATIVE FILES. Documents relating to departmental, bureau, and CSC formal training programs such as Managerial Development Program, Executive Development Program, etc. Includes papers regarding announcements, applications, selection and attendance. Arranged by title of program.	C.O. Area	Cut off at the close of fiscal year. Destroy after 5 years.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	PART 5. INFORMATION AND PUBLIC RELATIONS RECORDS		
	SECTION 1. PUBLICITY AND PROMOTION FILES		
501-01	BIOGRAPHICAL FILES. Biographies, photographs, newspaper clippings, and related items pertaining to the BIA Commissioner and Deputy Commissioner. Mainained by the Public Information Office. Arranged as appropriate. 1 cu.ft./yr.	C.O.	Permanent. Cut off at close of fiscal year that individual leaves. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
501-02	SPEECH FILES. Originals of speeches and other papers created in the process of writing, reviewing, clearing, and delivering speeches by BIA officials. Maintained by originating office. Arranged by title or topic of speech and date.		
	a. Record copy of speeches delivered by the BIA Commissioner, Deputy Commissioner, and Heads of Central and Area Offices. 2 cu.ft./yr.	C.O. Area	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
	b. All other speeches.	Diff	Cut off at close of fiscal year. Destroy 6 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
501-03	NEWS AND PRESS RELEASES. Documents relating to the preparation, coordination, clearance, and dissemination of information to any public communications media. The files include drafts, clearance documents, formal press releases, and related papers. Record set is maintained in the releasing office and should be marked "RECORD SET." Arranged chronologically. 3 cu.ft./yr.	C.O. Area	Permanent. Cut off at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
501-04	PRIVACY ACT RECORDS SYSTEMS. Records created in reviewing records systems and submitting requests for clearances and annual reports. Maintained by Bureau Privacy Act Officer. Arranged as appropriate. ~~2 cu.ft./yr.~~	C.O.	~~Permanent~~. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. ~~Offer to NARS~~ Destroy 20 years after ~~retirement~~ cut-off. CTB 7/19/77
501-05	PRIVACY ACT DISCLOSURE FILES. Files created in maintaining records of disclosures, when such information cannot be maintained in the basic (disclosed) record. Includes notification documentation on disputed or corrected records. Arranged by records system, then alphabetically by individual.	Diff	Cut off at close of fiscal year. Destroy on site after basic record is destroyed or 5 years after disclosure, whichever is longer.
501-06	PRIVACY ACT DISPUTE FILES. Case records created in the event of Privacy Act disputes, such as amendment case files. Maintained by Privacy Act Officer. Arranged by record system, then alphabetically by individual.	Diff	Cut off at close of fiscal year when dispute is settled. Retain 4 years after a ruling against the individual, as is mandatory under the Privacy Act.
501-07	PRIVACY ACT STATISTICAL FILES. Records created in accumulating data and submitting statistical reports.	Diff	Cut off at close of fiscal year. Destroy on site 2 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
501-08	FREEDOM OF INFORMATION ACT REQUEST FILES. Documents accumulated in preparing replies to inquiries specifically identified as FOIA requests. Includes the request, estimates of search costs and reproduction fees, documents reflecting coordination of the response, and related papers and correspondence.		
	a. Approved requests and denied requests which do not result in appeals or litigation.	Diff	Cut off at close of fiscal year in which reply is sent. Destroy 2 years after cut-off.
	b. Denied requests resulting in appeals or litigation.	Diff	Cut off at close of fiscal year in which final determination is made. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cut-off.
501-09	FREEDOM OF INFORMATION REPORTS AND STATISTICS. Files created in compiling and submitting FOI statistical reports.	Diff	Cut off at close of fiscal year. Destroy 5 years after cutoff.
	SECTION 2. CONGRESSIONAL RELATIONS FILES		
502-01	CONGRESSIONAL INVESTIGATION FILES. Documents accumulated as a result of investigations and studies of BIA activities by Congressional committees. Included are papers relating to the conduct of the investigation, information on the activities of investigating committees, analyses of committee reports, committee recommendations, and BIA replies. Arranged by case number or alphabetically by report type.		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	a. Records maintained in office responsible for Congressional liaison. ca. 1 - 2 cu ft./yr.	C.O.	PERMANENT Cut off at close of fiscal year. Place in inactive file when investigation is closed. Hold 3 years or until volume warrants and retire to FARC. ~~Destroy~~ Offer to NARS ~~50~~ 20 years after cutoff. RTB 8/23/77 W.K.
	b. Records maintained in other offices.	Diff	Cut off at close of fiscal year. Destroy 6 years after cutoff.
	c. Duplicate copies.	Diff	Destroy when no longer needed for reference.
502-02	CONGRESSIONAL AND WHITE HOUSE CORRESPONDENCE FILES. Correspondence, memoranda, reports, and other papers accumulated in the course of preparing replies to Congressional and White House inquiries. Arranged as appropriate.		
	a. Papers containing policy and precedent and requiring extensive research which document relations with the Executive Office of the President and Congress. Record copy is to be maintained by office responsible for liaison with the President and Congress. 8 cu. ft./yr.	C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
	b. Duplicate copies of a. above.	Diff	Destroy when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	PART 6. LEGAL AND LEGISLATIVE RECORDS		
600-01 *	CLAIMS CASE FILES. Case files of claims against the Government handled by administrative hearings conducted by BIA Examiners. Includes such material as testimony, affidavits, and related papers pertaining to various types of claims such as damage, land and trespass. Arranged by case number, indexed by claimant.		
	a. Settled claims.	C.O. Area	Cut off at close of fiscal year in which settlement is made. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
	b. Disallowed claims.	C.O. Area	Cut off at close of fiscal year in which disallowance decision is made. Hold 3 years and retire to FARC. Destroy 7 years after cutoff.
600-02	LITIGATION CASE FILES. Documents relating to actual legal proceedings in which the BIA has an interest. Included are advisory reports, investigation reports, litigation reports, statements of claims, copies of processes and pleadings, supporting documents, and related correspondence. Maintained by Office of Congressional and Legislative Affairs. Arranged numerically.		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	a. Cases designated as significant or precedential. 5 cu. ft./yr.	Diff	Permanent. Cut off at close of fiscal year in which case is closed. Hold 10 years and retire to FARC when volume warrants. Offer to NARS 20 years after retirement.
	b. Other cases.	Diff	Cut off at close of fiscal year in which case is closed. Destroy 10 years after cutoff.
	c. Duplicate copies.	Diff	Destroy when no longer needed for reference.
600-03	LEGAL ACTIVITY REPORTS TO CENTRAL OFFICE. Periodic reports on legal activities prepared or reviewed by the Area Office and forwarded to the Central Office. Arranged by report type, thereunder chronologically and by location. Record copies in Central Office.		
	a. Periodic reports on legal activities submitted from Field Offices to Central Office. 4 cu. ft./yr.	C.O.	Permanent. Cut off at close of fiscal year. Hold 5 years or until sufficient volume accumulates and retire to FARC. Offer to NARS 20 years after retirement.
	b. Area Office copies.	Area	Cut off at close of fiscal year. Destroy on site 5 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
600-04	LEGISLATION CASE FILES AND INDEXES. Original documents created in preparing, reviewing, and commenting on proposed legislation, Executive Orders, proclamations, and reports relating to BIA activities from their inception to final passage. Included are background material, drafts, reviews, minutes of meetings, position papers, and related correspondence. A card index in the BIA Central Office lists actions on each bill. Another index lists bills by the Congress and subject. Arranged numerically by Act number, indexed by subject or title of law. Maintained by Office of Congressional and Legislative Affairs. 3 cu.ft./yr.	C.O.	Permanent. Cut off at close of fiscal year when legislation is enacted or dropped. Retire to FARC when no longer needed for current operations. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	PART 7. FINANCIAL MANAGEMENT RECORDS		
	See Part 11, Trust Responsibility Records, Section 9, for additional Individual Indian Money Records.		
	SECTION 1. GENERAL FINANCIAL FILES		
701-01 *	RECORDS OF CASH AND CHECK REMITTANCES RECEIVED AND FORWARDED. Records pertaining to the receipt of checks payable to the U. S. Treasury and the transmittal of the checks to the BIA Central Office with primary responsibility for deposit with the Treasury. Arranged by remittance type, thereunder chronologically.	Diff	Cut off at close of fiscal year. Destroy 4 years after cutoff.
701-02 *	ACCOUNTING OFFICER DESIGNEE FILES. Records relating to the designation and revocation of accountable officers. Arranged alphabetically.	Diff	Cut off at close of fiscal year in which revocation occurs. Destroy after 4 years provided account is cleared by GAO.
701-03	FEDERAL PERSONNEL SURETY BOND FILES. Copies of Federal personnel surety bonds and attached powers of attorney. Arranged as appropriate.		
	a. Official copy.	Diff	Destroy 15 years after end of bond premium period.
	b. All other copies.	Diff	Destroy when bond becomes inactive or at end of bond premium period.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 2. BUDGET FILES		
702-01 *	BUDGET ADMINISTRATIVE FILES. Documents accumulated in offices of operating officials which serve as management tools in the preparation of budget estimates and in coordination and execution of approved budgets. Arranged chronologically by budget period.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
702-02	BUDGET ESTIMATES. Budget estimates prepared or consolidated in BIA Headquarters Budget Office comprising appropriation language sheets, narrative statements, and related schedules and data. Arranged chronologically.		
	a. Final consolidated submission maintained by C.O. 3 cu.ft./yr.	C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
	b. Area and Agency copies.	Area Agcy	Retain until obsolete, superseded, or no longer needed for reference.
702-03 *	BUDGET WORKING FILES. Work papers, cost statements and other data accumulated in preparation of projected fiscal programs and annual budget estimates and for budget review purposes, including duplicates of papers included in file copies of budget estimates. Arranged as appropriate.	Diff	Cut off at close of fiscal year. Destroy 1 year after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
702-04 *	REPORT ON OPERATING BUDGET FILES. Monthly computer printout showing a comparison of program needs and actual obligations and costs for each line item. Shows cost account, description, percent of obligation complete, current year programmed and to date obligations and costs, and totals for current year obligations and unobligated balance. Arranged chronologically, thereunder by report title.		
	a. End of fiscal year reports.		
	(1) Administrative Service Center fiscal copy.	C.O.	Cut off at close of fiscal year. Destroy 5 years after cutoff.
	(2) Other offices.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
	b. All other monthly reports.		
	(1) Administrative Service Center fiscal copy.	C.O.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
	(2) Other offices.	Diff	Cut off at close of fiscal year. Destroy 1 year after cutoff.
702-05 *	AGENCY ALLOCATION STATUS REPORT FILES. Computer printout showing by activity at the Agency level the amounts brought forward obligated, obligated and current year net, accrued expenditures, undelivered orders, total charges, percent obligated, and unobligated balance. Arranged chronologically.		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	a. End of fiscal year reports.		
	(1) Administrative Service Center fiscal copy.	C.O.	Cut off at close of fiscal year. Destroy 5 years after cutoff.
	(2) Other offices.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
	b. Other monthly reports.		
	(1) Administrative Service Center copy.	C.O.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
	(2) Other offices.	Diff	Cut off at close of fiscal year. Destroy 1 year after cutoff.
702-06 *	REPORT ON BUDGET STATUS FILES. Monthly computer printouts of SF-133 data giving budget status by account for the current year, prior year, and total. Shows amounts available: new obligational authority, unobligated balance, advances, reimbursements, other income, recoveries, and total available. Status of amounts available: accrued expenditures, undelivered orders, obligations incurred, unobligated balances, and total available. Relations of obligations to net disbursements: net unpaid obligations and net disbursements. Arranged chronologically.		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	a. End of fiscal year reports.		
	(1) Administrative Service Center fiscal copy.	C.O.	Cut off at close of fiscal year. Destroy 5 years after cutoff.
	(2) Other offices.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
	b. Other monthly reports.		
	(1) Administrative Service Center copy.	C.O.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
	(2) Other offices.	Diff	Cut off at close of fiscal year. Destroy 1 year after cutoff.
702-07 *	REPORT ON OBLIGATIONS FILES. Monthly computer print-out of SF-225 data showing a summary of obligations for personnel compensations, personnel benefits, contractual service, acquisition of capital assets, grants and fixed charges, and other object classes. Shows in detail the gross obligations as broken down above; summary for advances, reimbursements, and other income; net obligations incurred; expired account (adjustments); and net unpaid obligations. Arranged numerically.		
	a. End of the fiscal year reports.		
	(1) Administrative Service Center fiscal copy.	C.O.	Cut off at close of fiscal year. Destroy 5 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	(2) Other offices.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
	b. Other monthly reports.		
	(1) Administrative Service Center copy.	C.O.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
	(2) Other offices.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
702-08 *	AREA ALLOTMENT STATUS REPORT FILES. Computer printout showing for each appropriation the allotments obligated and unobligated balance brought forward, current year net allotment, accrued expenditures, undelivered orders, total charges, percent obligated, and unobligated balance. Used to show status of funds for area. Arranged numerically.		
	a. Administrative Service Center fiscal copy.	C.O.	Cut off at close of fiscal year. Destroy 5 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	b. Area Office copies.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
	SECTION 3. ACCOUNTING AND DISBURSEMENT FILES		
703-01	PASSENGER TRANSPORTATION (INDIVIDUAL) RECORDS. Documents reflecting payments to individuals consisting of travel vouchers, requests, authorizations, vendor invoices, and other papers relating to official travel of BIA employees, dependents, or others authorized to travel. Arranged alphabetically by name of employee. This schedule applies to records maintained in accounting office. See Schedule 101-08 for travel files maintained in other offices for administration purposes.	Diff	Cut off file at close of fiscal year. Destroy 3 years after cutoff.
703-02	PASSENGER TRANSPORTATION (CARRIER) RECORDS. Documents reflecting payments to carriers consisting of memorandum copies of vouchers (SF-1171a), memorandum copies of transportation requests (SF-1169a), and all supporting documents. Arranged as appropriate.	Diff	Cut off file at close of fiscal year. Destroy 3 years after cutoff.
703-03 *	FREIGHT RECORDS (CARRIER). Consisting of memorandum copies of vouchers (SF-1113a), memorandum copies of bills of lading (SF-1130a and 1131a), or their equivalents, and related supporting papers. Arranged chronologically.	Diff	Cut off file at close of fiscal year. Destroy 3 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
703-04 *	SUBSIDIARY LEDGER FILES. Records used as posting and control media but subsidiary to the general and allotment ledgers. Includes Accounting Data Input Code Sheets, Batch Control Sheets, Statements of Transactions, Financial Status Reports, Report of Federal Cash Transactions, and Requests for Advancements or Reimbursements. Arranged numerically.	Diff	Cut off at close of fiscal year. Destroy 4 years after cutoff.
703-05 *	NOTICE OF GAO EXCEPTION FILES. Consist of General Accounting Office notices of exception, both formal and informal, and related correspondence. Arranged chronologically.	Diff	Cut off after exception is cleared by General Accounting Office. Destroy 1 year after cutoff.
703-06 *	CERTIFICATES OF SETTLEMENT FILES. Documents reflecting the settlement of accounts of accountable officers, statements of differences, and related papers. Arranged by case, thereunder in chronological order.		
	a. Certificates covering closed account settlements and final balance settlement.	Diff	Cut off at close of fiscal year in which settlement is made. Destroy after 2 years provided certificate is cleared.
	b. Certificates showing periodic settlement.	Diff	Destroy when subsequent certificate of settlement is received.
	c. Schedules of certificates of settlement of claims settled by General Accounting Office.	Diff	Cut off at close of fiscal year in which claim is settled. Destroy 2 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
703-07 *	GENERAL LEDGER DETAIL LISTING FILES. Monthly computer printout listing of all transactions affecting accounts for the period. Shows agency, location, fiscal year, appropriation, activity, work order number, cost code, object class, description, identification, accounting group, account number, normal balance, beginning year balance, beginning month, current month, and current balance. Arranged chronologically.	C.O.	Cut off at close of fiscal year in which action is completed. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.
703-08 *	ADVICE OF ALLOTMENT FILES. Consist of original Advice of Allotment forms. Identifies allotment number, date, revision number, addressee, unit number and name, appropriation symbol, and title. Shows account number, description and title, amount allotted (increase or decrease), remarks, apportionment by quarters, and approval signature. Used to document receipt of funds. Arranged chronologically, thereunder numerically by allotment number.		
	a. Office receiving the allotment of funds.	Diff	Cut off at close of fiscal year. Destroy 10 years after cutoff.
	b. Other offices.	Diff	Cut off at close of fiscal year. Destroy 3 years after cutoff.
703-09 *	MONTHLY JOURNAL OF TRANSACTION FILES. Computer printouts with a line item entry for each transaction by appropriation and activity sequence. Shows document reference number, area, agency, location, fiscal year, appropriation, activity, cost code, work order number, object class, description, transaction code and amount, general ledger accounts debited and credited, and date. These are used to document each accounting transaction and are GAO site audit records. Arranged chronologically.	C.O.	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. (FARC will destroy according to GAO instructions.)

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
703-10 *	VOUCHER AND SCHEDULE OF PAYMENT FILES. These files consist of SF-1166 and SF-1167 Continuation. Identifies department, bureau, location, agency station number, and appropriation summary. Shows voucher number, payee, address, invoice number, other identification, amount, and Disbursing Office check number. Official file copies are annotated by Treasury with the Disbursing Office check number. These files are used to prepare Treasury checks and are GAO site audit records. Arranged by voucher number.	C.O.	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. (FARC will destroy according to GAO instructions.)
703-11 *	CASH DOCUMENTS BY APPROPRIATION FILES. Monthly computer printout showing in chronological order the schedule number and amount of each payment made under each appropriation. Totals are transferred to SF-224, Statement of Transactions, which shows appropriated fund or receipt amount, receipts and revolving fund repayments, and net disbursements. Files also include Treasury Form 6652, Statement of Differences. These are GAO site audit records. Arranged chronologically.	C.O.	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. (FARC will destroy according to GAO instructions.)
703-12 *	SCHEDULE OF CANCELLED CHECKS FILES. Consist of SF-1098 listing checks for cancellation by Treasury. Identifies department; bureau; location; Disbursing Office symbol, number, and location. For each check, shows date of issue, check number, payee, applicable voucher number, amount, and symbol of appropriation or fund to be credited. May also include supporting correspondence relating to the reason for cancellation. These are GAO site audit records. Arranged by schedule number.	Diff	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. (FARC will destroy according to GAO instructions.)

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
703-13 *	CONSTRUCTION PROGRESS STATUS REPORT FILES. Monthly computer printouts by project showing cost code; description (labor, supplies, contract); estimated and actual manhours; amount of the approved program; obligations total to date; current year program and current year to date; and total cost to date. Bottom line shows unobligated balance of allotments and authorized collections. These files are used to document allotments of funds to projects. Arranged chronologically.	C.O.	Cut off at close of fiscal year in which action is completed. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.
703-14 *	CERTIFICATE OF DEPOSIT FILES. These files consist of SF-219, Certificate of Deposit, maintained in deposit number sequence. Shows date, deposit number, accounting station, symbol, bank name and location, sum, accounting symbols and amounts, and department or agency name and address. The forms are annotated with batch number and date and are used to show deposits of funds in banks. Arranged numerically.	Diff	Cut off at close of fiscal year. Destroy 3 years after cutoff.
703-15 *	ACCOUNTS PAYABLE AND UNDELIVERED ORDERS FILES. Monthly computer printout showing the project (location) total of undelivered orders and/or accounts payable. Shows document number, area, location, appropriation, activity, cost code, work order number, object class, description (number of schedule), other identification, undelivered order amount, accounts payable amount, amount disbursed, transaction code, and amount and date of last transaction. These files are used to determine accounting status. Arranged chronologically.	C.O.	Cut off at close of fiscal year. Destroy 3 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
703-16 *	DAILY INPUT REGISTER FILES. This file, also known as the Input Transaction Register, is a computer printout listing of all documents input into the fiscal system daily. Shows numerical sequence, batch, document reference number, area, agency, location, fiscal year, appropriation, accounting information, description, other identification, and amount. Used to correct input errors. Arranged chronologically.	C.O.	Cut off at close of fiscal year. Destroy 1 year after cutoff.
703-17	CODING SHEET FILES. These files consist of Form 5-4236, Financial Accounting System Code Sheet. Shows document reference, general ledger debit or credit, area, agency location, appropriation, activity, accounting code, program detail, work order, object class, distribution, and amount. Includes batch header coding sheet for group of coding sheets covered plus adding machine tape for sum. These documents are used for system input. Arranged chronologically.	Diff	Cut off at end of each quarter. Destroy 3 months after cutoff.
703-18 *	PAID VOUCHER FILES. These files contain copies of purchase orders; original invoices; and a copy of SF-1166, Voucher and Schedule of Payments. In addition for automated system, also includes a copy of the printout showing voucher number, vendor information and amount, code sheet and data control sheet. These files are used to document purchase of miscellaneous items and the related payment. Arranged numerically.	Diff	Cut off closed files at end of fiscal year. Hold 1 year and retire to FARC. (FARC will destroy according to GAO instructions.)
703-19 *	DAILY INPUT AUDIT TRAIL FILES. Computer printout for all vouchers in the automated system. Shows voucher number, vendor name and address, account and description, and statement that voucher "found to be in balance with the above accounting transactions." Also includes an alphabetical vendor name list. Used to correct input errors.	C.O.	Cut off at close of fiscal year. Destroy 1 year after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 4. PAYROLL FILES See Part 9, Section 5 for magnetic tape payroll records.		
704-01	TIME AND ATTENDANCE REPORTS. Copies maintained by Time and Attendance Clerks for administrative purposes. Originals are forwarded for payroll preparation. Arranged chronologically by pay period, thereunder alphabetically.	Diff	Cut off at end of pay period. Destroy 1 year after cutoff.
704-02	PAYROLL DETAIL COST REPORT FILES. Computer printout files showing pay information for all BIA employees. Shows area, agency, name, SSN, pay period number, transaction code, accounting data, manhours, biweekly gross, FICA if applicable, retirement, Federal Employees Government Life Insurance, health benefits, and total cost. Arranged chronologically by pay period.		
*	a. Yearend summary printout original.	C.O.	Cut off at close of calendar year. Retire to National Personnel Records Center, St. Louis, MO, 3 years after cutoff. Destroy 56 years after cutoff.
	b. Other copies.	Diff	Cut off at close of calendar year. Destroy 3 years after cutoff.
*	c. Biweekly printouts.	C.O.	Cut off at close of calendar year. Destroy after audit by GAO or 3 years after cutoff, whichever is earlier.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
704-03	HEALTH INSURANCE FILES.		
	a. Health Benefits Registration and Notices of Change in Enrollment Status Form, signed originals. Arranged alphabetically.	Diff	Cut off at close of fiscal year in which employee is separated. Destroy 4 years after cutoff. RTB 6/12/78
	b. Transmittal and Summary Report to Carrier, showing number of employees covered, added, dropped, etc. Arranged chronologically.	Diff	Cut off at close of fiscal year. Destroy 4 years after cutoff.
	SECTION 5. CONTROL AND TRUST ACCOUNT FILES		
705-01	CONTROL, TRUST, AND TRIBAL ACCOUNTS GENERAL LEDGER FILES. Consist of SF-1014a Cards showing debit and credit entries and are used to reflect expenditures in summary. Shows each account number and title, previous balance, date of entry, description, debit amount, credit amount, memorandum, and balance. These files cover control accounts: allocations, allotments, and securities purchased with tribal funds and tribal accounts. Arranged by ledger account number. 9 cu. ft./yr.	C.O.	Permanent. Cut off ledger sheets that are filled or closed at close of the fiscal year. Hold 10 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
705-02 *	STATEMENT OF TRANSACTIONS FILES. Consist of SF-224, Statement of Transactions. They contain copies of documents prepared in the field and originals of documents and source documents for those prepared at the Administrative Service Center for manual systems. These are GAO site audit records and are used to effect payments. Arranged numerically.		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	a. Administrative Service Center.	C.O.	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. (FARC will destroy according to GAO instructions.)
	b. Area/Agency Offices.	Area Agency	Cut off at close of fiscal year. Destroy 3 years after cutoff.
705-03 *	APPROPRIATION WARRANT FILES. Consist of Treasury Form 523, Appropriation Warrant. Shows the total amount of the warrant and breaks it down by appropriation. Cites the public law number and date approved. These records are received by facsimile from the Department of Administration in Washington and document receipt of funds. Arranged chronologically.	C.O.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
705-04 *	ADVICE OF COLLECTIONS FILES. Consist of Form 5-770 showing the unit name, reference to the certificate deposit number and date, symbol and appropriation number, description, and amount. Used to show deposits of funds into various appropriations. Arranged chronologically.	Diff	Cut off at close of fiscal year. Destroy 3 years after cutoff.
705-05 *	STATEMENT OF RECEIPTS FILES. Consist of SF-108, which is an annual report for miscellaneous receipts to the Division of Administration in Washington. Shows receipt symbol, receipt account title, and actual funds received. The form also has columns for two fiscal year estimates; however, none are made at the Administrative Service Center. Included in these files are comments and work sheets. Arranged chronologically.	C.O.	Cut off at close of fiscal year. Destroy 3 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
705-06 *	REPORT OF UNAVAILABLE RECEIPTS FILES. Consist of the report of miscellaneous receipts (sale of maps, etc.) for monies returned to the U.S. Treasury general fund. Shows current year to date, location code, dates, and account symbols. These reports are used for comparison to SF-224, Statement of Transactions. Arranged chronologically.	Diff	Cut off at close of fiscal year. Destroy 3 years after cutoff.
705-07 *	NONEXPENDITURE TRANSFER AUTHORIZATION FILES. Consist of SF-1151, which is a notification to Treasury to transfer funds from one appropriation to another. Arranged numerically.	Diff	Cut off at close of fiscal year. Destroy 3 years after cutoff.
705-08 *	APPORTIONMENT AND REAPPORTIONMENT SCHEDULE FILES. Consist of SF-132 showing by appropriation Budgetary Resources and Application of Budgetary Resources. Also includes DI Form 521, Revision of Activity or Project Allotment Showing Budgetary Resources Allotted to Major Activities or Projects. Amounts listed for each item. Arranged chronologically, thereunder by activity or project.	Diff	Cut off at close of fiscal year. Destroy 2 years after cutoff.
705-09 *	ADVICE OF ALLOTMENT FILES. Consist of Form 5-4101, Advice of Allotment. Identifies unit name, number, appropriation symbol, and title. Shows account number, description and title, and amount allotted (increase or decrease). These documents are used in the Administrative Services Center Fiscal Office for posting only. Arranged numerically.	C.O. Area	Cut off at close of fiscal year. Destroy 3 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
705-10 *	UNAPPROPRIATED RECEIPTS TRIAL BALANCE FILES. Consist of computer printouts received from the Treasury reflecting deposits of tribal funds. They are used to balance with the general ledger cards. Arranged chronologically.	C.O.	Cut off at close of fiscal year. Destroy 1 year after cutoff.
	SECTION 6. INDIAN SERVICES SPECIAL DISBURSING AGENT FILES		
706-01 *	VOUCHER FILES. Consists of SF-1034, Public Voucher for Services and Purchases Other than Personal. Shows purchase of securities from Treasury, banks, etc. These files are used to document investment of excess cash. Gives payee name and address, check number, article or services, amount and accounting classification. These are GAO site audit records. Arranged numerically by voucher number.	C.O. Area	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. (FARC will destroy according to GAO instructions.)
706-02 *	CERTIFICATES OF DEPOSIT FILES. Contain SF-209, Certificate of Deposit, for funds deposited in local banks by Area Offices. Covers their individual Indian Money Accounts. Arranged numerically, indexed alphabetically.	Area Agency	Cut off at close of fiscal year. Destroy 3 years after cutoff.
706-03 *	JOURNAL VOUCHER FILES. Consists of GAO Stock Form 1017, Journal Voucher, for crediting interest to Individual Indian Money Accounts. Prepared in Area Offices. Arranged numerically.		
	a. Area Office.	Area Agency	Cut off at close of fiscal year. Destroy 3 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	b. Other office copies.	Area Agency	Cut off at close of fiscal year. Destroy 2 years after cutoff.
706-04 *	MONTHLY CHECK RECONCILIATION LISTING FILES. Computer printout showing accounting symbol, serial number, and amount for all checks written for Indian Services Special Disbursing Agent. Includes totals. These are GAO site audit records. Arranged chronologically by month.	C.O.	Cut off at close of fiscal year. Hold 1 year or until volume warrants and retire to FARC. (FARC will destroy according to GAO instructions.)
706-05 *	SPECIAL DISBURSING AGENT FILES. General ledger detail list which covers Indian Services Special Disbursing Agent funds only. Shows debit and credit entries and is used to reflect expenditures in summary. Arranged chronologically.	C.O. Area	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.
706-06 *	TRIAL BALANCE FILES. Monthly reconciliation of Individual Indian Money Accounts, local form, prepared in each Area Office showing a trial balance of general ledger accounts. Prepared at Area and Agency Offices and sent to the Indian Services Special Disbursing Agent Office. Arranged chronologically by month.	C.O. Area Agency	Cut off at close of fiscal year. Destroy 1 year after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
706-07 *	RECONCILIATION STATEMENT FILES. Consist of Treasury Form TUS 5207, Reconciliation Statement of Funded Checking Account Maintained with the Treasurer of the United States. Prepared by Treasury for the Special Disbursing Agent monthly. Shows for the Disbursing Agent and for the Treasurer of the United States: opening balance, plus deposits credited, total, less checks paid, closing balance, plus deposits credited but not claimed, plus deposites claimed credited but not claimed, plus deposits claimed but not credited, plus outstanding checks, and totals. Also includes back-up copies of Certificates of Deposit, statement of checking accounts (list of checks deposited), other supporting documents, and adding machine tapes. These records are no longer accumulating. Arranged numerically.	Diff	Cut off at close of fiscal year. Destroy 3 years after cutoff.
706-08 *	INDIAN SERVICES SPECIAL DISBURSING AGENT (ISSDA) REPORT FILES. These files consist of monthly report to Treasury by the Special Disbursing Agent. Include: SF-1219, Statement of Accountability; SF-1220, Statement of Transaction according to Appropriations, Funds, and Receipt Accounts; SF-1178, Statement of Funded Checking Account and Report of Checks Drawn on the Treasurer of the United States; and SF-1179, Reconciliation of Block Control Level Totals of Checks Issued (net total becomes net withdrawals for the month on SF-1178). This entire file is a GAO site audit record. Arranged chronologically.	Diff	Cut off at close of fiscal year. Hold 1 year or until volume warrants and retire to FARC. (FARC will destroy according to GAO instructions.)

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
706-09 *	DAILY DISBURSEMENT REPORT FILES. These files consist of local area forms showing summary of checks written. Identifies Julian date, area, agency code, check numbers, schedule number, and number of checks. Shows account numbers, debits and credits. An adding machine tape for the sum is also attached. These records are used to balance check copies reports. Although not a GAO site audit record, these records facilitate GAO audits. Arranged chronologically.	Diff	Cut off at close of fiscal year. Hold 1 year or until volume warrants and retire to FARC. (FARC will destroy according to GAO instructions.)
706-10	CHECK CARD FILES. Punched cards for each check written by the Bureau of Indian Affairs. Shows account station code, amount, and accounting information. Does not show payee name. Used to correct errors until printout of issued checks is received. Arranged numerically.	C.O.	Cut off monthly. Destroy when printout of issued checks is received.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	PART 8. CONTRACTING AND PROCUREMENT RECORDS		
	SECTION 1. PROCUREMENT FILES		
801-01	PROCUREMENT REGISTERS. Registers maintained to record and control the assignment of numbers to contracts, purchase orders, invitations to bid, interagency agreements, requisitions and similar type documents and to record other data relative to processing of procurement actions. Arranged by register number.	Diff	Cut off at close of fiscal year in which final entries are made on all procurement actions entered for that year. Destroy 6 years after cutoff.
801-02	CONTRACT OR PURCHASE TRANSACTION FILES. Consist of documents relating to the initiation, administration, negotiation, award, inspection, testing, acceptance, and payment of purchase transactions. Includes contract, requisition, purchase order, lease, bond and surety records, correspondence and related papers. Arranged by purchase order number.		
*	a. Construction contracts exceeding $2000, and purchase orders or comparable instruments after July 25, 1974, for amounts of $10,000 or more.	Diff	Cut off at close of fiscal year. Place in inactive file when transaction is completed. Hold 2 years or until volume warrants and retire to FARC. Destroy 6 years after cutoff.
*	b. Construction contracts under $2000 and purchase orders or comparable instruments after July 25, 1974, for amounts of less than $10,000.	Diff	Cut off file at close of fiscal year. Place in inactive file when final payment is made. Destroy 3 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
*	c. Purchase order working files maintained by operating offices.	Diff	Cut off at close of fiscal year in which final payment is made. Destroy 2 years after cutoff.
	d. Duplicate copies.	Diff	Destroy when no longer needed for reference.
801-03	BIDDER RECORDS. Includes records of qualified or disqualified bidders, bidders mailing lists, bidders list applications such as SF-129 and other similar or related papers.	Diff	Destroy when canceled or superseded, or when company is removed from qualified bidder list or similar record.
801-04 *	BID FILES. Case files of bids received from prospective contractors for various supplies, equipment, and/or services.		
	a. Successful bids.	Diff	File in official contract or purchase transaction file.
	b. Unsuccessful bids.	Diff	Cut off at close of fiscal year in which denied. Retire to FARC if volume warrants. Destroy 6 years after cutoff.
801-05 *	UNSOLICITED PROPOSAL FILES. Consists of individual and outside contractor's unsolicited proposals and supporting papers; BIA findings and evaluations; acknowledgment receipts; denial information and other related papers. Arranged alphabetically by contract name.		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	a. Awarded.	Diff	Place in official contract or purchase transaction case file.(801-02)
	b. Rejected.	Diff	Cut off at end of fiscal yea year in which denied. Destroy 1 year after cutoff.
801-06 *	INTERAGENCY AGREEMENT CASE FILES. Files which reflect formal agreement between Federal entities to perform services on reimbursable basis. Documents include original copies of pre-award data such as contract status control; request for contract action; basic interagency agreement and sub-agreement; modifications and supporting papers; cost estimates and related data; voucher transfers between appropriations and/or funds; vouchers and schedules of withdrawals and credits; technical, financial, and other miscellaneous reports; press releases, information bulletins, and related papers. Arranged by case number. Record copy to be retained by office of origin.	Diff	Cut off at close of fiscal year. Place in inactive file when final payment is made. Hold 2 years or until volume warrants and retire to FARC. Destroy 6 years after cutoff. Destroy duplicate copies when no longer needed for reference.
	SECTION 2. CONTRACT ADMINISTRATION FILES		
802-01 *	CONTRACT MONITORING CASE FILES. Working files maintained by offices and program/project monitors responsible for administering or monitoring BIA contracts and interagency agreements. Case papers include duplicate copies of documents found in the official contract or interagency agreement case file and additional back-up materials such as notes and working papers concerning contractor activities; evaluation of contractor proposals, submissions, and reports; copies of correspondence concerning subcontractor activities; and routine communications	C.O. Area	Cut off at close of fiscal year in which final payment is made. Hold 2 years or until volume warrants and retire to FARC. Destroy 6 years after cutoff. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	pertaining to administering the individual contract or interagency agreement. Arranged by contract number. (See Schedules 801-02 or 801-06 for the official record of a contract or interagency agreement.)		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	PART 9. AUTOMATIC DATA PROCESSING RECORDS The following Part contains records associated with electronic data processing. Section 1, System Documentation Files, consists of paper records usable by people. All other sections pertain to machine-readable records residing primarily on magnetic tape. However, some disk records also exist in BIA systems; records descriptions contained herein are applicable regardless of the media used for storage, i.e., magnetic tape, disk, or drum. These records are maintained at the Division of ADP Services, Albuquerque, New Mexico. For ADP output related records, consult the individual Parts and Schedule numbers for that program or function. The official record copy for financial management computer printout records will be maintained by the Branch of Finance and Accounting, Albuquerque, New Mexico. SECTION 1. SYSTEM DOCUMENTATION FILES		
901-01	SYSTEM FEASIBILITY STUDY FILE. Consists of documents required as the first phase of system documentation. Management uses information developed early in this phase to determine the course of action on the project. Documents contained include the following: the request for ADP services containing general specifications, reason for the request, suggestions and comments and authorizing official's signature; the initial ADP response to the user's request. flowchart of the existing system portraying major aspects of the existing system; a report analysis identifying the elements of information furnished on existing reports;		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	an analysis of each type of form or document used in the existing system; an analysis of each file involved in the existing system; a description of the characteristics of those documents used to generate input data to the system; file or data set descriptions providing basic data relative to each file or data set required in the system; record description providing basic data for each element within a given record; layout of each output report; system analysis grid charts highlighting unnecessary duplications; narrative report describing the existing system and the proposed system; flow diagram of the proposed system; cost comparison of existing and proposed procedures; detailed cost narrative; a schedule for implementing the proposed system showing beginning date and projected implementation date; and review and acceptance of the feasibility study documentation reflecting the user's review of the documentation and his decision to support the proposal. Documents are arranged in the folder in the order described above and are filed in the technical library by system.		
	a. Feasibility studies not supported by the user.	C.O.	Cut off at close of fiscal year in which decision is made. Destroy 5 years after cutoff.
	b. Feasibility studies accepted.	C.O.	Cut off at close of fiscal year when system becomes obsolete. Destroy 5 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
901-02	GENERAL SYSTEM DESIGN FILE. Consists of documents required as an overview or overall description of the system. Documents contained in this part include the following: a general system narrative containing a concise, nontechnical explanation of the system; a flowchart portraying input requirements in a block diagram; a description of the data requirements of the system; file or data set descriptions providing basic data relative to each file or data set required in the system; a record description providing basic data for each element within a given record; the desired layout of each output report;document flow diagram portraying the flow of each user-generated document through the entire system; glossary of terms and abbreviations including a list of references which support certain requirements of the specifications; and a review and acceptance of general system design specifications reflecting user review and acceptance of the design of the system.	C.O.	~~Cut off when the system is superseded. Destroy when all magnetic tape data have been destroyed.~~ a) For systems in which master data files are declared permanent, transfer to NARS with appropriate file b) For systems in which all data files are disposable under this schedule, cut off when system is superseded or discontinued. Destroy when all magnetic tape data have been destroyed. RTB 7/20/77
901-03	SUBSYSTEM MODULE DOCUMENTATION FILE. When required, the subsystem module file consists of the following documents: an explanation of the purpose and relationships of subsystem to the overall system objectives and general processing requirements; a flowchart showing data flow through the entire subsystem module; a file flow diagram portraying the flow of all files through the entire system; a review of subsystem module specifications for accuracy and completeness.	C.O.	~~Cut off when the subsystem is superseded. Destroy when all magnetic tape data have been destroyed.~~ a) For systems in which master data files are declared permanent, transfer to NARS with appropriate file b) For systems in which all data files are disposable under this schedule, cut off when system is superseded or discontinued. Destroy when all magnetic tape data have been destroyed. RTB 7/20/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
901-04	PROGRAM SPECIFICATIONS FILE. After missing information is supplied on prior level documents, this file is begun. Documents include the following: a narrative description of the computer program showing purpose, program requirements, limitations, and restrictions; decision logic table showing action entries for decision rules; program halts, messages and actions containing a list and explanation of each program halt, program-produced error message, and the action required; test data and run diagram used to assist the programmer and for subsequent use in the computer operation function; and a review of the computer program specifications determining accuracy, efficiency, and completeness.	C.O.	Cut off when the program is superseded. Destroy when all related magnetic tape data have been destroyed.
901-05	PROGRAM DOCUMENTATION FILE. Consists of a reference listing of those documents relating to the programs which were developed during the specification phase plus documentation about the program prepared when program is written, compiled, and tested. Consists of the following documents: a narrative reference to program specifications; additional required documentation consisting of the following: source listing of program, listing of test data used, optional program documentation, and other helpful documentation; and a review of program documentation reflecting a review for completeness, conformance with data processing manual procedures, and user review of all report test samples.	C.O.	Cut off when the program is superseded. Destroy when all related magnetic tape data have been destroyed.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
901-06	OPERATIONS DOCUMENTATION FILE. Establishes the requirements for operating documentation that will ensure proper performance during actual operation. Consists of the following items: input collection instructions outlining the procedure for collecting input source documents; an instruction for punching and encoding raw data into machine-readable media; job setup instructions containing the time frame, run time, control card preparation instructions, and method to be used for identifying process codes; input/output diagrams; run deck setup data; other applicable forms for stack information including computer operating instructions and a narrative description of each computer program used in the process; halt/messages/ actions for each program; input/output run diagrams; output preparation and distribution instructions providing a delivery schedule for each report; an identification and explanation of those areas on each report that must be checked before release; instructions for decollating, bursting, binding, and distribution; control log for report distribution; and review and acceptance of operations documentation by organization responsible for reviewing operational documentation.	C.O.	Cut off when the program is superseded. Destroy when all related magnetic tape data have been destroyed.
901-07	USER DOCUMENTATION FILE. This file varies considerably based on the size and the complexity of the system. Sufficient documentation must be furnished to support the system. As a minimum, user documentation must consist of the following items: an outline of the capabilities and limitations of the system, instructions for preparing source documents and samples of each document, a list or table of edit criteria, methods for establishing applicable batches and control totals, definition of error messages,	C.O.	~~Cut off when the program is superseded. Destroy when all related magnetic tape data have been destroyed.~~ a) For systems in which master data files are declared permanent, transfer to NARS with appropriate file b) For systems in which all data files are disposable under this schedule, cut off when system is superseded or discontinued. Destroy when all magnetic tape data have been destroyed.

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SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
901-08	INPUT/OUTPUT RUN DIAGRAM FILES. Identifies system, subsystem, data prepared, date of document it replaces, and run deck setup control. Used by computer operators to show sequence, input, sources, identification of tapes, etc.	C.O.	Cut off when superseded. Destroy 3 months after cutoff.
901-09	MACHINE UTILIZATION RECORD FILES. Computer printouts showing utilization of machine by project and lost time; used for internal management of computer installation only.	C.O.	Cut off at close of the fiscal year. Destroy 3 years after cutoff.
	SECTION 2. DATA AUTOMATION FILES		
902-01	PROJECT PROGRESS REPORTING FILES. These magnetic files show project code, identification number of ADP work request; date, type, and priority assigned the request; requested and estimated completion date; estimated and actual man- and machine-hours; percent completion; current man- and machine-hours; and last status change date. This file is used for internal management and control within the various project offices of ADP at the Data Center.	C.O.	Cut off when superseded. Destroy tape data 2 years after cutoff.
902-02	ADP PROGRAM ABSTRACT REPORTING FILE. This magnetic tape file reflects pertinent information on computer programs, i.e., devices required, output produced, usage frequencies, etc. Data contained in this file is used to prepare reports for internal management. File contains the following information: current "as of" date; name of project, system, subsystem, and program; frequency of program; hardware devices used; memory required; type of operator intervention; type of input media and applicable source documents; average times required to convert raw data, set up the job, set up and take down equipment, and to run;	C.O.	Cut off when superseded. Destroy tape data 2 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	report name, frequency, average number of pages, and number of copies; and average time required to print, decollate, burst, bind, and distribute the report.		
902-03	OPERATIONAL CONTROL AND COMPUTER UTILIZATION FILES. These magnetic tape files show system number, run number, and task code; user number, initialize time, run time, elapsed time, stop and start time, and computer system identifier. Data is used to prepare a variety of reports on computer usage for both internal and external management.	C.O.	Cut off when superseded. Destroy tape data 3 years after cutoff.
902-04	WORK OR SCRATCH TAPE FILES. Magnetic tape files used for the duration of a processing step or job. They may be reused or written over during or at the end of the job. Record material is retained in another format. Data are useless after they have been successfully used as input.	C.O.	Destroy according to programmer instructions.
902-05	INTERMEDIATE FILES. These magnetic tape files consist of work or scratch tapes which have dated dispositions expressed in number of days. The tapes are processed a sufficient number of times during the retention period so that they have been successfully used as input and are considered useless.	C.O.	Destroy according to programmer instructions.
902-06	MAGNETIC PROGRAM TAPE FILES. Magnetic tapes containing data transferred from properly-sequenced machine-coded object program deck and utility or processor program decks (e.g., load, label, I/O package, etc.) which are read into computer memory prior to running a program to cause the computer to perform data processing functions.	C.O.	Cut off when the program is removed from the system. Destroy tape data when the last records processed by the program have been destroyed.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
902-07	SYSTEM "DUMP" FILES. Magnetic tape files containing a complete "DUMP" of the systems pack.	C.O.	Cut off after system dump is completed. Destroy 2 weeks after cutoff.
902-08	PRINT TAPE FILES. Magnetic tapes containing source output data extracted from the system without destroying the source tapes. Used for producing required printouts of tabulations, ledgers, tables, registers, and reports.	C.O.	Cut off after printing. Destroy tape data after output has been released and approved.
902-09	SECURITY BACKUP TAPE FILE. Magnetic tape that is identical in format to master tape and is retained as security in case master tape is damaged or inadvertently erased.	C.O.	Destroy data on all except last final tape.
902-10	SPECIAL REPORT TAPE FILES. Magnetic tapes containing data created for preparing nonrecurring, one-time, and special reports.	C.O.	Cut off when report is released. ~~Destroy tape data 1 month after cutoff unless notified otherwise by the organizational element that requested the report.~~ *(con'd.)
902-11	MAGNETIC TAPE LIBRARY CONTROL FILES. These magnetic tape files are updated daily and consist of library transaction records used to maintain the tape library.	C.O.	~~Destroy data on all except last 4 final tapes.~~ Dispose of after fourth update cycle. RTB 7/20/77
	SECTION 3. PROGRAM PLANNING AND EVALUATION FILES		
903-01	PROGRAM PLANNING AND EVALUATION MASTER FILES. Data contained in these magnetic tape files are accumulated on a fiscal year basis and used for long-range		

* 902-10 con'd.: Major reports not authorized for disposal must be submitted to NARS for review using Standard Form 115. Minor reports may be destroyed one month after cutoff unless notified otherwise by the organizational element that requested the report. RTB 7/20/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	planning and budgeting. Data reflects information to improve the basis of major program decisions in the operating agencies and in the executive offices. File is organized on the basis of BIA programs and reflects the future as well as the current. Three categories of information are shown: program memoranda, special studies, and financial plans. Program memos provide the documentation recommended for the budget year. Special studies provide the groundwork for the decisions reflected in the program memos. Program and financial plans are a summary of agency programs in terms of their output, costs, and financing needs over a planning period covering the budget year and two future years, or longer if appropriate. Shows entry type; originator; organization; transaction data; budget activity and suffix cost feature; reservation; program element and description; history number and indicator; estimates for: four prior years, plan current year, base current year, plan two years in future, base two years in future; decimal indicator; and change reason. File is used for reference as a part of the Qwick Qwery System. Printouts are used in BIA Washington offices for planning.		
	a. Tapes produced during the fiscal year.	C.O.	~~Destroy data on all except last 5 final tapes.~~ Dispose of after fifth update cycle. RTB 7/20/77
	b. Final fiscal year tape.	C.O.	Cut off at close of fiscal year. Destroy tape data 2 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 4. FINANCE FILES		
904-01	ACCOUNTING MASTER FILE. These are general ledger files. External file label is 005-20-130-04. This magnetic tape file reflects the status of all BIA accounts. Shows general ledger account number, accounting data, location information, debit and credit balances, transaction amounts, and other fiscal data. The file is used as a source for most BIA financial reports and may be used to construct a GAO audit trail.		
	a. Monthly tapes.	C.O.	Cut off monthly. Destroy tape data 13 months after cutoff.
	b. Year-end final tapes.	C.O.	Cut off at close of fiscal year. Destroy tape data 10 years after cutoff.
904-02	DOCUMENT MASTER FILE. This magnetic tape file performs an essential step in BIA accounting. It contains a listing of documents showing one of the following accounting entries: accrual, obligation, disbursement, accounts receivable, and advance.		
	a. Master file.	C.O.	Cut off at close of fiscal year. Destroy tape data 6 years and 3 months after cutoff.
	b. Daily tapes. External file label is 005-04-065-01.	C.O.	Cut off when processing is completed. Destroy tape data 45 days after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	c. Monthly tapes. External file label is 005-22-04-03.	C.O.	Cut off when processing is completed. Destroy 1 year after cutoff.
904-03	TRANSACTION HISTORY FILE. These magnetic tape files consist of all records input to the financial system. Shows location data, appropriation, and accounting data. Information on these tapes may be used to construct a GAO audit trail. Tape data is used to prepare Monthly Journal of Transactions printout. External file label is 005-20-150-04.	C.O.	Cut off at close of fiscal year. Destroy tape data 6 years 3 months after cutoff.
904-04	HISTORY RECYCLE INPUT TAPE. These monthly magnetic tape files contain both personal property and finance transactions transmitted daily from Area Offices via encoder. Shows batch and header, identification, end-of-file identification, batch and Julian date, station code and message number, batch record count, batch money control total, document reference number, area agency code, location code, BIA appropriation, and activity code. Transactions are split out at the data center and become input to the respective systems. All items passing the edit appear in the Transaction History File. External file label is 005-34-005-02.	C.O.	Cut off monthly. Destroy tape data 1 month after cutoff.
904-05	INDIVIDUAL INDIAN MONIES BALANCE FORWARD FILES. This magnetic tape file contains a listing of individual IIM accounts, reflecting the money balance. Individual accounts are updated by deposit and withdrawal data furnished by Area Offices. Interest is computed on each account at six-month intervals. Earned interest of $2.00 or more is automatically added to effect account balances. File is used for accounting of Individual Indian Monies accounts.	C.O.	Cut off at close of fiscal year. Destroy tape data 3 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
904-06	INDIVIDUAL INDIAN MONEY NAME FILE. This master file contains the names of individuals having an IIM account. Shows account number, census number, allotment code, type of transaction, subagency designation, and name of the individual. Information on this magnetic tape file is used for monthly and semiannual IIM reports. External file label is 005-01-090-01.	C.O.	Cut off on creation of a new master file. Destroy tape data 2 months after cutoff.
904-07	FINANCIAL STRUCTURE, DESCRIPTION, AND CODING TABLES. These magnetic tape files contain several tables used in the finance system. Included are location tables, general ledger structure and description tables, activity structure and description tables, tribal appropriation table, work order table, and transaction code table. Dollar amounts are not included in these tables. The data is used in the Qwick Qwery System. May be used for element validation and element narrative. Tables are retained for reference, coding, or conversion purposes.	C.O.	Cut off when superseded. Destroy tape data 45 days after cutoff.
	SECTION 5. PAYROLL FILES See Part 7, Section 4, Payroll Files, for ADP payroll records.		
905-01	YEAR-TO-DATE PAY HISTORY FILE. This magnetic tape file contains payroll and leave data for all employees who are paid or use leave. This magnetic tape file is produced biweekly, quarterly, and annually in the same format as the Pay History File except that this file has been updated with any Social Security Number and state code changes. The disk version of this file is used to produce W-2's at the end of the calendar year. A copy of this file is sent to NPRC. External file label is AT 60 .	C.O.	Cut off at close of calendar year. Destroy tape data after audit by GAO or 3 years after cutoff, whichever is earlier.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
905-02	PAYROLL DETAIL COST FILE. This magnetic tape file is a result of computing the final cycle of payroll and contains detail cost information as reported on Time and Attendance Reports and as computed in accordance with financial management guidelines. One tape is produced each week; it contains BIA cost data used by the finance system. This information is also contained in the Pay History File. The external file label is AT 405. AT 401 is scratched when AT 405 is completed.	C.O.	Cut off biweekly. Destroy 1 year after cutoff.
905-03	FINAL TIME AND ATTENDANCE TAPE FILE. This magnetic tape file consists of Time and Attendance line item input to the pay process. The file is produced twice each biweekly period and is one of the two primary inputs to the pay calculation process. This magnetic tape file contains a detail of all time and attendance, pay, and leave adjustment entries used in computing employee pay and leave balances for a given pay process. Contains data elements showing the following information: SSN, batch and record codes, office and location codes, fiscal year, appropriation, transaction data, pay data, and leave data. This information is also printed on microfilm. External file label is AT 220.	C.O.	Cut off biweekly. Destroy tape data 1 year after cutoff.
905-04	BOND MASTER FILE. Contains a record of bond deductions authorized by each employee and is updated with deductions from the payroll process. Shows SSN, bond number, Area Office code, name, biweekly deduction, face value of bond, note face value, accumulation of amount deducted, refund code, effective issue date, SSN to be issued, name to whom sent, address, coowner, and name of coowner. External file label is 002-080-050-03. (Printout of ledger should be 3-year record.)	C.O.	Cut off biweekly. Destroy tape data 45 days after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
905-05	STUDENT TRAINEE PAYROLL FILES. This magnetic tape file contains payroll data for student employees. The file is used to process biweekly payroll for student trainees employed part time. External file label is AT 914.	C.O.	Cut off at close of calendar year. Destroy tape data after audit by GAO or 3 years after cutoff, whichever is earlier.
905-06	EMERGENCY FIREFIGHTER PAYROLL HISTORY FILE. Contains payroll data on individuals conscripted on an emergency basis to fight fires on or threatening Bureau lands. This magnetic tape file contains detail history of payments made to employees and deductions withheld. External file label is AT 628.	C.O.	Cut off at close of calendar year. Destroy tape data 3 years after cutoff.
905-07	EMPLOYEE ADDRESS FILE. These disk files contain check mailing addresses (employee address, designated agent, or area and agency) for those employees not having their net paycheck sent to a bank under the net check to bank procedure. File is automatically updated by receipt of an employee address form or by the receipt of a net check to financial institution designation. File is used in payroll process for supplying check mailing addresses. External file label is AD 125.	C.O.	Destroy data when superseded, obsolete, or no longer needed for reference.
905-08	TIMEKEEPER/UNION/CFC ADDRESS FILE. These disk files contain addresses for timekeepers, union locals, Combined Federal Campaign agencies, and other addresses as needs develop. Type of address is determined by code. Input is controlled by payroll staff in Albuquerque. Shows record code and entity number, name, address, and ZIP code. This file may be known as the "institution" address file. Used in the payroll process. External file label is AD 416.	C.O.	Destroy data when superseded, obsolete, or no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
905-09	FINANCIAL INSTITUTION ADDRESS FILE. These disk files contain addresses of financial institutions authorized by employees to receive savings allotments and net checks. Shows name, address, ZIP code of financial institution, and check sent last pay period indicator. This file may be known as the "Bank" file. External file label is AD 415.	C.O.	Destroy data when superseded, obsolete, or no longer needed for reference.
905-10	INSTALLATION CODE LIST FILES. This is a multi-file magnetic tape consisting of codings for area and agency installation descriptions; GSA, city, county, and state abbreviations; and job title descriptions. Input and update scheduling of these files is controlled by the Personnel Liaison Staff in Albuquerque. Files are used for special purposes where subject matter data is required on reports. External file label is 3199C7AAB.	C.O.	Destroy tape data when superseded, obsolete, or no longer needed for reference.
	SECTION 6. PERSONNEL FILES See Part 4, Section 4, for Personnel Management paper records.		
906-01	PERSONNEL - PAYROLL MASTER FILE. This magnetic tape file consists of personnel data on all BIA employees. Much of the data is generated as a result of pay computations in the integrated personnel-payroll system. Data is primarily that received from the Area Offices in the form of personnel actions, W-4's, etc. Contains data elements reflecting SSN, name, state and Federal tax, deductions, salary rates, leave data, position and occupation data, classification data, and appointment and allotment information. Used for payrolling employees and for preparing personnel reports for BIA, Dept. of Interior, and other Federal	C.O.	Cut off monthly. Destroy tape after audit by GAO or 3 years after cutoff, whichever is earlier.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	agencies. External file label is C1CEA113A.		
906-02	PERSONNEL ACTION HISTORY FILE. These magnetic tape files consist of data inputs taken from each personnel action effective within the month. Used for monthly and annual personnel reports and for research purposes. External file label is AT 106.	C.O.	Cut off monthly. Destroy tape data 2 years after cutoff.
906-03	VACANT POSITION FILE. Contains information about positions that are established but never encumbered; about positions which have been vacated due to terminations, furloughs, etc.; and about budgeted positions not established. Also contains information about the last employee who held the position. This magnetic tape file is updated with data from personnel actions from the field. Shows office, activity, position, and pay. External file label is 3199C1CKA.	C.O.	~~Destroy data on all except last 4 final tapes.~~ Dispose of after fourth update cycle. RTB 7/20/77
906-04	TEACHER RECRUITMENT FILE. This magnetic tape file includes applicants for all Federal educator positions. Data includes personal resume-type data. The file is used to create and maintain a Teacher Application Information File and to produce a variety of related reports about teacher recruitment for the Civil Service Commission. Maintained for the CSC by the BIA. External file label is AT 830.	C.O.	Cut off at close of calendar year. Destroy tape data 1 year after cutoff.
	SECTION 7. PROPERTY FILES		
907-01	PERSONAL PROPERTY MASTER FILE. This magnetic tape master file contains data reflecting all accountable property items throughout the BIA. The file reflects action code, document reference number; area, agency, unit, and nomenclature codes; BIA identification number; book or purchase value; make or other	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	identification; serial number; and nomenclature description. Data is used to prepare monthly, semiannual, and special request-type reports. This file is also a part of the Qwick Qwery system. External file label is 4513B.		
907-02	REAL PROPERTY MASTER FILE. This magnetic tape file contains data pertinent to real property items under the jurisdiction of the BIA. The file reflects area agency codes; activity; unit designation; holding agency designation; usage code; year acquired; assigned building number; property code; GSA location code; cost; ownership codes; size of property; and card code. This file is also a part of the Qwick Qwery System. External file label is 071-01-010-02.	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
907-03	JUNEAU CONSOLIDATED PROCUREMENT CATALOG MASTER FILE. This magnetic tape file reflects all items that may be purchased under the annual consolidated purchasing agreement with GSA for subsequent delivery to various locations in Alaska. For each article, shows item number, stock number, description, unit of issue, unit cost, and accounting data. Printout of this file is used for ordering supplies. External file is is D5T001-CATALOG.	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
907-04	FEDSTRIP SUPPLEMENTARY ADDRESS FILE. Contains basic address codes for each location in BIA. Shows supplementary address, mailing address, area, agency code, code as assigned by GSA, and date established. Used as reference for coding GSA shipping addresses. External file label is 005-06-030-01.	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 8. TRIBAL FILES		NOTE: The Machine Readable Archives Div. (NNR) of NARS did not select this file for permanent retention because data elements listed in the schedule were neither complete nor consistently recorded in the actual records. If all the data elements are ever consistently recorded, the value of the files would be greatly enhanced. Because BIA will continually be updating these records, NNR should have the opportunity to review them periodically. RTB 9/13/77
908-01	PER CAPITA MEMBERSHIP MASTER FILES. These magnetic tape files allow tribes to produce membership rolls and per capita payments and to obtain special statistical information such as voting lists, mailing lists, age categories, family sizes, etc. as a part of the Qwick Qwery System. Contains tribal enrollment information showing tribal, individual, and family identification number; relation to family head; type of roll; area, agency, state, and reservation code; resident status; allotment number and relation to allotment number; parent and tribe identification numbers; sex code; date of birth and death; resolution data; Indian status code; blood degree; address; name; maiden name; family history; exception pay amount; description of payee; payee name and address; and special type names (alias, previous, maiden).		
	a. Master file.	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
	b. Regional Disbursing Office tape used to produce checks. External file label is 600-04-040-01.	C.O.	Destroy 1 year after checks are issued.
	c. Print tape associated with the same payment. External file label is 600-04-040-00; alternate labels are 600-04-050-01 and -00, and 600-04-060-01 and -00.	C.O.	Destroy 1 year after checks are issued.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
908-02	JUDGMENT ROLL SYSTEM FILES. These magnetic tape files are used to show distribution of monies to Indian tribes. Shows judgment identification code; individual name, sex, and identification number; address; date postmarked; date letter sent; tribe enrollment; date of birth and death; ancestor name and roll number; status code; tribal document number; dates of appeal actions; and type and date of decision. File labels vary according to each judgment - beginning with 550 and continuing through 599.		
	a. Tapes produced prior to final payment.	C.O.	~~Destroy data on all except last 3 tapes.~~ Dispose of after third update cycle. RTB 7/20/77
	b. Tapes produced for final payment. ~~3 cu.ft./yr.~~	C.O.	~~Permanent~~. Cut off at close of fiscal year of final payment. Hold 3 years or until volume warrants and retire to FARC. ~~Offer to NARS~~ Destroy 20 years after ~~retirement~~ cut-off. RTB 7/20/77
	c. Regional Disbursing Office tape.	C.O.	Destroy 1 year after checks issued.
	d. Print tape associated with the same payment.	C.O.	Destroy 1 year after checks issued.
908-03	ALASKA NATIVE ENROLLMENT FILES. These magnetic multitape files contain records of people, their ancestry, their vital information, and eligibility criteria. Covers applicants who reside in Alaska		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	and claim residence; applicants who reside in Alaska and claim out-of-state residence; applicants who reside outside Alaska and claim residence; and applicants who reside outside of Alaska and claim out-of-Alaska residence. System is maintained to allow updating of individual records with determination data such as appeal decisions, changes in residence, changes as a result of administrative findings, and also to provide statistical and informative reports. External file labels are: Master 554-01-060-02-A, -B (name), and -C (exception).		NOTE: The Machine Readable Archives Div. (NNR) of NARS did not select this file for permanent retention because data elements listed in the schedule were neither complete nor consistently recorded in the actual records. If all the data elements ever are consistently recorded, the value of the files would be greatly enhanced. Because BIA will be continually updating these records, NNR should be given the opportunity to review them periodically. RTB 9/13
	a. Master files, names, and exemption files.	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
	b. Recovery tape used to show each transaction.	C.O.	Cut off after each transaction. Destroy tape data 4 years after cutoff.
908-04	NAVAJO MEMBERSHIP FILES. Magnetic disk files pertaining to each Navajo Tribal member residing on the Navajo reservation. Basically, this system is maintained as a population register file. Contains all Navajos in New Mexico, Arizona, and Utah. Area is broken down into 5 districts and 23 school districts. Contains tribal enrollment information showing tribal, individual, and family identification number; relation to family head; type of roll; area, agency, state, and reservation code; resident status; parent and tribe identification numbers; sex code; date of birth and death; Indian status code; blood degree; and name. The files are used to furnish the Vital Statistics Section (Window Rock) with pertinent information. Information is used primarily for statistical	C.O.	Dispose of after third update cycle. RTB 7/20/77 NOTE: The Machine Readable Archives Div. (NNR) did not select this file for permanent retention because data elements listed in the schedule were neither complete nor consistently recorded in the actual reports. If all the data elements are ever consistently recorded, the value of the file would be greatly enhanced. Because BIA will be continually updating these records, NNR should be given the opportunity to review them periodically. RTB 9/13

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	purposes, population estimates, sampling, and other applications and may be used in the future by the Bureau of the Census.		
	SECTION 9. PLANT FILES		
909-01	PLANT MANAGEMENT UTILITY FILES. This magnetic tape file reflects the data pertaining to types and values of utilities operated by the BIA at various locations. Data is used to assist in planning and projecting consumption or quantity rates. The file shows area agency codes, locations, activity, internal program control, original cost of the utility, present value of the utility, replacement cost, year completed and renovated, consumption rate or quantity, action code or general ledger account, and information describing the action. External file label is PMUTILEQP.	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
909-02	PLANT MANAGEMENT SCHEDULE OF SERVICES. This magnetic tape file is used for planning activities of each plant management office. It identifies the actions required to service the various buildings or grounds under BIA jurisdiction. The file shows area agency codes, location, type of action, building number, usage code, area in square feet, activity code, heat, electricity, water, sewer, number of telephones, sanitation, janitorial service, protection, grounds care, supervisory service, and year. External file label is PMSCHSVC.	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
909-03	PLANT MANAGEMENT BUILDINGS FILE. Information pertinent to all buildings under the jurisdiction of the BIA is contained in this magnetic tape file.	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	Information is updated periodically from data furnished by the Area Plant Management Offices. The file shows area agency codes, location, action code, internal program control, original cost of structure, present value, replacement cost, dates of completion and renovation, quantity consumption rate or quantity internal progress control, and action or general ledger code. The file also shows information describing the building, central heating, number of bedrooms and classrooms, date roof installed, date painted, and building number assigned. File is used to produce inventories and statistics relative to buildings and structures maintained by the BIA. External file label is PMBUILD.		
909-04	PLANT MANAGEMENT PROGRAM INVENTORY FILES. Magnetic tape file identifies the various facilities under the jurisdiction of the BIA: i.e., item number and units for current and budget fiscal year and actual and estimated data. The file shows: item identification; physical location; area; agency; location; line item; actual FY item data, number, and units; current FY item data, number, and units; budget FY item data, number, and units; and estimated FY item data, number, and units. Data in this file is used for projections and planning. External file label is PMRMINVN.	C.O.	Cut off at close of fiscal year. Destroy tape data 3 years after cutoff.
909-05	PLANT MANAGEMENT REPAIR AND MAINTENANCE MASTER. This magnetic tape master file contains cumulative data relative to the repair and maintenance of buildings and structures operated under the jurisdiction of the BIA. File is updated periodically as repair and maintenance activity is undertaken on each building. Shows area agency codes; location; activity; cost	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	coding feature; FY; sequence number; dollar cost of labor, repair, and upkeep; clearing account; total cost for repair or maintenance; and title for each action.		
909-06	PLANT MANAGEMENT PLANT OPERATIONS MASTER FILE. This magnetic tape file contains agency code, activity code, program, work order, hours, dollars, materials, contract, miscellaneous estimates, quarter, completion code, and name. Information contained in this file is used in production of work programs. External file label is PMPOMST.	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
909-07	PLANT MANAGEMENT LOCATION FILE. This magnetic tape file shows agency code, location name, school code, state code, city code, county code, Congressional district code, state name and county name. The tape is used to obtain titles for different reports within the plant management system. External file label is PMLOCATE.	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
909-08	PLANT MANAGEMENT MAJOR ALTERATIONS AND IMPROVEMENT LOG. This magnetic tape contains information to be used in creating reports regarding the backlog of projects within the major alterations and improvement of programs. The file contains agency code, year, BIA priority, area priority, agency priority, activity code, project, work order, justification code, and dollar amount. Reports are used by field units to maintain status of their MAI backlog projects. They are also used to establish priorities for funding. External file label is PMMAILOG.	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
909-09	PLANT MANAGEMENT REPAIR AND MAINTENANCE LOG. This magnetic tape file contains information to be used in creating reports regarding the backlog of projects within the repair and maintenance of programs. The file contains agency code, year, BIA priority, area priority, agency priority, activity code, project, work order, justification code, and dollar amount. Reports are used by field units to maintain status of their MAI backlog projects. They are also used to establish priorities for funding. External file label is PMRMLOG.	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
909-10	MICRODEX FILES. Consists of a microfilm index system maintained on magnetic tape. The index covers all BIA engineering drawings on roll microfilm. The entire system consists of about 62,000 drawings. Roll and frame numbers are shown in the file, which is maintained by frame identification number. Original drawings are retired to the FARC. Microfilm is maintained in Facilities Engineering Office.		
	a. Index file.	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle RTB 7/20/77
	b. Encoder tape.	C.O.	Destroy data on all except last tape.
	SECTION 10. SCHOOL FILES		
910-01	SCHOOL FACILITIES MASTER EQUIPMENT FILE. This magnetic tape file contains all school-related items that may be ordered through GSA or through Property Management on open market for nonstock items. Shows identification number, description, nomenclature code	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	and description stock number, object class, unit of issue, unit cost, and multiaward. External file label is 200-01-025-03.		
910-02	SCHOOL FACILITIES MASTER ROOM TYPE FILES. This magnetic tape file reflects the basic items required in certain type classrooms, workshops, dormitories, etc. Shows room type number, identification number, nomenclature code and description, stock number, object class, unit of issue, unit cost, quantity allowed, description, room type name, and line number. Used for ordering when a new facility is being furnished. External file label is 200-01-055-04.	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
910-03	SCHOOL FACILITIES PROJECT FILE. This magnetic tape contains all necessary accounting data to complete a multiline requisition for purchasing stock or nonstock items through GSA. Shows project number, work order number, accounting distribution code, pseudo code, estimated cost per code, accrual cost per code, project name, area, agency, document identification, routine identification, requisitioner, supplementary address, signal code, fund code, priority, requested delivery date, advice, BIA identification code, and originating office requisition number. Used for automated requisitioning from GSA. External file label is 200-01-085-04.	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
910-04	MASTER CURRICULUM FILE. The main source of this data is HEW's State Educational Records and Report Series: Handbook VI entitled "Standard Terminology for Curriculum and Instruction in Local and State School Systems." This file contains records for each possible course that could be taught in an institution. The records contain the identification number as well	C.O.	Destroy data when superseded, obsolete, or no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	as the titles of each subject.		
910-05	INDIVIDUAL SCHOOL CURRICULUM FILE. This file contains the courses actually taught at the individual schools. The data is generated by coded document from individual schools. The records contain the individual school number, the course identification number, and the course title.	C.O.	Destroy data when superseded, obsolete, or no longer needed for reference.
910-06	EDUCATIONAL FACILITIES INVENTORY MASTER FILE. This magnetic tape file contains data related to the classroom and capacity of related education-type facilities within the BIA. The file reflects area agency codes, building number, building code, building description, grade range (low-high), academic capacity, dormitory capacity, building condition code, building gross square feet, year building constructed, year building renovated, room number, room code, room description, number of teacher stations, and room net square feet. The building number, building code, and condition codes were generated from the Plant Management Building File (PMBUILD). This file is also a part of the Qwick Qwery System. External file label is D2T006INVMSTR.	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
910-07	STUDENT ENROLLMENT RECORDS SYSTEMS FILES. These magnetic tape files cover all students enrolled in BIA-operated schools or dormitories. Contains individual student enrollment personal data. Shows student file number, name, sex, address, entry date, student type, admission criteria, graduation or withdrawal code and dates, birthdate and place, parent or guardian information, tribal information, degree of Indian blood, family number, and student enrollment/census number. Master file is on disk	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	at Dept. of Interior in Washington, D.C. Used to update disk records, these magnetic tape records are essentially work tapes.		
	SECTION 11. ROADS FILES		
911-01	ROADS INVENTORY FILES. Information in this magnetic tape file includes the following items for roads on BIA lands: area, agency, and reservation code; route number; section; road length; quality code; total cost in dollar mile; cost of seal coat by mile and section; snow removal by mile and section; class; present type of surface; current and planned road surface type; estimate to complete planned changes; school bus usage code; status of section of road; county section; Congressional district; state; average traffic; user benefit; plan benefit; and net benefit. Data is used in the Qwick Qwery System for reference. External file label is MASTRDSINV.	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
911-02	BRIDGE INVENTORY FILES. Information in this magnetic tape file includes the following items for bridges on BIA lands: area; agency; reservation; route; section; mile; post; state; Congressional district; county; school route; year built; structural characteristics and other structural data; condition of the super-structure and substructure; estimated remaining life; appraisal of general conditions and adequacy; proposed improvements showing year needed, type, description, cost, and type of funds. Data is used in Qwick Qwery System for reference and as an aid to budgeting for improvements. External file label is BRDGINV.	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 12. LAND FILES		
912-01	MASTER LAND DESCRIPTION FILE. This disk file includes regular and townsite data that is received from the title plant. Information is taken from legal description of land within section, township, and range of an area of both trust and right-of-way. File shows reservation code; range; township; section; multiple use (county) code; meridian; range east or west; township north or south; county, state, and township name and code; subdivision; block; lot; cross-reference reservation code; and subdivision name. The information contained in this file is used for reference purposes.	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
912-02	LAND INDEX (CHAIN OF TITLE) FILES. Information in this file is received from the title plants where the data is taken from the Congressional Record; probate files; record of sales; leases; rights-of-way; deaths; deeds; patents; Congressional, Presidential, and Secretary Acts; and other specified documents. File shows: extract control number, land description by quarter-quarter, section, township, range, tract reservation code; tract number, average fractional interest conveyed, land description remark, multiple use (county) code, and master reservation code. These magnetic tape files are used to show a complete historical record on all Indian lands from the time of its issuance up to current ownership if still in trust (CFR requirement). (Refer to Schedule 1105-05 for a description of the original documents.)	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
912-03	PEOPLE INDEX (CHAIN OF TITLE) FILES. Information included in this magnetic tape file is received from the title plants where it is taken from Congressional Record, probate files, record of sales, deeds, specified documents, and other legal records. File shows extract control number; document type, number, and date; owner reservation code; owner (allotment) number and name; grantor-grantee code; relationship code; fractional interest acquired; and master reservation code. Files are used to maintain current legal ownership records on individual Indians, as well as tribally-owned land. A complete historical record must be kept (25CFR) on all Indian land from the time of its issuance up to current ownership if still in trust. (Refer to Schedule 1105-06 for a description of the original documents.)	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
912-04	RANGE PEOPLE (HEIR) FILE. Information included in this magnetic tape file is received on coding sheets from the agency offices. File shows record type, range unit allotment number, name of heir, distribution code, authority, Indian identification number, decimal share owned, and stipulation code. File is used to prepare listing of heirs on Indian lands by name. (Refer to Schedule 1106-01 for a description of the original documents.)	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
912-05	RANGE LAND FILE. Information in this magnetic tape file is taken from various legal land ownership documents and is received on coding sheets from the agency offices. File shows record type, range unit, reservation code, range unit money and acres, permittee name, Indian identification number, other identification number, animal unit months, class, (Indian or non-Indian), stipulation code, allotment	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	number, acres, land description by quarter-quarter, county code, kind of land, section, township, range, and stipulated money. File is used to prepare listings showing land occupancy by location. (Refer to Schedule 1105-01, 02, 03, 05, 06 and 07 for descriptions of the original documents.)		
912-06	INDIAN INFORMATION SYSTEM FILES. This magnetic tape file contains tribal and non-tribal members who own land on the reservation. File contains current and historical personal information and provides the tribes with a method of acquiring lease income, establishing ownership, determining land and water usage, and furnishing financial analysis for BIA and tribal management.	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
912-07	RANGE PERMITTEE PAYMENT SYSTEM. This magnetic tape file contains personal and ownership data for Indian land owners, regardless of sex or age, who are the permittors for grazing privileges and for non-Indian permittees. File provides authorization for grazing privileges on individual Indian or tribal-owned land from which payments are made on yearly basis.	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
912-08	LEASE DISTRIBUTION SYSTEM FILES. Data on this magnetic tape file covers three reservations in the Aberdeen Area. File contains personal information on Indian landowners, regardless of sex or age. Shows money computations on each lease.	C.O.	~~Destroy data on all except last 3 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
912-09	NAVAJO-HOPI JOINT USE PROJECT PEOPLE FILE. This magnetic tape file consists of survey information collected by the Joint Use Administrative Office. Both people data and improvement data are included. File covers people who resid in the Joint Use	C.O.	~~Permanent.~~ Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to the FARC. ~~Offer to NARS~~ Destroy 20

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	Area. The information will be used by arbitrators, BIA officials, and the Courts to make determinations as to the disposition or allocations in the Joint Use Area. Printout is produced monthly for JUA Office in Flagstaff, Arizona. ~~3 cu ft./yr.~~		years after ~~retirement~~ cut-off. RTB 7/20/77
912-10	NAVAJO-HOPI JOINT USE PROJECT LAND FILE. This magnetic tape file consists of survey information collected on land by the Joint Use Administrative Office. The land data collected is within the jurisdiction of Navajo-Hopi Reservation and is being used in accordance with the enactment of Public Law 93-531, which specifies in part the partitioning of like and equal land in the Navajo-Hopi Joint Use Area. The information will be used by U. S. Solicitor's Office, BIA officials, and the Courts to make determination as to the disposition of land in the Joint Use Area. ~~3 cu ft./yr.~~	C.O.	~~Permanent~~. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. ~~Offer to NARS~~ Destroy 20 years after ~~retirement~~ cutoff. RTB 7/20/77
912-11	LRIP GEOGRAPHIC LOCATION DIRECTORY. The information in this magnetic tape file is taken from the GSA Geographical Location Codes Manual. It shows state and county code, state and county name, and state abbreviation for all BIA locations. Card file is maintained in LRIP Liaison Office.	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77
912-12	LRIP RESERVATION DIRECTORY. This information included on this disk file is received from the Land Records Improvement Project (LRIP) Liaison Office. File shows reservation codes. Card file is maintained in LRIP Liaison Office.	C.O.	~~Destroy data on all except last 2 final tapes.~~ Dispose of after third update cycle. RTB 7/20/77.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	PART 10. AUDIT AND INVESTIGATION RECORDS		
	SECTION 1. AUDIT GENERAL FILES		
1001-01	ANNUAL SUMMARY OF AUDIT FINDINGS. Consists of annual or other periodic summaries of findings and recommendations in (1) internal audits of Bureau Operations and (2) audits or inspections of tribes or tribal activities performed by the Bureau. 2 cu. ft./yr.		Permanent. Cut off at the close of fiscal year in which summary is prepared. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
	SECTION 2. INTERNAL AUDIT FILES		
1002-01 *	BIA INTERNAL AUDIT CASE FILES. Documents accumulated in the review and examination of BIA operations by BIA or Department of Interior auditors, to ensure accuracy, propriety, legality, and reliability of the use of assets. Included are communications about scheduled audits; draft and final audit reports; responses, comments, and recommendations; reports on corrective actions planned and taken; and related working papers. Arranged by functional responsibility, thereunder by geographic location.	C.O.	Cut off at close of fiscal year in which audit is completed. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff. Destroy duplicate copies when no longer needed for reference.
	SECTION 3. EXTERNAL AUDIT FILES.		
1003-01 *	TRIBAL AUDIT REPORT FILES. Consist of record copies of the final audit report files of any tribal operation or tribal contract in which the audit was conducted by BIA auditors. May also include related papers concerning review and comments on draft reports by auditee and BIA office with contract monitoring responsibility, reconciliation of recommendations and other responses, and other	C.O.	

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	clearance documents. Included also are pertinent papers regarding audit resolution and planned corrective actions. Arranged by tribe.		
	a. Official files maintained by C.O.	C.O.	Cut off at close of fiscal year in which audit is closed. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.
	b. Reference copies maintained at Area and Agency offices.		Destroy when superseded, obsolete, or no longer needed for reference.
1003-02	NONTRIBAL CONTRACT AUDIT CASE FILES. Documents created as a result of examining contractor operations (other than tribal) to protect the interest of the BIA, to determine the reasonableness of costs, or for special purposes. Included are copies of contract proposals and contracts, communications with procurement officials, draft and final reports, comments and recommendations, and directly related working papers. Arranged by case number or name.	C.O.	Cut off at close of fiscal year in which audit is closed. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1003-03 *	TRANSMITTAL AUDIT REPORTS. Consists of original copies of all audit reports of tribal operations, or BIA grantees/contractors performed by other Federal agency audit staffs, State audit staffs, and commercial accounting firms. Included are comments and findings from BIA review of the audit reports. Arranged by tribe or contractor name. Record copy is maintained by Central Office Audit Staff.	C.O.	Cut off at close of fiscal year in which audit is closed. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1003-04 *	GAO AUDIT COORDINATION FILES. Documents accumulated in coordination arrangements for GAO audits and in making replies to and performing follow-up actions on reports of audit. Included are notifications of forthcoming audits, draft and final audit reports, informal inquiries, comments on findings and recommendations, follow-up actions, replies to GAO, and directly related papers. Arranged by GAO audit number.	Diff	Cut off at end of fiscal year following issuance of final GAO audit report. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1003-05	AUDIT CONTROL REGISTERS. Documents used to control the assignment of numbers and other identifying data to audit reports received and sent out. Included are log or register sheets, index cards, or similar controls. Arranged numerically.	C.O.	Destroy when all reports listed thereon are disposed of.
	SECTION 4. INVESTIGATION FILES		
1004-01 *	INVESTIGATION FILES. Case files developed in investigative actions concerning alleged violations of law, policy, or regulations, unethical conduct and other irregularities of Bureau employees and those paid with BIA funds. Includes unscheduled investigations of operations of BIA programs involving tribes, contractors, grantees; related correspondence; and intelligence data received from other law enforcement agencies. Cases are often referred to Department of Interior for investigation.		Cut off at close of fiscal year in which all action on the investigation is completed and any payment or restitution of funds by employees are settled in full. Hold 4 years or until volume warrants and retire to FARC.
*	a. Cases relating to violations of a sufficiently serious nature to be classified as felonies maintained in C.O.	C.O.	Destroy 20 years after cutoff.
*	b. All other cases maintained in C.O.	C.O.	Destroy 4 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	c. Duplicate copies maintained at field offices.	Diff	Destroy 4 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	PART 11. TRUST RESPONSIBILITIES RECORDS The files described in this Part relate to BIA functions in carrying out its administrative and legal trust responsibilities. Included are records in the Bureau functional areas of Trust Administration; Protection of Indian Rights in Trust Resources; Management, Protection, and Development of Indian Natural Resources; Environment; and Trust Services.		
	SECTION 1. TRUST ADMINISTRATION GENERAL FILES		
1101-01 *	~~TRUST ADMINISTRATION PROJECT (CASE) FILES. Papers and other documentation created in studies, surveys, and other such projects concerned with the Bureau's function of Trust Responsibilities. This series is to be used when the functional area (subject) of the project or study is too broad to be categorized among the case file series described in Sections 2 through 9, which relate to specific functions. Arranged by name or number of the project. Record copy retained by office of origin.~~	~~Diff~~	~~Cut off at close of the fiscal year in which project closes. Hold 3 years or until volume warrants and retire to FARC. Destroy 30 years after cutoff.~~ RTB 8/23/77 W.K.
1101-02	TRUST WITHDRAWAL PROGRAM FILES. Records concerning discontinued program regarding withdrawal of Federal supervision over trust property and of other services rendered to Indians. They contain drafts and other material on proposed legislation concerning the program. They serve as a working tool in drawing up programs; source of information to interested parties, and on past accomplishments. Maintained by C.O. division level office, Area and Agency Tribal Operations Office. Arranged numerically. Record copy retained by office of origin.		
	a. Record copies maintained in Central Office. 1 cu. ft./yr.	C.O.	Permanent. Retire to FARC immediately after consolidating all related records

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
			from various offices. Offer to NARS 20 years after retirement.
	b. Area and agency copies.	Area/ Agency	Destroy duplicate copies when no longer needed for reference.
	SECTION 2. ENVIRONMENTAL QUALITY FILES		
1102-01 *	ENVIRONMENTAL IMPACT STATEMENTS. Studies and surveys of the impact of projects and activities that modify the quality of the human environment. These files are generally associated with a proposal that may significantly change the human environment. Arranged by type, thereunder by location. Record copy is to be retained by office of origin.	Area/ Agency/ C.O.	Cut off at close of fiscal year statement is completed. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cut-off. Destroy duplicate copies when no longer needed for reference.
1102-02	ENVIRONMENTAL CONTROL FILES. Correspondence, reports, analyses, and statements on projects that may affect the human environment (relating to air and water quality, land resource modification, etc.). Arranged by location and material type. Record copy is to be retained by office of origin. 3 cu. ft./yr.	Area/ Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
	SECTION 3. IRRIGATION FACILITIES FILES		
1103-01	RIVER BASIN INVESTIGATION STUDIES FILES. Studies on irrigation, economic conditions, and resources at Indian reservations in the river basins (such as Missouri River Basin), to be used in drawing up programs for the area. Basin programs involve development and coordination of BIA programs with those of other	Area/ C.O.	PERMANENT. Cut off at close of fiscal year study is completed. Hold 3 years or until volume warrants and retire to FARC. ~~Destroy~~ Offer to NARS 30 years after cut-off. Destroy duplicate RTB 7/12/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	agencies in river basins, and the transfer of Indian population to other lands when parts of reservations are flooded by water development projects. Arranged by location. Record copy maintained by office of origin. 6 cu.ft./yr.		copies when no longer needed for reference.
1103-02	IRRIGATION PROJECT PLANNING CASE FILES. Include such material as copy of agreement for lease of land for the project, description and summary, maps, range resources, studies, water storage data, operation and maintenance plans, summary of costs, finance plan, programs of work, and related correspondence. Arranged numerically by case number, then by location and time period. Record copy maintained by office of origin. 7 cu.ft./yr.	Area Project Agency	Permanent. Cut off at close of fiscal year in which project is completed. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1103-03	IRRIGATION ENGINEERING DATA FILES. Original survey books, irrigation project maps, drawings, plans, and blueprints. This material is used to describe and identify a project and its components. Arranged numerically by project, then record type, and time period. Record copy maintained by office of origin. 10 cu.ft./yr.	Area Agency Project	Permanent. Cut off at close of fiscal year of project completion. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1103-04	IRRIGATION AND WATER RIGHTS LEGAL CASE FILES. Files of contracts and related papers granting permanent water rights to individuals, and legal case files involving irrigation matters. Maintained by Area, Project Land Operation Office, and at some Agencies. Arranged by case file number. Record copy retained by office of origin. 9 cu.ft./yr.	Area Project Agency	Permanent. Cut off at close of fiscal year of contract expiration. Retire to FARC when inactive. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1103-05 *	IRRIGATION ASSESSMENT ORDER MODIFICATIONS. Files of correspondence and lists relating to modification of operation and maintenance assessment orders. Arranged numerically, then by location. Record copy maintained by office of origin.	Area Project C.O.	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1103-06	IRRIGATION MAPS AND DRAWINGS. Record set consisting of one copy of each version of maps and drawings showing irrigated areas, land proposed for restoration, water drainage, buildings, etc. Arranged by location, then by contract number when appropriate. Record copy maintained by office of origin. 9 cu.ft./yr.	Area Project	Permanent. Cut off at close of fiscal year. Hold 3 years ~~or until volume warrants and retire to FARC.~~ then Offer to NARS. ~~20 years after retirement.~~ Destroy duplicate copies when no longer needed for reference. RTB 7/12/77
1103-07	IRRIGATION REPORTS. Periodic and annual narrative and statistical reports on irrigation operations, construction and maintenance. Maintained by Area Division of Resources, Agency Land Operations Office, or Irrigation Project Office. Record copy maintained by office of origin. 7 cu.ft./yr.	Area Project Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1103-08 *	IRRIGATION FORECAST FILES. Records include hydrology forecasts, specifications, plans, and related correspondence. Maintained by Irrigation Project Office. Arranged chronologically, then by location.	Project	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1103-09 *	IRRIGATION AND POWER CONSTRUCTION PROJECT FILES. Original record copies of current and earlier O&M construction projects, associated maps, surveys, studies, and related correspondence. They include histories of projects and other relevant documentation, such as recorded and unrecorded easements not covered by land right-of-way maps files. Arranged numerically by project number, then by location or chronologically by year. Record copy maintained in office of origin.	Area Project Agency	Cut off at close of fiscal year of project completion. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1103-10 *	IRRIGATION PROJECT LAND DESIGNATION FILES. Records of land designated for power or irrigation projects or use. Included are original maps, related correspondence, specifications, etc. Maintained by Irrigation Project Office. Arranged by location, then by project number.	Project	Cut off at close of fiscal year. Hold 3 years and retire to FARC if volume warrants. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1103-11 *	POWER CUSTOMER ACCOUNT LEDGER SHEETS AND SCHEDULES. Records which document receipt of monies resulting from customer power billings including Collection Form 1040 receipts. Maintained by Irrigation and Power Office. Arranged numerically by book number.	Project	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1103-12 *	CUSTOMER POWER BILLINGS. Original cards on monthly or periodic billings to customers for power usage. Monies received are posted to power customer ledger sheets. Maintained by Irrigation and Power Office. Arranged chronologically, then by location and customer number.	Project	Destroy when no longer needed. Retain on site until disposition.
1103-13 *	POWER CUSTOMER ACCOUNT FILES. Customer accounts containing relevant information on the customer, his account status, and related correspondence with the	Area Project	Cut off at fiscal year end of account closing. Hold 3 years or until volume

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	customer. The records are used by project managers, engineers, and administrative offices as a source of information on customer requirements and account status. Maintained by Area Office and Irrigation Project Office. Arranged numerically by customer account, indexed alphabetically. Record copy maintained by office of origin.		warrants and retire to FARC. Destroy 10 years after cut-off. Destroy duplicate copies when no longer needed for reference.
1103-14 *	POWER REPORTS. Periodic and annual narrative and statistical reports on power generation and distribution operations, construction projects, and maintenance performed on power generation and distribution stations. Maintained by Area Office and irrigation and power operating offices. Arranged by report type and location, then chronologically. Record copy maintained by office of origin.	Area Project	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1103-15 *	IRRIGATION AND POWER METER BOOKS. Records which contain water and power usage readings for customers serviced by project. Maintained by Area Office and irrigation project operating offices. Record copy is to be retained by office of origin. Arranged chronologically.	Area Project	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1103-16 *	IRRIGATION LEDGER ACCOUNT BOOKS AND SCHELULES. Records which document receipt of customer monies associated with periodic billings. Maintained by Area and Irrigation Operating Offices. Arranged numerically by land description, then by location. Record copy maintained by office of origin.	Area Project	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1103-17	POWER OPERATIVE MAPS, DRAWINGS, AND STANDARDS. Original maps, drawings, and tracings of power distribution systems and locations. Maintained by Area and Irrigation	Area Project	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	and Power Operating Offices. Arranged by location, then by year and record type. Record copy maintained by office of origin.	Area Project	FARC. Destroy 10 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1103-18	POWER AND IRRIGATION WORK ORDERS. Transmittal service orders, area lighting work order, system equipment maintenance orders and engineering work orders. Maintained by Irrigation and Power Office. Arranged numerically by section, then by location, name, and year.	Project	Cut off at close of fiscal year. Destroy 3 years after work order completion. Destroy duplicate copies when no longer needed for reference.
	SECTION 4. AGRICULTURE SOIL AND MOISTURE CONSERVATION FILES		
1104-01	FARM PLANS RECORDS. Conservation plans and related papers for individual farms based on preliminary surveys and, at times, on relatively long-term plans. Maintained by Area and Agency Soil and Moisture Offices. Arranged by plan type, location, or individual. Record copy retained by office of origin. 12 cu.ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1104-02 *	LONG-TERM CROPPING PLANS. Plans for crop rotation on particular lands covering a relatively long period. They include a crop history of the land giving the crops that have been grown on the land and the yield obtained for each. Maintained by Area and Agency Soil and Moisture Offices. Arranged by plan type. Record copy retained by office of origin.	Area Agency	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1104-03 *	SUMMARY OF LONG-TERM CROPPING PLANS. Records which contain a summary of significant data on long-term cropping plans. Maintained by Area and Agency Soil and Moisture	Area Agency	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	offices. Arranged by summary type and location. Record copy retained by office of origin.		to FARC. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1104-04	SOIL AND RANGE SURVEYS. Studies of the irrigation and cultivation potential of the soil in particular areas, and of the grazing potential of particular range areas, including a determination of the physical characteristics of the soil, composition and condition of the native vegetation and kinds and location of cultural features. Duplicated portions maintained in other BIA offices are considered nonrecord within this series of records. Official file maintained by Agency Soil and Moisture Office. Arranged by survey type, thereunder chronologically by location. 11 cu.ft./yr.	Area Agency	Permanent. Place in inactive file when superseded by a new survey. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1104-05	SOIL AND MOISTURE CONSERVATION MAPS. Record set (one copy of each version) of various maps pertaining to soil conservation including annotated base maps showing erosion condition, technical survey maps showing types of soil, index maps showing where surveys were made, land proposed for restoration and water drainage. These maps are used to make recommendations as to proper land use and erosion control. Arranged by map type and location. Official copy maintained by agency soil and moisture office. 12 cu.ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year. Hold 3 years ~~or until volume warrants and retire to FARC~~. then Offer to NARS, ~~20 years after retirement.~~ Destroy duplicate copies when no longer needed for reference. RTB 7/12/77
1104-06 *	SOIL AND MOISTURE HISTORY CASE FILES. Records include such material as water availability, type of forage, topography, fencing, and grazing potential. Maintained by Division level soil and moisture office. Arranged numerically by case, then by location and year.	Area Agency	Cut off at close of fiscal year of case closing. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1104-07	SOIL AND MOISTURE CONSERVATION REPORTS. Annual statistical and narrative reports prepared at all levels on Form 5-302. Maintained by C.O. Division level offices, Area and Agency Soil and Moisture Offices. Arranged chronologically, then by report type and location. Record copy maintained by originating office. 6 cu. ft./yr.	Area Agency C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1104-08	SOIL AND MOISTURE CONSERVATION PERIODIC REPORTS. Periodic statistical and narrative reports prepared at all levels. Maintained by C.O. Division level offices, Area and Agency Soil and Moisture Offices. Record copy retained by requesting office. Arranged by report type, then by time period and location. 4 cu. ft./yr.	Area Agency C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1104-09	SOIL AND MOISTURE (ALL OTHER REPORTS). One-time statistical and narrative reports requested on S&M conservation activities. Maintained by C.O. division level offices, Area and Agency Soil and Moisture Offices. Arranged by report type, then location, and then chronologically. Record copy is to be retained by requesting office. 5 cu. ft./yr.	Area Agency C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
	SECTION 5. LAND MANAGEMENT FILES This section describes records on trust administration which pertain primarily to real property management including land rights, real estate appraisal, land use planning, and land lease management. The official record, whether maintained in the Title Plant (TiPl), Area or Agency Office should be retired to appropriate		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	Federal Archives and Records Centers when they are inactive and/or have been reduced to microfilm. See Schedules 912-01 through 912-12 for ADP Land Records.		
1105-01	LAND ALLOTMENT CASE FILES AND ASSIGNMENT RECORDS. Records which document the allotment and assignment of Federal Government land to tribes and individual Indians, and their subsequent custody by the Indians, under Acts of Congress, treaty rights, and other agreements. They are still used to establish Indian rights and titles to land. Included are allotment books or schedules, secretarial orders, and allotment case files, allotment or estate record cards; tribal land agreement files; land registers and record books; records of contested land allotment cases; and related indexes, correspondence, and other papers such as heirship card indexes. Arranged numerically, indexed alphabetically. 37 cu.ft./yr.	TiP1 Agency	Permanent. Cut off at close of fiscal year file becomes inactive. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
1105-02	LAND PLAT BOOKS. Documents which show parcels of land allotted to Indians, and other items such as townsites, reclamation withdrawals, reservoirs, agency and school reserves, etc.; also plat number, township, range, and meridian. Notations on the plats indicate boundaries of land allotted and allotment number of the allottee, and indicate any further changes in land ownership. Arranged numerically, then by location. 6 cu.ft./yr.	TiP1 Agency	Permanent. ~~Retire to FARC when file becomes inactive and is rarely used for reference. Offer to NARS 20 years after retirement.~~ Hold 2 years and offer to NARS RTB 7/26/77
1105-03	LAND TRANSACTION FILES. Numbered case files covering land transactions such as exchanges between tribe and non-Indians, sales made to non-Indians, exchanges between Indians by deed or patent in fee, and conveyance made to another Indian or tribe by an order transferring inherited interest in Indian land. Included is such material as resolutions from tribes agreeing to exchange, appraisal reports (formerly certificates), correspondence justifying transactions, title opinions by legal	Agency	

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	counsel, letters to Bureau of Land Management to issue patents in fee to non-Indians, petitions for sale, reports by Agency superintendents, certificates of indebtedness, original bids, abstract of bids, copies of advertisements, written consent of heirs to sell, and related correspondence and alphabetical indexes to case files. Arranged numerically, indexed alphabetically.		
	a. Case files maintained at Agency. 47 cu. ft./yr.	Agency	Permanent. Cut off at close of fiscal year of sale completion. Hold for 10 years and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
	b. Microfilm or other copies of sale document.	TiPl	Destroy when obsolete, superseded or no longer needed for reference.
1105-04 *	ABORTED LAND TRANSACTION FILES. Aborted petitions to sell, transfer, or otherwise alienate rights or property. Arranged numerically, indexed alphabetically.	Agency	Cut off at close of fiscal year that transaction is aborted. Destroy 5 years after cutoff.
1105-05	LAND TRACT BOOKS AND RELATED INDEXES. Journal books showing transactions relating to particular tracts of land. Shown is legal description of land (subdivision, section, township, range, and acreage); Indian and English names of allottee; date tract of reported to Secretary of the Interior for patent; date of approval; date and number of patent; Indian's allotment number; file number of heirship; and a listing	TiPl Agency	Permanent. Retire to FARC when books become inactive and rarely used for reference. Offer to NARS 20 years after retirement.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	of any further transactions relating to the tract. Arranged numerically, indexed alphabetically. 11 cu.ft./yr.		
1105-06	LAND TITLE FILES - DEEDS. Copies of deeds issued to Indians, conveying land (allotted and unallotted), and similar or related documents giving evidence of land ownership such as: abstracts, homestead patents; record books of conveyance of deed; title examiners' reports; and related indexes. Deeds are in bound volumes or binders. The earlier books contain manuscript copy of deed handwritten into the book, while later ones consist of typewritten carbon copies of deeds bound into books or filed loose in book-type boxes. Arranged numerically, indexed alphabetically. 13 cu. ft./yr.	TiP1	Permanent. Retire to FARC when books become inactive. Offer to NARS 20 years after retirement.
1105-07	ACQUIRED SUB-MARGINAL LAND BOOKS. Journal books listing lands acquired from the Department of Agriculture, which purchased the lands under Acts of Congress between 1933 and 1937. Entries include tract number, name of grantor, legal description of land, date of approval by the Attorney General, date of deed, and purchase price. Arranged numerically. 2 cu. ft./yr.	TiP1	Permanent. Retire to FARC when books become inactive. Offer to NARS 20 years after retirement.
1105-08	REMOVAL OF RESTRICTIONS FILES. Files containing applications for removal of restrictions, records of action taken, and related papers and indexes. Arranged numerically, indexed alphabetically.		
	a. Case file maintained at agency. 6 cu.ft./yr.	Agency.	Permanent. Cut off at close of fiscal year action completed. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	b. Microfilm or other copy of removal of restrictions document.	TiP1	Destroy when no longer needed for reference.
1105-09	LAND SURVEY FIELD NOTES. Notebooks containing the initial observations of an engineer or other specialist. They are used to more precisely establish the metes and bounds to pinpoint and analyze the resources of a specific piece of land. Arranged numerically, then by location and date. 4 cu. ft./yr.	TiP1	Permanent. Cut off at close of fiscal year file becomes inactive. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1105-10	LAND MAPS, PLANS AND RELATED INDEXES. Township maps and plats (other than those described in Schedules 1106-02 and 1106-05) and town plans, giving such detailed information as section, township, and range of land and, in some cases, ownership, together with related tracings, documents, and indexes. Arranged numerically. 12 cu. ft./yr.	TiP1 Agency	Permanent. Cut off at close of fiscal year file becomes inactive. Hold ~~5~~ 2 years ~~or until volume warrants and retire to FARC.~~ then Offer to NARS, ~~20 years after retirement.~~ Destroy duplicate copies when no longer needed for reference. RTB 7/12/77
1105-11	LAND RIGHT-OF-WAY FILES. Records indicating rights-of-way or easements granted over Indian lands for roads, power lines, railroads, communication lines, irrigation ditches, canals, pipelines, etc.: Includes documents such as applications, tribal resolution, and maps or tracings illustrating right-of-way.		
	a. Case files maintained at office of approving official. 20 cu. ft./yr.	Area Agency C.O.	Permanent. Cut off at close of fiscal year in which right-of-way is terminated. Hold ~~5~~ 2 years ~~or until volume warrants and retire~~

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
			~~to FARC~~. then Offer to NARS. ~~20 years after retirement.~~ RTB 7/12/77
	b. Copies of documents maintained at Title Plants.	TiPl	Destroy when obsolete, superseded, or no longer needed for reference.
1105-12	LAND ACQUISITION MAPS BOOKS. Original maps and copies of public maps used as base maps and annotated. They show the location of land purchased under the Indian Reorganization Act, indicating the township in which located and such items as Indian reservations and irrigation projects. Although these files contain some nonrecord material, most of the maps in the Central Office are not duplicated elsewhere. Arranged numerically, then by location. 9 cu.ft./yr.	TiPl C.O.	Permanent. Cut off at close of fiscal year. Hold ~~5~~ 2 years ~~or until volume warrants and retire to FARC.~~ then Offer to NARS. ~~20 years after retirement~~. Destroy duplicate copies when no longer needed for reference. RTB 7/12/77
1105-13	LAND LEASE CASE FILES AND RELATED INDEXES. Mineral, oil and gas, business, homesite, and surface land farming, and other surface land leases; and sand and gravel permits. Copy of lease, lease bond, transmittal form for lease and bond, statement and certificate of awards, lease assignments, related correspondence, and other supporting papers. Leases are often in case files including such related materials as estimates, appraisals, restrictions, affidavits, and correspondence. (See 1108-08 for grazing permit files and 1107-03 for timber contract files.) Arranged numerically, then by location and date.		
	a. Land lease case files documenting mineral, oil, or gas leases over $25,000 per annum. Files maintained at various bureau levels. 82 cu.ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year in which lease is terminated. Hold 5 years or until

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
			volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
*	b. All other land lease case files. Official file maintained by office approving lease.	Area Agency	Cut off at close of fiscal year in which lease is terminated. Hold 3 years or until volume warrants and retire to FARC. Destroy 7 years after cutoff.
	c. Copies of lease document and modifications maintained at Title Plants.	TiPl	Destroy when superseded, obsolete, or no longer needed for reference.
1105-14 *	LAND LEASE ACCOUNTING FILES AND RELATED INDEXES. Accounting records related to the availability, collection, custody, and deposit of royalties, rentals, and other funds derived from leases of Indian land or mineral or other resources rights, and records of the disbursement of such funds. Maintained by Agency Land Office. Arranged numerically.	Agency	Cut off at close of fiscal year in which lease expires. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
1105-15 *	OIL WELL RECORDS. Copies of records submitted or received from U. S. Geological Survey regarding oil and gas operations on leased Indian lands. Includes well logs, plugging records, production reports, communization agreements and lease status reports. Record copies maintained by USGS as permanent records. Arranged numerically.	Agency	Cut off at close of fiscal year in which lease expires. Destroy after 4 years.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1105-16	NATION-WIDE OIL AND GAS LEASE BOND FILES. Files relating to nation-wide oil and gas lease bonds. Consists of the bond document indicating principal and surety and other related papers.		
	a. Original bonds maintained by C.O.	C.O.	Cut off at the close of fiscal year in which bond is terminated. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.
	b. Copies of bonds maintained in Area Offices.	Area	File with appropriate land lease case file (1105-13) if one exists. Otherwise, cutoff at close of fiscal year in which bond is terminated. Destroy after 2 years.
1105-17	MINERAL RESOURCE INVENTORY AGREEMENT FILES. Consists of interagency agreements with U. S. Geological Surveys or Bureau of Mines and contracts with private firms to conduct Research and Summary of Mineral Resources on Indian lands. These studies are an assessment of potential mineral values of Indian lands. Record copy is located in Central Office. Arranged numerically, then alphabetically by agency of firm name. 6 cu. ft./yr.	C.O.	Permanent. Cut off at close of fiscal year in which study is completed. Hold 5 years and retire to FARC. Offer to NARS 20 years after retirement.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1105-18 *	TOWN LOT USE PERMITS. Temporary files concerning use of restricted lands, or land for which it has been impossible to secure clear legal title. They include copies of rent receipts, related material and all other town lot use permits. Maintained by Agency Land Office. Arranged numerically.	Agency	Cut off at close of fiscal year in which permit expires. Destroy 3 years after cutoff.
1105-19	REAL PROPERTY INSURANCE POLICIES. Insurance policies on restricted real property, and related card records. Maintained by Agency Land Office. Arranged numerically.	Agency	Cut off at close of fiscal year in which policy is canceled or terminated. Destroy after 2 years.
1105-20	REAL ESTATE APPRAISAL REPORT FILES. Narrative appraisal reports prepared by BIA appraisers or by contractor appraisers. Appraisals are used by Realty Officers in negotiating leases, land transactions, or for cases involving litigation. Includes inventories and assessment of land and improvements. Also included are reviews and evaluations of appraisal reports prepared by other government agencies or by contractor appraisers. Arranged by legal land description - township, range, and section. Record copy is maintained by office of origin. 24 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year in which appraisal is completed. Hold 10 years and retire to FARC when volume warrants. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1105-21	REAL ESTATE APPRAISAL REFERENCE FILES. Consists of county assessor's maps, quadrangle maps, reservation maps, county atlases, copies of BIA Reservation Road Maps, plat maps, and aerial photographs used for appraisal and land use planning purposes. Arranged by type and land location.	Area Agency	Destroy when superseded, obsolete, or no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1105-22	REAL ESTATE MARKET DATE CARD FILES. Consists of 5" x 8" edge-punched cards containing market data on recorded real estate transactions. Data is used for preparing appraisal reports. Maintained in Real Estate Appraisal and Planning Offices. Filed by location code and sub-location code.	Area Agency	Destroy when superseded, obsolete, or no longer needed for reference.
1105-23	APPRAISAL GROSS DATA REPORT FILES. Includes narrative reports and supporting maps and statistical charts. These are compilations of basic data for an area where a reservation has numerous leases requiring appraisals prior to negotiation of new leases. Filed alphabetically by agency. Record copy maintained by office of origin. 5 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year when superseded by a new report. Retire to FARC when volume warrants. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1105-24	LAND USE FEASIBILITY AND MARKETABILITY STUDY FILES. Narrative reports, sometimes in bound form and related papers resulting from studies to evaluate and analyze use and development of reservation land. Maintained by agency and thereunder by reservation and sequential number. Record copy maintained by office of origin. 6 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year in which study is completed. Hold 5 years and retire to FARC when volume warrants. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1105-25	RESERVATION LAND USE AND DEVELOPMENT PLAN FILES. Original tracings, sepias, and mylars of design plans and construction plans for land use developments on Indian reservations. Arranged by project name. Record copy maintained by office of origin. 6 cu ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year in which project plan is completed. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
			(including photographic reductions) when no longer needed for reference.
1105-26	REAL PROPERTY REPORTS. Periodic Reports showing accomplishments, statistical information and other related data and correspondence, on all phases of real property management. They contain information regarding: acquisitions and disposals of land; surface leases and permits; oil-and-gas and other mining leases and permits; land planning and real estate appraisal. Arranged by report title or type. 4 cu. ft./yr.	TiP1 Area Agency C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
	SECTION 6: ESTATE AND PROBATE FILES		
1106-01	INDIVIDUAL INDIAN PROBATE CASE FILES AND RELATED INDEXES. Case files relating to estates of deceased Indians, containing lists of persons receiving notice of hearings, depositions by relatives and friends before examiners, wills, notice of hearing to determine heirs or probate wills, listings and appraisals of inherited interests possessed by the deceased, summary of family history, order determining heirs, examiners' notice of determination to heirs, guardianship papers, final settlement, and related correspondence. Index to probate cases contains name, allotment number, date of death, date of determination of heirs, and file number. These files may be filed separately or as part of Allotment Case Files (Schedule 1106-01).		
	a. Official case files maintained at agency. 37 cu. ft./yr.	Agency	Permanent. Cut off at close of fiscal year in which case is closed. Retire to FARC when inactive. Offer

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
			to NARS 20 years after retirement.
	b. Copies of Hearing Examiner reports maintained at Title Plant.	TiPl	Destroy when superseded, obsolete or no longer needed for reference.
1106-02	HEIRSHIP FILES. Proofs of heirship extracted from case files of individual Indians. Record copy maintained in Title Plant. 14 cu. ft./yr.	TiPl	Permanent. Cut off at close of fiscal year in which case is closed. ~~Retire to FARC when inactive. Offer to NARS 20 years after retirement. close of case.~~ Retire to FARC when inactive. Offer to NARS 20 years after retirement. RTB 7/12/77
	a. Area and Agency copies.	Area Agency	Destroy duplicate copies when no longer needed for reference.
1106-03	TWENTY-DAY CASE FILES. Records relating to BIA representation of restricted Indians in matters concerning their estates in State and Federal Courts. In certain cases BIA has the right to petition for transfer of cases from State to Federal Court jurisdiction, within 20 days after filing of case. Arranged numerically, indexed alphabetically.	TiPl	
	a. Record copies at Title Plant.		Cut off at close of fiscal year of case closing. Hold 3 years or until volume warrants and retire to FARC. Destroy 30 years after cutoff.
	b. Area and Agency copies.	Area Agency	Destroy when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 7. FORESTRY AND TIMBER MANAGEMENT FILES		
1107-01	TIMBER MANAGEMENT PLANS. Overall plans for the conservation and utilization of forests under jurisdiction of BIA. They are revised periodically to show volume of timber growth, potential under different forms of management, and allowable annual cut under sustained yield management. Maintained by Forestry Branch. Arranged chronologically, then by location, or as appropriate. Record copy is to be retained by office of origin. 5 cu. ft./yr.	Area Agency	Permanent. Cut off upon supersession by new plan. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1107-02	TIMBER SALE CONTRACT FILES. Records concern commercial cutting operations and include the Forestry activity copies of contracts together with related correspondence, sales plans, and other documents attached to and forming a part of the contracts. Maintained by the Forestry Branch. Arranged by contract number, then by time period and location. Record copy maintained by Agencies. 12 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year in which contract is completed. Retire to FARC 5 years after cutoff or 5 years after any litigation, whichever is later. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1107-03	TIMBER SALE DATA FILES. Records which support the timber sale contract, but are maintained separately. The cards (Form 5-5311) give an abstracted history of timber cutting, and are used for quick reference concerning timber contracts, from which data are taken. Data include reservation, purchaser, seller, contract number, amount of bond, information on bids, volumes and rates of timber cut, amounts received, and stumpage data which is adjusted as changes occur. Arranged by contract number, then by time period and location. Record copy maintained in C.O. 6 cu. ft./yr.	Area Agency C.O. RTB 6/12/78	Permanent. Cut off at close of fiscal year of contract expiration. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1107-04	TIMBER SALES LEDGERS. Timber money records and Timber Scale Record sheets maintained in ledgers - by Controlling Account (on Form 5-5320), and by Scaling Unit (on Form 5-5322), to summarize all timber sale transactions. Value and volume of timber cut, by ownership, is shown for each contract. Maintained by Forestry Branch. Arranged numerically by contract, then by owner name. Record copy maintained by office of origin. 7 cu.ft./yr.	Agency	Permanent. Cut off at close of fiscal year in which contract is completed. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1107-05	FORESTRY SCALE REPORTS. Ten-day reports related to timber sale contracts (on Form 5-5301, or equivalent - formerly 5-473 or 5-496) and forestry operations that is prepared and retained at Agencies. Maintained by Forestry Branch. Arranged chronologically, then by location and report type. ~~6 cu.ft./yr.~~	Agency	~~Permanent~~. Cut off at close of fiscal year in which contract is completed. Retire to FARC 5 years after cutoff or 5 years after any litigation, whichever is later. ~~Offer to NARS~~ Destroy 20 years after ~~retirement.~~ cutoff. RTB 7/19/77
1107-06	MONTHLY REPORT OF TIMBER CUT. Reports (on Form 5-5309 or equivalent) summarize the Scale Reports, giving monthly volume and value of timber cut and cumulative total for each contract, and is used as a check on the purchaser's compliance with the terms of his contract. Arranged chronologically, thereunder by report type and location. Record copy is retained by office supervising contract. ~~8 cu.ft./yr.~~	Diff	~~Permanent~~. Cut off at close of fiscal year in which contract is completed. Hold 5 years or until volume warrants and retire to FARC. Destroy ~~Offer to NARS~~ 20 years after ~~retirement~~ cutoff. Destroy duplicate copies when no longer needed for reference. RTB 7/19/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1107-07	SPECIAL ALLOTMENT CUTTING PERMITS. Special timber cutting permits, not formal contracts. Data are summarized in Agency and Area forest management reports. Included is Form 5-5328 or its equivalent with related correspondence and other records. Maintained by Area or Agency Forestry Office. Arranged numerically by permit issuance number. Record copy retained by office of origin. 4 cu.ft./yr.	Agency Area	Permanent. Cut off at close of fiscal year of permit expiration. Retire to FARC 5 years after completion of permit or any litigation, whichever is later. Offer to NARS 20 years after retirement. Destroy duplicate copies 5 years after completion of permit.
1107-08 *	TIMBER CUTTING PERMITS. Includes special permits, such as Form 5-5331 which covers paid and free use permits on lands of unorganized tribes. Related correspondence is to be included as part of the record. Maintained by Forestry Branch. Arranged numerically, then by location and individual.	Agency	Cut off at close of fiscal year in which permit expires. Destroy 5 years after cutoff.
1107-09 *	LOG SCALE SHEETS. Records of amount of timber removed from tribal or allotee portion of the logging unit. Data are summarized in other records. Maintained by Forestry Branch. Arranged numerically, then by location.	Agency	Cut off at close of fiscal year in which logging unit is completed. Hold 5 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
1107-10 *	FORESTRY CHECK SCALE REPORT. Report (on Form 5-5310 or equivalent) prepared at Agencies monthly, with an annual summary, to check the work of scalers and certify its accuracy. Arranged chronologically, thereunder by report type and location. Record copy retained by requesting office.	Agency Area	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1107-11	FORESTRY WORKING PAPERS. Worksheets such as Form 5-5304 and 5-5307, topographer's map sheets when not attached to record maps, duplicate copies, and all other backup material not part of official files. Maintained by Forestry Branch. Arranged similar to official record.	Agency Area	Destroy when superseded or obsolete.
1107-12	ANNUAL FINANCIAL AND OPERATING STATEMENTS FOR INDIAN SAWMILLS. Ledger sheets, including profit and loss statements and balance sheets, detailed operating statements, inventory lists, analysis by species of various wood, footage cut, market price, and payroll classification. They are used for a yearly comparative analysis of operations and to determine per capita payments to Indians on timber sales. Maintained by Area or Agency Forestry Branch or mill. Arranged chronologically, then by location and statement type. Record copy retained by office of origin. 4 cu. ft./yr.	Agency Area	Permanent. Cut off every 3 years or sooner if volume warrants. Hold 3 years and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1107-13 *	FINANCIAL STATEMENTS OF LUMBER COMPANIES. Records are maintained in BIA offices for reference use. Maintained by Forestry Branch. Arranged chronologically, thereunder by statement type and location.	Agency Area	Destroy when no longer needed for reference.
1107-14	FORESTRY MANUSCRIPT OR ANNOTATED MAPS. Records include such material as original prints of each reservation's forest area; fire organization maps; blueprint, black-and-white print, and linen copies of allotment plat books for Indian lands. Maintained by Forestry Branch. Arranged by location, then by material type and time period. Record copy is to be retained by office or origin. 6 cu. ft./yr.	Agency Area C.O.	Permanent. Cut off when superseded by new print or map. Hold 5 years ~~or until volume warrants and retire to FARC.~~ then Offer to NARS, ~~20 years after retirement.~~ Destroy duplicate copies when no longer needed for reference. RTB 7/12/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1107-15 *	AGENCY FIRE CONTROL PLANS. Agency fire control plans which include resources available, fire control techniques, approaches, etc., to be used in fire fighting. Maintained by Forestry Branch. Arranged alphabetically by location, thereunder by plan type.	Agency	Destroy 5 years after plan ceases to be in effect.
1107-16	ANALYSIS OF OBLIGATIONS REPORT. Analysis, prepared at the Agency, Area, or Central Office (on Form 5-5316, or equivalent) which summarizes obligations and expenditures each fiscal year for each forestry program activity, by type of funds and volume and value of timber harvested and administrative fees earned. Arranged chronologically, then by location.		
	a. Record copy maintained at Central Office 3 cu.ft./yr.	C.O.	Permanent. Cut off at close of fiscal year. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
	b. Copies maintained by Area and/or Agency.	Area Agency	Cut off at close of fiscal year. Hold 5 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
1107-17 *	INDIVIDUAL FIRE REPORT. Report on an individual fire using Form DI-1201 or its equivalent. Maintained by Forestry Branch. Arranged alphabetically by fire location, thereunder chronologically.	Agency Area	Cut off at close of fiscal year. Destroy 5 years after cutoff. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1107-18	AGENCY ANNUAL FORESTRY REPORT. Annual report on forestry activities by Agency on Form 5-5313 or equivalent. Maintained by Division of Resources and Forestry Branches. Arranged chronologically, then by report type and location. Record copy is to be retained by Central Office. 3 cu. ft./yr.	Area Agency C.O.	Permanent. Cut off at close of calendar year. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1107-19	ANNUAL FORESTRY REPORT. Annual report on forestry activities by Area Office and a bureau-wide summary in the Central Office on Form 5-5314, or equivalent. Maintained by C.O. Division of Resources and Area Forestry Branch. Arranged chronologically, then by report type, and location.		
	a. Record copy maintained by Central Office. 5 cu. ft./yr.	C.O.	Permanent. Cut off at close of fiscal year. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
	b. Files maintained in Area Offices.	Area	Destroy after 10 years or sooner if no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1107-20	CUMULATIVE FORESTRY COMPARATIVE STATEMENTS. Sheet for each reservation (Form 5-5329, or equivalent) containing postings of expenditures and deductions from tribal and Federal funds for each fiscal year, showing current and accumulated totals. Maintained by Forestry Branch. Arranged chronologically, then by statement type within Agency.		
	a. Record copies maintained in Central Office. 3 cu. ft. /yr.	C.O.	Permanent. Cut off when Administrative Fees Program is discontinued. Hold 3 years and retire to FARC. Offer to NARS 20 years after cutoff.
	b. Files maintained in Area/Agency Offices.	Area Agency	Cut off when Administrative Fees Program is discontinued. Hold 3 years or until volume warrants and retire to FARC. Destroy after 20 years.
1107-21	TIMBER AND FIRE TRESPASS CASE FILES. These records are Bureau case files on trespass actions involving fire or cutting damage to Indian forest lands under Bureau of Indian Affairs supervision.		
*	a. Fire trespass case files which have been settled in full. These case files are considered closed when they are settled in full.	Agency Area	Cut off at the close of fiscal year in which full settlement was received. Destroy after 1 year. (Prior to the destruction of these records the Agency Superintendent shall determine that settlement has been received in full.)

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
*	b. Fire trespass case files which have been compromised. These involve claims which have been referred by the Bureau of Indian Affairs to the Justice Department for settlement. These cases are considered closed when final compromise settlements are reached by the Attorney General of the United States or any person authorized by him and final payment based on the compromise settlement is received.	Agency Area	Cut off at the close of fiscal year in which final compromise settlement was received. Destroy after 1 year. (Prior to the destruction of these records the Agency Superintendent shall determine that the case is settled in full in accordance with the compromise settlement.)
*	c. Fire trespass case files where no damages have been collected. These case files are subject to 28 U.S.C. 2415 and 2416 and cover actions brought within 6 years after the date on which cause of action arose. The case is considered closed if no payment of damages or written acknowledgement of debt is received within a 7 year period after the date on which the cause of action arose.	Agency Area	Cut off at close of fiscal year in which cause of action arose providing no payment of damages or written acknowledgement of debt is received during that period of time. Destroy after 7 years. (Prior to the destruction of these records the Agency Superintendent shall determine that there is no prospect for collecting damages or extending the time allowable to commence action as provided in 28 U.S.C. 2415 (a) and 2416.)
	d. Fire trespass case files where damages have not been collected in full. These case files are subject to 28 U.S.C. 2415 and 2416 and cover actions brought within 6 years after the date on which the cause of action arose.	Agency Area	Cut off at the close of fiscal year in which last partial payment or written acknowledgment of debt was received. Destroy after 7

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	In the event of partial payment or acknowledgement of debt, the right of action shall be deemed to accrue again at the time of each such payment or acknowledgement. The case is considered closed if no payment of damages or written acknowledgement of debt is received within 7 year period after the last partial payment.		years. (Prior to the destruction of these records the Agency Superintendent shall determine that there is no prospect for collecting damages or extending the time allowable to commence action as provided in 28 U.S.C. 2415 (a) and 2416.)
	SECTION 8. RANGE MANAGEMENT FILES		
1108-01	RANGE MANAGEMENT PLANS. Periodic plans and reports for the conservation, utilization, and management of the range lands under jurisdiction of BIA. Maintained by Land Operations Office. Arranged by plan or report type, then by location and time period. Record copy is to be retained by office of origin. 5 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year in which superseded by a revised or updated plan. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1108-02	RANGE UNIT CASE FILES. Records which give information on range permits or contracts, including name of permittee, area of the range, authorized stocking, grazing season, grazing value, number of livestock grazed, reservation, permit period, etc. They are used to keep account of the grazing land and in making decisions on grazing permit matters. Arranged numerically by case, indexed by permittee or location. Record copy is to be retained by office of origin. 20 cu. ft. /yr.	Area Agency C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1108-03	RANGE AND WILDLIFE MAPS FILES. Prints of each reservation's forest and forage areas, range unit maps, and blueprint, black-and-white print, and linen copies of allotment plat books for Indian lands. Included also is manuscript or annotated material, and one copy (the record set) of each version. Arranged by location, thereunder by material type and time period. Record copy is to be retained by office of origin. 7 cu. ft./yr.	Area Agency C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years ~~or until volume warrants and retire to FARC.~~ then Offer to NARS. ~~20 years after retirement.~~ Destroy duplicate copies when no longer needed for reference. RTB 7/12/77
1108-04	RANGE AND WILDLIFE MAPS (ALL OTHERS). Temporary files which include such material as duplicate or record copy of Range and Wildlife maps and material. Arranged similar to official record copies.	Area Agency	Destroy when superseded or obsolete.
1108-05	RANGE AND SOIL SURVEY FILES. Special studies of the irrigation and cultivation potential of the soil in particular areas, and of the grazing potential of particular range areas, including a determination of such factors as water availability, type of forage, fencing, and topography. They should include a record set of maps of areas relating to these activities. Maintained by Land Operation Office. Arranged by survey type, thereunder by location and chronologically. Record copy is to be retained by office of origin. 11 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year of study completion. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1108-06	GRAZING PERMIT CASE FILES. Bidder's proposal for grazing privileges; statement and certificate of award; grazing permit and modifications, if any; penal or surety bond; schedule of lands; listing of individual Indian moneys and tribal enterprises; and related correspondence. If arranged numerically, there is a related alphabetical index. Maintained by Land Operations Office. Arranged numerically by case,	Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	indexed alphabetically. 17 cu. ft./yr.		
1108-07 *	GRAZING PERMIT BID FILES. Files include abstracts of bids, supporting advertising copy, and related correspondence. Arranged numerically by bid, then by individual. Record copy retained by office of origin.	Area Agency C.O.	Cut off at close of fiscal year. Retire to FARC after GAO audit or when 3 years old, whichever is earlier. Destroy 20 years after cutoff.
1108-08 *	GRANT GRAZING PRIVILEGES AUTHORITY. Authority from individual Indian to BIA to grant grazing privileges on allotted land. Original copy should be merged with allotment or grazing permit case files prior to transfer of records to FARC. Other copies are temporary and should be destroyed after superseded or obsolete. Maintained by Land Operations Office. Arranged numerically, indexed by grantee surname. Record copy retained by office of origin.	Agency	Cut off at close of fiscal year in which authorization is revoked. Hold originals 3 years and retire to FARC along with associated allotment of grazing permit case file. Destroy duplicate copies or copies not associated with Allotment or Grazing Case Files when superseded or obsolete.
1108-09	ANNUAL RANGE OPERATIONS REPORTS. Periodic and special reports on various phases of range operations and on outdoor recreation and wildlife. They include related correspondence. The annual reports are summarized at the Area and a consolidated report forwarded to the Central Office. Arranged chronologocally by period and location. Record copy of consolidated report retained by requesting office. 2 cu. ft./yr. SECTION 9. INDIAN TRUST FUND FILES INDIVIDUAL INDIAN MONEY RECORDS. This Section describes accounting records created in the course of acting as trustee in handling funds of individual	Area Agency C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	Indians (and some non-appropriated tribal funds and related special deposits and trust funds). Individual Indian moneys include such funds as proceeds from sales of real and personal property of individual Indians; rentals of allotments; shares of per capita payments not paid direct; voluntary deposits; pupils' funds; coupon bonds and similar securities; interest credited to accounts; and collections from miscellaneous sources. Such moneys are received, accounted for, and disbursed in accordance with specific authorities set out by law and regulations issued by the Central Office. Part 7, Financial Management Records, Section 6, contains additional IIM records.		
1109-01	INDIVIDUAL INDIAN MONEY CASE FILES. At Central Office these files contain requests by Indians to spend individual funds and replies thereto, copies of applications for surplus funds, and related correspondence (for certain tribes, such as Osage). At Agencies these are "money folders" constituting a history of the management of an individual Indian's money. Included are receipts for moneys collected, authorities for disbursement, copies of purchase orders, vouchers, royalty and production statements, heirship data, etc. NOTE: These are not the "allotment" folders and should not contain non-fiscal material such as leases, permits, etc., pertaining to grazing, forestry, and other activities. Arranged alphabetically by individual Indian, then numerically. Record copy retained by office of origin. 39 cu.ft./yr.	Area Agency C.O.	Permanent. Cut off at close of fiscal year. Retire to FARC 3 years after probate and other actions are completed. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1109-02	INDIVIDUAL INDIAN MONEY LEDGERS AND CARDS. Original of general ledgers showing collections, deposits, and withdrawals of funds belonging to individual Indians or Indian credit associations; and the original subsidiary ledger cards or sheets for individual accounts. An individual's ledger card or sheet is used until completely filled, or his account is closed. Maintained by Agency Finance Office. Arranged alphabetically by individual Indian surname. Record copy retained by office of origin.	Agency	Permanent. Cut off at close of year of last posting. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1109-03 *	16 cu. ft./yr. INDIVIDUAL INDIAN MONEY DUPLICATE LEDGER AND CARDS. Copies of individual ledger sheets (Form 5-796) retained by the Agency for safe-keeping (by one-year groups) in a building separate from that in which originals are maintained. (The third copy is given to the individual Indian at the end of each year.) Maintained by Agency Finance Office. Arranged alphabetically by individual Indian surname. Retained until completion of probate.	Agency	Cut off at close of fiscal year. Destroy 5 years after cutoff except sheets for individuals whose estate probates are pending.
1109-04	INDIVIDUAL INDIAN MONEY POSTING AND CONTROL RECORDS. Agency's official record copies of all records related to, identified with, and posted to ledger cards or sheets, documenting receipt and disbursement of the individual Indian's funds. Included are: collection vouchers (collection copy of "Official Receipt" form, or equivalent), journal vouchers, and check copies. Records described here do not include original accounts and supporting documents provided for GAO on-site audit or schedules of collection, certificates of deposit, and similar accounting documentation. GAO on-site audit records, Schedules of Collection, and Certificates of Deposit are considered regular accounting records and are trans-		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	ferred or destroyed according to GAO Manual, Title 8, Sect. 3030.35 or General Records Schedule 6, Items 1-b and 5. Even though some or all items on GAO on-site records cover IIM funds, these are not considered supporting documents which are maintained by Area and Agency Finance Offices, and need not be transferred with IIM material to FARC's. Arranged numerically and alphabetically. The official record copy, whether original or carbon is to be retained by office of origin.		
	~~(1)~~ a. Original records of receipt and disbursing documentation at Agency IIM Office or other IIM stations not part of the GAO records. 36 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year. Retire to FARC after BIA audit or 3 years after cutoff, whichever is earlier. Offer to NARS 20 years after retirement.
	~~(2)~~ b. Other copies of these documents retained at Agencies.	Agency	Destroy duplicate copies when no longer needed for reference.
1109-05	IIM DUPLICATE POSTING AND CONTROL RECORDS. Extra copies of records covered in original copy of posting and control records, and worksheets relating to them. Arranged numerically and alphabetically.	Diff	Cut off at close of fiscal year. Destroy 3 years after cutoff.
1109-06	INDIVIDUAL INDIAN "CONTACT" FILES. Records reflecting contact or assistance activity with respect to individual Indians. Counterparts of material in these case files may be found in various other case files at Area and Agency level (IIM, Allotment, Education, etc.). Dependent on extent of completeness of these files, they provide a central point of reference on	Area Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	particular individuals. They are maintained separately from other files. Record copy is to be retained by office of origin.		longer needed for reference.
	22 cu. ft. /yr.		
1109-07	PER CAPITA PAYMENT RECORDS. Annuity payrolls and other records reflecting the distribution of payment made from tribal and appropriated funds to members of Indian tribes after appropriate identification has been made of living members and/or of heirs. Appropriated fund payments include those arising from provisions of treaties. Copies of all annuity payrolls were sent to Central Office prior to 1950, but this is no longer being done. Included also are such materials as applications for payments; disbursement returns including ledger books, supporting vouchers, exhibits, schedules, and related card records and papers; and all other records incident to the application for payment, determination of recipients, and payment of same. Arranged chronologically, then by location and member surname.	Area Agency	Permanent. Cut off at close of fiscal year in which per capita payment is made. Hold 10 years and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
	22 cu. ft. /yr.		
1109-08	SECURITY ACCOUNT FILES. Records of investments of any funds under the jurisdiction of BIA. They include statements of income-producing security accounts such as stocks and bonds, and supporting papers and related correspondence. Arranged numerically by account, then by location and investment type. Record copy retained by office of origin.	Area C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
	2 cu. ft./yr.		
1109-09	TAX ASSISTANCE Certificate FILES. RTB 6/12/78 Temporary records created as a result of helping Indians prepare and file income, estate, land, and other tax returns with other Government agencies. They include certificates and related records, including indexes designating tax	Agency	Cut off at close of fiscal year. Destroy on site after certificate is no longer needed for further tax returns.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	exempt lands. Maintained by Agency Finance Office. Arranged alphabetically by individual, thereunder chronologically by year.		
1109-10	TAX RETURN FILES. Copies of tax returns, notices of delinquent taxes, ad valorem tax files, and related indexes. Maintained by Agency Finance Offices. Arranged chronologically, indexed alphabetically.	Agency	Cut off at close of fiscal year. Destroy 6 years after cutoff.
1109-11	INDIVIDUAL INDIAN MONEY CHRONOLOGICAL FILES. Convenience copies of correspondence retained in other files. (This is the main set in central files or superintendent's office, for example. All other sets disposable at option of holding offices.) Arranged chronologically.	Area Agency	Cut off at close of fiscal year. Destroy 2 years after cutoff. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	PART 12. TRIBAL RESOURCE DEVELOPMENT RECORDS These records include documentation on technical and financial assistance provided to enhance the economic development of Indian reservations and their people. Also includes providing management and technical services on road construction and maintenance programs. The records relate to business enterprise development, securing credit and financing for Indian economic self-development, finding and qualifying Indians for and occupying Indians in jobs on and off the reservation. SECTION 1. BUSINESS ENTERPRISE AND CREDIT FINANCIAL ASSISTANCE FILES		
1201-01	ARTS AND CRAFTS BOARD PROJECT FILES. Case files containing correspondence and related papers pertaining to BIA projects on Indian Arts and Crafts Board programs. Included are surveys by BIA made for establishing the program and for promoting and marketing products under Arts and Crafts Board programs. Separate folder for each case or project. Maintained by Support Service Offices. Arranged by Area, thereunder alphabetically by project title. Record copy is to be retained by office of origin. 3 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year of project completion. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1201-02	ANNUAL INDUSTRIAL DEVELOPMENT REPORT FILES. Reports summarizing activities and accomplishments of each Area and Field Industrial Development office on a calendar year basis. Includes statistical tables and narrative statements showing current and anticipated additional employment for each Bureau generated plant established on or near Indian reservation areas, active industrial prospects, funds expended for		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	industrial and commercial development projects, tribal financial participation, special surveys and feasibility studies. Reports are consolidated at Central Office level for use as program support during budget and Congressional hearings, for information to general public, to reflect overall accomplishments of the program, and as basic guidance for formulation of new program thrusts and policies.		
	a. Record copies of feeder reports and consolidated report maintained by Central Office. 2 cu. ft./yr.	C.O.	Permanent. Cut off at close of fiscal year in which annual report is prepared. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
	b. Copies maintained by submitting office. 1-2 in./yr. per office.	Area FIDO	PERMANENT. Cut off at close of fiscal year in which report is prepared. ~~Destroy~~ Retire to FARC after 5 years, ~~or when no longer needed for reference, whichever is sooner.~~ Offer to Archives Branch of appropriate FARC 20 years after retirement. RTB 8/23/77 W.K.
1201-03	SEMI-ANNUAL INDUSTRIAL DEVELOPMENT EMPLOYMENT REPORT FILES. Semi-Annual reports compiled on Bureau-generated or -assisted industrial and commercial enterprises. Includes statistical tables on current employment for each plant or firm established in Indian labor force areas. Tabulations by State and SIC code; also shows reservation locations and products or services. Reports are used for budget support submittals and for general public information.		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	a. Record copy maintained in C.O.	C.O.	Cut off at close of fiscal year in which reports are prepared. Hold 3 years or until volume warrants and retire to FARC. Destroy after 20 years.
	b. Informational copies maintained at other offices.	Area Agency	Destroy when superseded, or obsolete, or no longer needed for reference.
1201-04 *	MONTHLY NARRATIVE INDUSTRIAL DEVELOPMENT REPORTS. Reports by Field and Area industrial specialists, forwarded to Central Office, summarizing their activities including field trips, meetings attended, and contacts with industry, government, and other organizations. Arranged chronologically, thereunder by report type or location.		
	a. Record copies maintained at Central Office.	C.O.	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
	b. Information copies maintained by submitting office.	Area FIDO	Cut off at close of fiscal year. Destroy after 5 years.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1201-05	INDIAN BUSINESS DEVELOPMENT GRANT APPLICATION FILES. Documents accumulated in reviewing and recommending action on IBDP grant applications. Included are application, evaluation paper, notes, recommendation for award or letter of denial, and related papers.	Agency	
	a. Declined applications.		Cut off at close of fiscal year in which action is completed. Destroy 5 years after cutoff.
	b. Accepted applications.		File in appropriate grant case files at the time the grant is awarded.
1201-06	INDIAN BUSINESS DEVELOPMENT GRANT CASE FILES. Records relating to grants awarded to Indian organizations, groups or individuals under the Indian Financing Act of 1974 for Indian business development. Papers include grant application, grant agreement, monthly and semi-annual grant reports, budget documents, and related correspondence.		
	a. Official case files for approved grants maintained at agency:	Agency	Place in inactive file upon termination (cancellation or normal expiration) of grant. Cut off inactive file at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy after 50 years.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	b. Copies of grant application, evaluation, reports and other pertinent papers maintained at Area Offices.		Place in inactive file upon termination of grant. Cut off inactive file at close of fiscal year. Destroy after 2 years.
1201-07	BUSINESS DEVELOPMENT SPECIAL FINANCIAL ASSISTANCE PROJECT FILES. Case files consisting of original copies of contracts, agreements, including modifications thereto and supporting documents pertaining to projects under contract with BIA to stimulate tribal business enterprises. Includes such projects such as American Indian Travel Commission and the American Indian Bank. Arranged alphabetically by project title.	C.O.	Permanent. Cut off at close of fiscal year in which contract is terminated. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
1201-08	7 cu.ft./yr. INDUSTRIAL PROSPECT FILES. Case files containing correspondence and related papers on all industrial and commercial firms currently being considered for location on or near an Indian reservation. Arranged alphabetically by firm.	C.O.	Place in inactive file when firm is no longer considered as prospect. Destroy after 2 years.
1201-09	DIRECT, GUARANTEED OR INSURED LOAN CASE FILES. Records created as a result of credit and financial assistance to provide direct revolving loan funds or guaranteed or insured loans from commercial lending institutions to Indian organizations, groups or individuals who lack necessary collateral.		
	a. Case files of approved loans maintained at Agencies which include application, loan guaranty or insurance agreement, if applicable, financial reports, records of payment, and related papers. Arranged by type of loan, thereunder by number.	Agency	Place in inactive file when loan is paid or charged off final. Cut off inactive file at close of fiscal year. Hold 3 years or until volume warrants and

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
			retire to FARC. Destroy 20 years after cutoff.
	b. Case files of withdrawn, declined or cancelled applications maintained at Agencies. Arranged by type of loan and loan number.	Agency	Place in inactive file when notification of final action is received. Cut off inactive file at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 8 years after cutoff.
	c. Copies of applications and other pertinent records maintained at Area or C.O. credit offices.	Diff	Place in inactive file when approved loan is paid in full or charged off-final or when loan application is withdrawn, declined, or cancelled. Cut off inactive file at close of fiscal year. Destroy after 3 years.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1201-10	CREDIT LOAN HISTORY CARD FILES. Card records on loans. They contain pertainent and current loan information as called for by original agreement. Maintained by Credit Finance Offices. Arranged numerically or by individual surname. Record copy retained by office supervising loan. 5 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year in which loan is paid, cancelled or otherwise disposed of. Hold 10 years or until sufficient volume accumulates and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1201-11 *	SCHEDULES OF CREDIT LOAN COLLECTION FILES. Listings of payments on various loans Information is used for posting on loan cards and for other credit purposes. Although payments are recorded on cards, these schedules would be referred to in case of questions. Maintained by Credit Finance Offices. Arranged numerically.	Area Agency	Cut off at close of fiscal year in which loan is terminated. Destroy after 5 years.
1201-12 *	CREDIT OPERATIONS REPORT FILES. Originals of annual and periodic narrative and statistical reports on BIA and non-BIA credit-financing activities and programs. Periodic reports and related correspondence on various aspects of credit operations including: 5 cu. ft./yr. a. Annual report on revolving cattle pool; b. Annual (formerly quarterly) report of delinquent borrowers; c. Report of reimbursable collections and adjustments and summary of fiscal year transactions;	Diff	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. (Destroy duplicates 5 years after cutoff.)

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	d. Annual credit report including such attachments as balance sheet, profit and loss statements, reconciliation sheet, and individual statements of loan delinquencies and loans in process of liquidation. Maintained by Credit Finance Office. Arranged chronologically, thereunder by report type and geographic location. Record copy to be retained by office of origin.		
1201-13	CREDIT FINANCING REPORTS WORKING PAPERS. Backup material used to supplement the record copy of reports. Maintained by Credit Finance Offices. Arranged as appropriate.	Diff	Cut off at close of fiscal year. Destroy 1 year after cutoff.
1201-14 *	AUDIT REPORTS ON CREDIT OPERATIONS. Special reports prepared by BIA auditors or by public accountants on credit operations, and related correspondence. See Part 10, Audit and Investigation Records, for additional audit files. Maintained by Credit Finance Offices. Arranged chronologically, thereunder by report type and location. Record copy is to be retained by office of origin.	DIFF	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1201-15 *	STOCK PURCHASE FILES. Records of purchase of stock in various Indian associates by individuals. Maintained by Credit Finance Office. Arranged alphabetically by surname.	Area Agency	Cut off at close of fiscal year in which stock is disposed of. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 2. JOB PLACEMENT AND TRAINING FILES		
1202-01	EMPLOYMENT ASSISTANCE CASE FILES. Case files and related indexes for individual Indians who are given assistance in connection with direct employment service or adult vocational training. They include such material as applications for assistance; departure and arrival schedules; records documenting financial assistance; training plans, objectives, and courses pursued; contact sheets recording counseling and guidance service provided (which includes community living, orientation, housing, etc.), employment referral and placement records, and reports on progress. Maintained by destination office providing assistance. Arranged by case number; indexed alphabetically by surname. 23 cu. ft./yr.	FEAO Agency Area	Permanent. Cut off at close of fiscal year when case is completed. Hold 4 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1202-02	REPORTS ON EMPLOYMENT ASSISTANCE. Original copies of periodic (monthly, quarterly, semi-annual, and annual) program and special narrative and statistical reports showing program plans, objectives, activities, and progress. Record copy retained by Area Office. Arranged by report type, thereunder chronologically by reporting period and location. 2 cu. ft./yr.	C.O. Area	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1202-03	EMPLOYMENT ASSISTANCE INACTIVE INQUIRY AND APPLICATION FILES. Consists of documents regarding inquiries not resulting in applications, and applications not resulting in scheduling for direct employment or training. Maintained by Employment Assistance Office. Arranged alphabetically by surname.	FEAO Agency Area	Cut off at close of fiscal year. Destroy 2 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1202-04 *	FINANCIAL ASSISTANCE GRANT RECORDS. Unit ledger sheets and control registers documenting allotments, commitments, and disbursements of funds granted to Indians who are provided direct employment service and adult vocational training. Maintained by Employment Assistance Office. Arranged chronologically by ledger or control register number. Record copy retained in office of origin.	FEAO Agency Area	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
1202-05	SPECIAL REPORTS ON EMPLOYMENT ASSISTANCE. Special program inspection or other survey reports relating to employment assistance program. Record copy maintained by office of origin. Arranged chronologically, thereunder by location. 1 cu. ft./yr.	C.O. Area	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1202-06	EMPLOYMENT ASSISTANCE OPERATIONS REPORT FILES. Monthly computer printout showing description of action, current year programmed and to date obligations, and programmed and to date costs by activity. Description of action includes such items as: transportation of persons, maintenance at destination, health benefits, tuition, related costs, emergency assistance, and subsistence enroute. Used to reflect status of funds. Maintained by destination offices at Agency Area and/or Field Employment Assistance Offices.		
	a. Administrative Service Center fiscal copy.	C.O.	Cut off at close of fiscal year. Destroy 5 years after cutoff.
	b. Other offices.	Diff	Cut off at close of fiscal

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
			year. Destroy 2 years after cutoff.
	SECTION 3. TRANSPORTATION AND ROADS FILES		
1203-01 *	ROAD PROGRAM PROJECT FILES. Estimates of proposed road construction program projects and related materials. Copies are at Federal Highway Administration. Record copy maintained by C.O. Arranged by Area and time period.	C.O.	Cut off at close of fiscal year of program completion. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1203-02	ROADS CONSTRUCTION AND MAINTENANCE REPORTS. reports and related correspondence on road construction and maintenance activities, containing such information as work program status; annual summary of road construction completed during the year, with unit cost; annual road inventory giving classification of the roads system and miles under maintenance; proposed projects; record of work program; and projects and obligations. Maintained by Area Division level and Branch Roads operating offices. Arranged chronologically, then by report type or location. Record copy retained by requesting Central Office.	Area Agency C.O.	Cut off every 3 years at close of fiscal year. Hold 1 year or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1203-03	ROAD CONSTRUCTION PROJECT FILES. Project case files relating to the construction and maintenance of roads and bridges including proposals, operating schedules, estimates of proposed road construction, plans, cost estimates, progress reports, final statements or summaries of project costs, correspondence, and other related material. These files may include a copy of right-of-way documentation.	Area Agency	Permanent. Cut off at close of fiscal year of project completion. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	Maintained by Roads operating office. Arranged numerically by project, thereunder by project type and time period. Record copy is to be retained by office of origin. 10 cu.ft./yr.		longer needed for reference.
1203-04	SURVEY BOOKS AND FIELD NOTES. Original notebook or log containing the initial observations, survey, etc., by engineer or other specialist. Maintained by Roads operating office. Arranged by survey type, thereunder by location and time period. Record copy is to be retained by office of origin. 4 cu.ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1203-05	ROAD PROJECT MAP FILES. Such material as tracings, blueprints, and profiles of road and bridge construction projects, reservation road system maps, Government and commercially printed maps showing roads and highways on Indian lands, and related descriptions of routes. Arranged numerically if associated with specific project. Arranged by record type if not associated with project. Record copy is to be retained by office of origin. 5 cu.ft./yr.	C.O. Area Agency	Permanent. Cut off at close of fiscal year that project is completed. Hold 5 years ~~or until volume warrants and retire to FARC.~~ then Offer to NARS, ~~20 years after retirement.~~ Destroy duplicate copies when no longer needed for reference. RTB 7/12/77
1203-06	CONSTRUCTION PROJECT STATUS REPORTS. Periodic reports to Central Office for each Agency. Maintained by C.O., Area and Agency operating offices. Record copy retained by requesting office. Arranged chronologically, then by location and project.	C.O. Area Agency	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1203-07	CIVILIAN CONSERVATION CORPS PROJECT FILES. Case files on CCC projects such as construction of roads and dams, and drilling of wells, tree planting, flood control, landscaping, development and improvement of recreational areas, etc. They are used to obtain information on easements and permits. Arranged numerically by case. Record copy retained by operating office. 1 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year or project completion. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1203-08	ROAD EASEMENT AND DEED FILES. Original documents for right-of-way easements and deeds on roads. Arranged by project number if associated with a specific project, otherwise alphabetically by location. Record copy to be retained by Title Plant. 4 cu. ft./yr.	TiPl	Permanent. Cut off at close of fiscal year of project completion. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	PART 13. INDIAN SERVICES RECORDS These records include documentation on the development and management of Bureau programs to promote the welfare and development of Indians and Indian communities. These programs include social services, housing, law enforcement, tribal government and tribal planning. SECTION 1. HUMAN NEEDS FILES This Section contains records on health services provided to Indians, other than those in current welfare activity files. Although health services have been provided by the Public Health Service of the Department of Health, Education and Welfare since 1955, these items are included for reference and because such records may still be found at some Field Offices.		
1301-01 *	MEDICAL CONTRACT FILES. Copies of contracts for health services to Indians under various Acts of Congress, with individual doctors and with private, local, and State hospitals for general hospital care; also related correspondence. Original contract formerly maintained in Area Office fiscal files. Maintained by Social Services Office. Arranged by contract number, indexed by doctor or hospital. Record copy retained by office of origin.	Area Agency C.O.	Cut off at close of fiscal year of contract expiration. Hold 3 years or until volume warrants and retire to FARC. Destroy 30 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1301-02	INDIVIDUAL MEDICAL RECORDS. Included are such records as: in-patient case files and related data, indexes, registers, and journals; out-patient records; pupils' health case files; dental examination card	Area Agency	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	files; field nurse case files and related records; X-ray files; serological and immunization files; dispensary or ward narcotic files. Maintained by Social Services Office. Arranged alphabetically by surname.		Destroy duplicate copies when no longer needed for reference.
1301-03	SPECIAL SOCIAL SERVICE PROGRAM RECORDS. Records consisting of correspondence and special reports on special programs such as VISTA, Community Action Programs, etc., on reservations. Maintained by Social Services Office. Arranged numerically by program, thereunder by location and time period. Record copy to be retained by office of origin.	Area Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1301-04	SPECIAL HEALTH SURVEYS. Special surveys of medical, dental, nursing and other health activities provided to Indians. Maintained by Social Services Office. Arranged numerically by survey, then by location. Record copy retained by office of origin.	Area Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1301-05	SPECIAL HEALTH AND NON-PERIODIC REPORTS. Maintained by Office of Social Services. Arranged chronologically thereunder by report type and location. Record copy retained in office of origin.	C.O. Area	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after ~~retirement~~ cutoff. Destroy duplicate copies when no longer needed for reference. RTB 8/23/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1301-06	STUDENT (CADET) NURSE TRAINING CASE FILES. Case files which contain applications, certificates, and records of student nurses during training. Maintained by Social Services Office. Arranged alphabetically by surname or numerically.	Agency	Permanent. Cut off at close of fiscal year of training completion. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
1301-07	ANNUAL HEALTH REPORTS. Medical, dental, nursing and health reports and surveys submitted to fulfill an on-going reporting requirement. Maintained by Social Services Office. Arranged chronologically, thereunder by report type and location. 2 cu ft./yr.	Area Agency C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1301-08	OTHER PERIODIC HEALTH REPORTS. Monthly, quarterly or semi-annual reports and related correspondence that provide input into annual reports. Maintained by Social Services Office. Arranged chronologically, thereunder by report type and location.	Area Agency	Cut off at close of fiscal year. Destroy 5 years after cutoff.
1301-09 *	HEALTH INSPECTION REPORTS. Recurring reports on sanitary conditions of medical facilities. Maintained by Social Services Office. Arranged chronologically, then by report type and location.	Area Agency	Cut off at close of fiscal year. Destroy 3 years after cutoff.
	SECTION 2. HOUSING SERVICES FILES This Section describes records documenting accomplishments of the BIA program to improve housing facilities for Indians on the reservations. The BIA program includes construction of individual homes on a self-		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	help basis, low-rent housing projects, urban renewal, and construction of nursing homes and housing for the elderly. Included are documents required by Housing and Urban Development, such as copies of tribal ordinances establishing a tribal housing authority and tribal programs for community development; accounting records concerning the self-help program; status and other reports; and related correspondence.		
1302-01	HOUSING DEVELOPMENT PROGRAM FILES. Correspondence, reports, and records relating to the accomplishments of the BIA housing programs. They include programs carried out in collaboration with other Government agencies, to provide and/or improve housing for Indians on the reservations. Maintained by Division and Branches of Housing. Arranged by program number, thereunder by location and time period. 4 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1302-02	INDIVIDUAL HOUSING CONTRACT FILES. Copies of tribal contracts and agreements entered into by Indian Housing Authorities or Committees. They contain correspondence, applications, bids, copies of contracts and specifications, IIM account applications, compliance inspection reports, maps and related plans, and other related material. Maintained by Housing Branch Office. Arranged by contract number, thereunder by individual and time period. 1 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year of contract completion. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1302-03	HOUSING PROJECT REPORTS. Narrative and statistical annual and periodic reports on the broad housing program or individual housing projects. The original of consolidated reports resulting from Area and Agency feeder reports should be treated as a record copy. Maintained by Area, Agency or Central Office Housing Branch Offices. Arranged by location,	C.O. Area Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	thereunder by report type and chronologically. Record copy of consolidated report is to be retained by requesting office. Record copy of feeder report is to be retained by office of origin. 4 cu. ft./yr.		when no longer needed for reference.
	SECTION 3. LAW ENFORCEMENT SERVICES FILES		
1303-01	LAW ENFORCEMENT CASE FILES AND RELATED INDEXES. Case reports prepared by law enforcement officers involving all types of police cases such as murder, suicide, and liquor violations. They include full information on cases such as statements of witnesses, statutes involved, place and nature of offense, evidence seized, photographs, and final disposition report. Other record copies are in U. S. Attorney's Office, and in some instances in the Central Office. Proceedings of any cases brought to court for trial are in relevant court records. Maintained by Law Enforcement Office and Central Office. Arranged and filed by case number, indexed as appropriate. Record copy is retained in law enforcement office having jurisdiction and responsibility for investigation. 26 cu. ft./yr.	Area Agency C.O.	Permanent. Cut off at close of fiscal year of case closing. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1303-02	TRIBAL LAW AND ORDER RECORDS. Records of Tribal Law and Order codes, ordinances, and resolutions requiring approval and/or review by Department of Bureau. Maintained by Law Enforcement Area Office. Arranged numerically, then by tribe and location. Record copy to be retained by office of origin. 5 cu. ft./yr.	Area	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1303-03	TRADERS LICENSE FILES. Case files on individual traders including such material as applications, bond forms, copies of licenses, and related correspondence. Record copies of case files are to be retained by the office of origin and no longer forwarded to the Central Office. Maintained by Area or Agency Law Enforcement Office. Arranged by case number, thereunder by individual trader. 5 cu. ft. /yr.	Area Agency	Permanent. Cut off at close of fiscal year of case closing. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1303-04	LAW AND ORDER REPORTS. Periodic reports of the law and order officers in the field, including police and special officers; and periodic statistical and other reports by Area Offices to Central Office containing such information, by Agency or Installation, as number of Indian court civil and criminal cases; number and type of offenses, number arrested, convicted or otherwise disposed of, and penalties imposed. Maintained by Law Enforcement Office. Arranged as appropriate. Record copy is to be retained by office of origin. 2 cu. ft./yr.	Area Agency C.O.	Permanent. Cut off at close of fiscal year. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1303-05	INDIAN COURT RECORDS. Records of courts of Indian offenses, under 25 CFR 11. (Records of tribal courts belong to the tribe and are not covered by this schedule.) Maintained by Law Enforcement Office. Arranged numerically by court case. Indexed alphabetically by surname. Record copy retained by Law Enforcement Office. 5 cu. ft. /yr.	Area Agency	Permanent. Cut off at close of fiscal year of case closing. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 4. TRIBAL PLANNING SERVICES FILES		
1304-01 *	DESIGN AND CONSTRUCTION TECHNICAL ASSISTANCE FILES. Case files relating to assistance provided to tribes on designing and construction of new buildings and utilities. They include plans, drawings, specifications, maps, and project-related correspondence. Maintained by Indian Services, Division of Tribal Planning. Arranged numerically. Record copy to be retained by office of origin.	Area Agency	Cut off at close of fiscal year of project completion. Hold 3 years or until volume warrants and retire to FARC. Destroy 30 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1304-02	TRIBAL BUDGET AND ALLOTMENTS FILES. Annual estimates of income and budgets prepared by the tribes and approved by the Area Director, covering expenditure of tribal funds for purposes of operating tribal government and annual tribal projects; and allotments from tribal treasury funds. Maintained by Division level Finance Office. Arranged alphabetically by tribe or location, thereunder chronologically. Record copy maintained in Area Office. 4 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
	SECTION 5. SOCIAL SERVICES FILES		
1305-01	WELFARE CASE FILES. Case files and related card files giving history of social services and direct assistance to individual Indians. Case files include such material as family histories, a report on each contact, and correspondence regarding eligibility and assistance given. Separate card files include a card for each individual giving such information as name, address, and type of service and assistance given. Maintained by Area or Agency operating offices where case workers are directly attached. Arranged by case number; indexed by individual and location.	Area Agency	Cut off at close of fiscal year when case closes. Hold 5 years and retire to FARC. Destroy 30 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1305-02	WORK RELIEF TIME SHEETS. Time sheets on work performed in return for assistance received. Information is posted in case files. Maintained by operating offices. Arranged alphabetically, thereunder chronologically by period.	Area Agency	Cut off at close of fiscal year. Destroy 1 year after cutoff.
1305-03	SPECIAL WELFARE REPORTS. Special reports as necessary on various aspects of welfare activity giving highlights of field work, in narrative and statistical form. They also contain general information on status of Indians, their relationship with the States, what services are available to them, and the growth of the program. The reports are of value in showing the problems, what has been done for Indians from a welfare standpoint, and what remains to be done. They are also used to justify budget requests, and are of value in drawing up future programs. Maintained by Social Services Office. Arranged chronologically by year, thereunder by location and report type. 4 cu. ft./yr.	Area Agency C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1305-04	PERIODIC WELFARE REPORTS. Periodic reports on welfare activities on annual, quarterly and monthly basis. Maintained by Social Services Offices. Arranged chronologically by time period, then by report type. 4 cu. ft./yr.	C.O. Area	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
1305-05	INSPECTION REPORTS. Reports by Area staff officers on welfare activities at field installations, including such information as purpose of visit, problems encountered, assistance rendered, and recommendations. Maintained by Area Social Services Office. Arranged	Area	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	chronologically by time period, then by installation. 3 cu. ft./yr.		
1305-06	INSPECTION REPORTS (ALL OTHERS). All Social Services reports not otherwise covered by this schedule. Maintained by Social Services Office. Arranged chronologically by period, then by report type.	Diff	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
	SECTION 6. TRIBAL GOVERNMENT SERVICES FILES This Section describes records which result from an Act of Congress authorizing tribes to adopt constitutions for their self-government and ratifying charters of incorporation governing their economic affairs. See Schedules 1201-06 through 1201-13 for Tribal Financial Assistance records.		
1306-01	TREATY FILES. Files pertaining to treaties and agreements between the Government and the various tribes. Maintained by Area and Agency Tribal Operations Offices. 1 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year of treaty signing. Hold 10 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1306-02	TRIBAL CHARTERS, CONSTITUTIONS AND BY-LAW FILES. Included is the official record copy of the tribal charters, constitutions, and by-laws, including amendments; related correspondence concerning election procedures for adoption or rejection of these; voting results; petition for incorporation; and Solicitor's opinions. Maintained by Area and	Area Agency	Permanent. Cut off at close of fiscal year. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	Agency Tribal Operations Offices. Arranged chronologically, then by tribe. Record copy is to be retained by office of origin. 6 cu. ft./yr.		
1306-03	SPECIAL TRIBAL RECORDS. Files of personal correspondence and other records of Indian Chiefs, special or other representatives, and attorneys for tribes. Maintained by C.O. Division Offices and Area and Agency Tribal Operations Offices. 4 cu ft/yr.	Area Agency C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1306-04	BIA-TRIBAL AGREEMENTS. Included is the official record copy of all 25 USC, 48 BIA-Tribal type agreements with related correspondence, studies, and reports. Maintained by Area and Agency Tribal Operations Offices. Arranged numerically by agreement type, or location. 4 cu ft/yr.	Area Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1306-05	BIA-TRIBAL CONTRACTS. Records include originals of major BIA-tribal contracts of $100,000 or more including related correspondence. Maintained by Area and Agency Tribal Operations Offices. Arranged numerically by contract, then by tribe, and time period. 3 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year of contract expiration. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1306-06	TRIBAL CENSUS ROLLS, CARD AND BOOK. List of every	C.O. Agency	Permanent. Cut off at close

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	Indian by tribe, showing name, reservation, agency, sex, degree of blood, residence, wardship status, and allotment status. They include such material as enrollment and tribal citizenship, tribal census records, petitions, citizenship record books, general dockets for tribal citizenship courts, and related indexes and other material. These records establish tribal membership insofar as eligibility for Federal Government land allotments to tribes and individuals concerned. Maintained by C.O. Division or Agency Tribal Operations Offices. Arranged alphabetically by surname. 5 cu. ft. /yr.		of FY of event. Hold 10 years or until volume warrants and retire to FARC Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference
1306-07	BIRTH, MARRIAGE, AND DEATH RECORDS. Official record copy of birth, marriage, and death certificates, reports, and registers of vital statistics if provided or maintained by the BIA. Copies are also at hospitals and county courthouses. Maintained by Area and Agency Tribal Operations Office. Arranged alphabetically by surname. 14 cu. ft. /yr.	Area Agency	Permanent. Cut off at close of fiscal year of event. Hold 10 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1306-08	TRIBE-ATTORNEY CONTRACTS. Contracts between attorneys and Indian tribes for general counsel and claims purposes (originals of contracts approved prior to 1962 are in Central Office; later originals are in Area Offices); also related correspondence including that regarding fees and expenses. Maintained by Tribal Operations Office. Arranged numerically by contract, then by attorney and tribe. 2 cu. ft. /yr.	Area C.O.	Permanent. Cut off at close of fiscal year of contract expiration. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1306-09 *	TRIBAL FUND LEDGERS. Records which show status of tribal funds in the U. S. Treasury, giving descriptions of the transactions, reference to source documents, listing of debits and credits, and current balances. Maintained by Finance Office in Area and Agency. Arranged numerically by ledger number; chronologically, then by location. Record copy retained by Area Finance Office.	Area Agency	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 30 years after retirement. Destroy duplicate copies when no longer needed for reference.
1306-10	TRIBAL GROUP MEETING FILES. Official record copy of tribal council minutes, resolutions, and ordinances of tribal councils, and similar tribal groups; tribal council election files, including lists of members comprising council and correspondence re-elections. Maintained by Tribal Operations operating offices. Arranged chronologically. 8 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1306-11	TRIBAL CUSTOMS AND HISTORY FILES. Files of studies and reports concerning tribal customs and history. These may be either originals of projects originating in the Central Office or copies of projects conducted in the field. Maintained by policy planning staff. Arranged first by tribe, thereunder by date and subject. 4 cu. ft./yr.	Area Agency C.O.	Permanent. Cut off at fiscal year end of project completion. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1306-12	BIA-TRIBAL MEETINGS. Official record copy of meetings held by BIA representative with tribal delegations including subjects discussed and conclusions reached. Maintained by Area and operating offices. Arranged chronologically, thereunder by date or meeting type. 5 cu. ft./yr.	Area Agency	Permanent. Cut off at close of fiscal year that meeting ends. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
			copies when no longer needed for reference.
	SECTION 7. AGRICULTURE EXTENSION SERVICES FILES		
1307-01 *	EXTENSION CASE FILES. Included are official record copies on extension projects with related correspondence and papers used in the preparation of individual livestock, agricultural, or home extension programs. The records give information on program accomplishments, and are used for historical reference and in documenting BIA functions concerning agricultural pursuits among Indians. Arranged by case number. Record copy is to be retained by office of origin.	Area Agency	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1307-02	EXTENSION WORK PAPERS. Drafts of reports and papers used in their preparation, such as Agencies' individual livestock records not forwarded with the reports. Arranged similar to official records.	Area Agency	Cut off at close of fiscal year of extension case files. Destroy 1 year after cutoff.
1307-03	ANNUAL EXTENSION REPORTS. Annual programs of work and narrative reports by BIA and State agents for 1961 and later are retained at Area Offices. Prior to that they were forwarded to Central Office. Arranged chronologically by period, thereunder by location and type. Record copy maintained at office of origin. 9 cu. ft./yr.	C.O. Area Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
1307-04 *	AREA OFFICE ANNUAL EXTENSION REPORTS. Reports such as: a. Extension activity portion of the annual Branch of Land Operations Report, summarizing activities and accomplishments, and incorporating data from the BIA and State Extension Agent's annual reports; and	Area Agency	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
*	b. Annual consolidation of statistical data from these Agents' monthly and periodic reports, prepared at the end of the calendar year and forwarded to the Central Office.	C.O. Area Agency	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
	c. Duplicate copies.	Diff	Destroy when no longer needed for reference.
	Arranged chronologically by reporting period, then by type and location.		
1307-05 *	MONTHLY EXTENSION REPORTS BY OTHER PARTIES. All monthly reports except those prepared by BIA and State Extension Agents. Maintained by Central, Area and Agency Extension Offices. Record copy retained by requesting office. Arranged chronologically by report period, thereunder by type and location.	C.O. Area Agency	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1307-06	EXTENSION REPORTS (OTHERS). Periodic reports other than annual or monthly, and all special reports and surveys of Extension activities. Arranged chronologically, then by location and report type. Record copy retained by requesting office. 6 cu. ft./yr.	C.O. Area Agency	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	SECTION 8. INDIAN SELF-DETERMINATION SERVICES FILES Note: This program was not fully implemented at the time this handbook was prepared. Records regarding development of general program policy, systems, and procedures should be filed in the general correspondence (subject) files found in Part 1, Section 2 of this handbook. Record keepers should utilize the following schedule numbers and series descriptions for specific case files until which time the program is fully operational and the records can be properly evaluated and scheduled.		
1308-01	SELF-DETERMINATION GRANT FILES. Case files which will document individual grants made to Indian tribes under P.L. 93-638 for the purpose of strengthening the capacity of tribal governments to contract for self-determination programs. Grants are made available to tribes for use in planning, training tribal staff, improving tribal government, preparing contract proposals, and basic studies and analyses. Case papers include grant applications; grant awards; special conditions; fiscal and program review checklists and memoranda; grant adjustment notices; financial, narrative progress, and monitoring reports; related papers and correspondence. Arranged by grant number.	Area C.O.	Disposal not authorized until a later evaluation of actual records is made. Cut off at the close of fiscal year in which grant expires or is cancelled.
1308-02	TRAINING AND TECHNICAL ASSISTANCE PROJECT FILES. Files relating to training and technical assistance projects provided for the Indian tribes (and in some cases Bureau staff) to enable implementation of P.L. 93-638. Arranged by project title or number.	Area C.O.	Disposal not authorized until a later evaluation of actual records is made. Cut off at the close of fiscal year in which project is completed.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	PART 14. INDIAN EDUCATION RECORDS These records include documentation on Bureau programs which will provide educational opportunities to Indian youth and adults in Bureau, public or private schools. This function provides technical and supportive assistance to field offices responsible for educational programs. SECTION 1. EDUCATION GENERAL FILES		
1401-01	EDUCATION PROGRAM PUBLICATION FILES. Consists of publications, bulletins, newspapers, pamphlets, and similar printed materials regarding the education program in the Bureau. Includes the following specific types of publications: - Indian Education Resources Center (IERC) publications such as bulletins or newsletters. - School publications, including bulletins, school newspapers, pamphlets prepared and issued by the schools. - Published manuscripts dealing with Indian education.	C.O. School	Maintain one record copy as a permanent record in accordance with schedule 303-01. Destroy other copies when no longer needed for reference.
1401-02	UNPUBLISHED MANUSCRIPT FILES. Unpublished manuscripts regarding the Indian education program. 2 cu.ft./yr.	School Area	Permanent. Cut off at the close of fiscal year in which decision is made not to publish. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1401-03	EDUCATION PROGRAM - AUDIOVISUAL MATERIAL. Selected material including photographs, slides, motion pictures, and other audio-visual aids used for Indian education purposes. Arranged as appropriate. Record copy maintained by office of origin. 5 cu. ft. /yr.	Diff	Permanent. Cut off at close of fiscal year in which material becomes superseded or obsolete. ~~Retire to FARC when sufficient volume accumulates.~~ Offer to NARS 5 ~~20~~ years after cutoff.* Destroy duplicate copies when no longer needed for reference.
1401-04	SCHOOL PROGRAM NARRATIVE AND STATISTICAL REPORTS. Annual and periodic narrative and statistical reports showing the accomplishments of BIA educational programs and schools. Arranged chronologically. Record copy retained by Central Office. 7 cu. ft/yr.	C.O.	Permanent. Cut off at close of fiscal year, or at report completion. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after cutoff.
	SECTION 2. SCHOOL OPERATIONS FILES		
1402-01	STUDENT ENROLLMENT CODING SHEET FILES. Consist of BIA-SES Form 1-A, Code Sheet, on each student enrolled in a Federal school. The form shows student name and address, school code, grades, type of school, prior school information, parent or guardian information, tribal information, census roll number, family number, and any other unique identifier. Code Sheets are sent from schools to the Division of ADP Services through Indian Education Resources Center. Printout resulting from the input on the Code Sheet is the Student Enrollment Form which is returned to the schools after verification of data at IERC. Information in the system is used for statistical		* in accordance with instructions for specific medium in Part 3, Section 4 RTB 7/12/77

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	purposes and as a source for budgetary information. Arranged alphabetically.		
	a. School copy.		Cut off at close of fiscal year. Destroy 1 year after cutoff.
	b. IERC copy.		Cut off after data is encoded. Destroy 1 month after printout is verified.
1402-02	STUDENT ENROLLMENT FORM FILES. Consist of a computer-generated form for each student in a Federal school. The form shows student name and address, school information, parent or guardian information, tribal information, census roll number, family number, and any other unique identifier. Maintained at the schools as a separate series in alphabetic sequence. Information in the Student Enrollment System is used for statistical purposes and as a source for budgetary information. Arranged alphabetically.	School Area	Cut off at close of fiscal year when student terminates or graduates. Hold 3 years and destroy.
1402-03	SCHOOL HISTORY CARD FOLDERS. Includes school name, location, climate conditions, size of school reservation, date and authority school reservation established, drainage and irrigation features in vicinity, date school established, present status, number of employees, narrative history of school, listing of buildings, legal description and ownership of land, and related correspondence concerning school's history. Arranged alphabetically. Record copy retained at Central Office. max. 10 cu ft/yr.	C.O. Area School	PERMANENT Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. ~~Destroy 50~~ CFTO to NARS 25 years after cutoff. Destroy duplicate copies when no longer needed for reference. RTB 8/23/77 W.K.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1402-04	AREA OFFICE STUDENT APPLICATION FILE. Contains applications for enrollment at schools, notice of approval of application, copies of scholastic reports, and related correspondence regarding initial enrollment. Student's record is at school. Arranged alphabetically	Area Agency	Cut off at close of fiscal year. Destroy 2 years after cutoff.
1402-05	STUDENT CASE FILES. Case files of student records including such material and forms as applications for and notifications of admission, grades, medical certificate, enrollment and attendance record, applicant's program for expenditure of tribal benefit funds, permanent school census card, classification test, vocational information, and related correspondence. Arranged alphabetically. Record copy retained at operating office. 4/ cu. ft/yr. NOTE: If permanent school census cards are maintained in a separate group, rather than in student folders the same retention instructions apply.	I.S.	Permanent. Cut off at close of fiscal year that student graduates or leaves school. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
1402-06	STUDENT FAMILY CASE FILES. These are individual family folders used to assist the school staff in such problems as relating students' problems to home conditions. Arranged alphabetically. Record copy retained at operating office.	School I.S. Area Agency	
	a. Families with problems of particular sociological interest. These files must be designated in writing as having "particular socialogical interest" by the Superintendent. Such cases cannot exceed more than 10% of the total number of family case files. 32 cu. ft./yr.		Permanent. Cut off at close of fiscal year that last student graduates or leaves school. Hold 5 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	b. All others.		Destroy after no children of the family attend school or are eligible to attend.
1402-07	MATERIAL DUPLICATING STUDENT CASE FILES. These are separate files including such material as duplicate school census card file and enrollment and attendance records, which are duplicated in students' case files. Arranged alphabetically.	School Area	Cut off at close of fiscal year in which student graduates or leaves school. Destroy 2 years after cutoff.
1402-08 *	STUDENT ACTIVITY ACCOUNT FILES. These are fiscal files of student organization and activities and include invoices, canceled checks, bank statements, and copies of deposit slips. Arranged as appropriate.	School	Cut off at close of fiscal year. Destroy 2 years after audit or after 3 years, whichever is earlier.
1402-09	SCHOOL CENSUS WORKING CARD FILE. Card file used to compile data that is summarized in periodic school census reports to Area and Central Offices. These cards are not the permanent school census cards. Arranged alphabetically.	School	Cut off at close of fiscal year that census is completed. Destroy after superseded by new census.
1402-10	DAILY AND MONTHLY ATTENDANCE RECORDS. These do not include attendance records and reports in students' case files. Arranged chronologically, thereunder alphabetically.	School I.S.	Destroy 1 school year after end of current school year.
1402-11	ANNUAL SCHOOL CENSUS AND ATTENDANCE SUMMARY REPORTS. Attendance reports (Form 5-246 or equivalent) show school, location, type of enrollment, attendance, and age and grade breakdowns. Annual school census (Form 5-255 or equivalent) from each Agency shows number of children by age and sex enrolled in the various types of schools. Arranged chronologically, thereunder alphabetically.		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	a. C.O. copies accumulated from all schools. 9 cu.ft/yr.	C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
	b. Copies maintained by Areas, Agencies or schools.		Cut off at close of fiscal year in which census is completed. Destroy after 5 years.
1402-12 *	PERIODIC FIELD EDUCATIONAL REPORTS. These are: (a)Day and Boarding school reports and related correspondence, including weekly and quarterly activity reports, teachers' summaries of health record, monthly progress reports, monthly school census reports, and annual school reports summarizing information in reports not going beyond the Agency or other Field Office level; and (b) Area Office reports to the Central Office, and other reports containing such information as type of school, location, and number of enrollees. Arranged chronologically, thereunder by type.	C.O. Area School	Cut off at close of fiscal year. Destroy 5 years after cutoff.
	SECTION 3. EDUCATION ASSISTANCE FILES		
1403-01	ESEA TITLE I PROJECT FILES. Consist of application and approval documents for projects funded under Title I of the Elementary and Secondary Education Act. Application document outlines total cost summary, estimate of number of children eligible, name of school, summary of student academic deficiencies, statement of assurances, Parent Council Certifications, Parent Council information, description of school,	C.O.	Cut off at close of fiscal year in which project terminates. Hold 2 years and retire to FARC if volume warrants. Destroy 6 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	assessment of deficiencies and supportive services needs, staffing requirements, qualification requirements, functional statements and position descriptions, facilities and equipment justification statements, staff development inservice training to be provided, dissemination effort, and administrative and contract costs (budget). File also includes Project Review Checklist showing review by IERC staff. File is used in IERC for approving projects. Arranged by project number or name.		
1403-02	ESEA TITLE I COMPLAINT CASE FILES. Consist of papers accumulated in the IERC as a result of a complaint about expenditures of funds. Included are the complaint correspondence and other papers resulting from background studies of the project, investigations, findings, and related correspondence. Complaints are potential court cases. Arranged by case number or name.	C.O.	Cut off at close of fiscal year in which complaint is resolved. Hold 2 years and retire to FARC if volume warrants. Destroy 7 years after cutoff.
1403-03	ESEA TITLE I ANNUAL REPORT EVALUATION FILES. Consists of a preprinted format for showing a comparison of original and final costs for the project. Outlines type, number, and costs for employees; cost of in-service training; total expenses; cost of contracted services; name of contractor and services provided; evaluation of contracting; comparison of objectives in learning improvement with actual improvement; analysis of each component; and		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	summary of gains of participating students. Documents are prepared by Area Offices and used in the IERC for summarizing for reports to the Office of Education. Arranged chronologically.		
	a. Record copy of summary report maintained in C.O. 7 cu. ft./yr.	C.O.	Permanent. Cut off at close of fiscal year in which report is completed. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
	b. Feeder reports maintained in Area Offices.	Area	Cut off at close of fiscal year. Destroy 2 years after cutoff.
1403-04	MONITORING FOLLOW-UP FILES. Consist of Area Office Monitoring Reports and correspondence from the IERC confirming receipt of the report and reviewing the findings. Also includes correspondence from Areas confirming that corrective actions have been taken. Used to assure the effectiveness of Area monitoring. Arranged chronologically.	C.O. Area	Cut off at close of fiscal year. Destroy 2 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1403-05	JOHNSON-O'MALLEY ACT STATE PLANS FILES. Consists of states' plans for administering Johnson-O'Malley Act funds received through contracts with the BIA. Identifies method and extent of JOM payments, eligibility criteria for school districts and students, general fund support, lunch and milk assistance, special services, records and reports, budget and contract procedures, costs, and special conditions. The State Plan File includes plans from each school district with estimates of JOM funds required. Arranged alphabetically by state.	C.O.	Cut off at close of fiscal year. Hold 2 years and retire to FARC if volume warrants. Destroy 6 years after cutoff.
1403-06	JOHNSON-O'MALLEY ACT STATE ANNUAL REPORT FILES. Reports are prepared by state education agencies and contain statements of receipt and expenditure of JOM funds. Expenditures are shown by county for each type of service. Student attendance comparisons between all students and JOM students are shown for each county. Tax rates and assessed valuations are shown for each county. JOM enrollments are shown by grade and by age. These files are used by the IERC to obtain statistical information for reports to the Office of Education. Arranged alphabetically by location.	C.O.	Cut off at close of fiscal year. Destroy 5 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1403-07	ESEA TITLE III STATE PLANS FILES. Consist of plans submitted to the Office of Education for supplementary educational centers and services pursuant to provisions of Section 304 of Title III of the Elementary and Secondary Education Act. Plan outline administration, program administration including a listing of Advisory Council members and their qualifications, functions of the Advisory Council, organization and qualifications of the State Educational Agency (BIA Division of Education), assessment of educational needs, criteria for approving projects, provisions for educational accountability, listing of funded projects, provisions for educational accountability, listing of funded projects, program objectives for guidance, counseling and testing, staff duties and qualifications, and procedures for fiscal accountability. Plans are used by the BIA to obtain funding from the Office of Education.	C.O.	Cut off at close of fiscal year of plan completion. Hold 5 years or until volume warrants and retire to FARC. Destroy 30 years after completion.
1403-08	ESEA TITLE III PROJECT FILES. Consist of documents outlining the proposed project. Covers such items as general project information, fund data, school membership data, staff data, estimated costs for major programs, proposed budget, and statement of assurances. Also contains a narrative description of the project showing general objectives, activities and procedures, description of the community served, statement of need, specific objectives and procedures, emphasis areas, summary of expenditures, dissemination, qualifications and responsibilities of project personnel, identification of facilities, equipment, and material needs. Project files are used for review by the Advisory Council for approval. IERC uses files to request funds from the Office of Education. Arranged by project number and name.	C.O.	Cut off at close of fiscal year in which project is terminated. Hold 2 years and retire to FARC if volume warrants. Destroy 6 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1403-09	ESEA TITLE III MONITORING REPORTS. Consist of reports of monitoring projects funded under Title III of the Elementary and Secondary Education Act. Reports are used to determine effectiveness of project operations. Standard format is used relating project and staff identification, objectives, nature of services, budget information, rating of project and significance of project with rationale for rating. Recommendations are included in the narrative report. Monitors are members of Title III Advisory Council. Arranged by project name or number.	C.O.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
1403-10	ADVISORY COUNCIL ADMINISTRATIVE FILES. Consist of copies of documents maintained at the IERC for information purposes. Included are such items as copies of contracts to monitor projects and copies of travel documents. Record copies of these documents are retained in other offices.	C.O.	Cut off at close of fiscal year when contract terminates. Destroy at close of fiscal year.
1403-11	NDEA TITLE III APPLICATION FILES. These files consist of proposals for funding under the National Defense Education Act. Project information includes background about educational achievement, cultural composition, economic conditions, criteria for admission, planning and analysis, general goals, justification for proposal description of the proposal and specific objectives in behavioral terms, evaluation, and budget data showing funded amounts. These files are used to secure funding from the Office of Education. Arranged numerically.	C.O.	Cut off at close of fiscal year in which the project is terminated. Destroy 6 years after cutoff. Destroy duplicate copies when no longer needed for reference.
1403-12	EDUCATION CONTRACT FILES. These files consist of education copies of Johnson O'Malley contracts with States concerning the education of Indians in public schools, and related material. GAO copies are		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	maintained in Area Finance Offices. Arranged numerically.		
	a. Central Office files 7 cu.ft./yr.	C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
	b. Area Office files.	Area	Cut off at close of fiscal year. Destroy 5 years after cutoff.
	SECTION 4. CONTINUING EDUCATION FILES		
1404-01	REQUEST FOR FINANCIAL EDUCATION ASSISTANCE FILES. These files consist of letters from Indian students requesting financial assistance needed to further their education. Replies to the requests are referrals to appropriate scholarship sources within the BIA or other organizations. Arranged alphabetically.	C.O.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
1404-02	SCHOLARSHIP INFORMATION FILES. These files consist of correspondence and printed data about scholarships available for Indian students. Scholarships are available from Tribes, Nations, Pueblos, Foundations, etc. Files outline the amounts, procedures, restrictions, and application instructions. These documents are used to provide information on a daily basis and periodically to update the publication, Career Development Opportunities for Native Americans. Arranged by organization name.	C.O.	Destroy when superseded, obsolete, or no longer needed for reference.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1404-03	EDUCATION LOAN CASE FILES. These are loan case files for scholarship aid including such material as application for loan, copy of loan agreement, loan recommendation, borrower's scholastic progress, receipts of payment, and related card records and correspondence. Arranged numerically. Record copy maintained by loaning office.	Area Agency	Cut off at close of fiscal year in which loan is repaid or cancelled. Destroy ~~after~~ 5 years after cutoff.
1404-04	EDUCATION LOAN RECORD FILE. These are records of delinquent education loans. Arranged alphabetically.	Area	Cut off at close of fiscal year. Destroy after clearance of delinquency.
1404-05	EDUCATION GRANT CASE FILES. These case files document grants to Indian students for scholarship aid. Includes papers regarding application and award, progress reports and related correspondence. Arranged by grant number.	Area	Cut off at close of fiscal year in which case is closed. Destroy ~~after~~ 5 years after cutoff.
1404-06	ADULT EDUCATION PROGRAM FILES. These records pertain to the BIA program of vocational education for adult Indians on the reservation, and include such material as monthly and annual reports, records on individiual students and group projects, and related correspondence. Arranged by program name or number. Record copy retained by office of origin. 11 cu. ft. /yr.	C.O.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement. Destroy duplicate copies when no longer needed for reference.
	SECTION 5. SCHOOL FACILITIES FILES		
1405-01 *	FACILITIES PLANNING PROJECT FILES. These files are accumulated during the planning and advising stage of school construction projects. Documents reflect basic decisions on the design of the facility. Papers in the file include such items as correspondence from school boards or community leaders attesting to the	C.O.	Cut off at close of fiscal year when construction is completed. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	need for and recommending a particular facility. Files also include census surveys by grade of school population, computer-generated teaching station requirements, and analyses of requirements with comments and adjustments. Maintained by Division of School facilities. Arranged numerically by project.		
1405-02	SCHOOL FACILITIES FUNCTIONAL REQUIREMENTS FILES. These files consist of originals of documents issued in printed form to Areas; Agencies; architects; school board members; and others concerned with the planning, design, and construction of new school facilities. Functional requirements outline such things as the purpose of the program, community characteristics, educational philosophy, facility implications, the proposed construction program, physically-handicapped requirements, general considerations, outline of facilities for each center, summary of space requirements, and engineering requirements. Arranged by program name, thereunder chronologically.	C.O.	Cut off at close of fiscal year when printed copy is distributed. Hold 10 years or until volume warrants and retire to FARC. Destroy 25 years after cutoff.
1405-03 *	FACILITIES EQUIPMENT PLANNING PROJECT FILES. These files are accumulated during the planning and advising stages of determining equipment needs for school construction or renovation projects. Correspondence in the file reflects basic decisions on the provision of equipment. Included are equipment requirements and justifications, analyses of and comments on equipment layouts, and determinations as to final decisions on equipment needs. Arranged numerically or alphabetically.	C.O.	Cut off at close of fiscal year when final decision is reached. Hold 3 years or until volume warrants and retire to the FARC. Destroy 10 years after cutoff.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
1405-04 *	SCHOOL FACILITIES CONSTRUCTION BUDGET FILES. These files consist of descriptions for each project for the year with cost data included, estimates of man-days of work, and a priority ranking of projects. Also includes any associated legislation and copies of hearings or committee reports. Arranged numerically by project.	C.O.	Cut off at close of fiscal year. Destroy 4 years after cutoff.
	SECTION 6. EVALUATION, RESEARCH AND DEVELOPMENT FILES		
1406-01 *	SCHOOL EVALUATION REPORT FILES. Consist of evaluation reports of Indian schools conducted as requested by school boards, tribes, and Area or Agency offices. Evaluations are performed by contract evaluators or IERC staff. Evaluation involves ascertaining the decision areas of concern, selecting appropriate information, and collecting and analyzing the information in order to report summary data useful to decision makers in selecting among alternatives. Report covers such items as history of school, general impressions, philosophy and goals, curriculum, administration, internal evaluation, student data, staffing, community relations, and recommendations. Reports are used by IERC for monitoring schools and by local school boards as a guide for operations. Printed copies are distributed to Areas, Agencies, tribes, and school boards. Files may also contain correspondence related to planning the evaluation, background data such as school manuals, questionnaires, etc. Evaluations are conducted annually. Arranged chronologically.		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	a. Record copy maintained by C.O.	C.O.	Cut off at close of fiscal year in which evaluation is completed. Hold 3 years or until volume warrants and retire to FARC. Destroy ~~after~~ 20 years after cutoff.
	b. Printed copies maintained by other offices.	Diff	Destroy when superseded, obsolete or no longer needed for reference.
1406-02	EDUCATIONAL RESEARCH ADDRESS FILE. Consists of names and addresses of teachers, administrators, and parents of students at Federal schools. These files are used for opinion sampling for such issues as student rights and responsibilities, school curriculum, administration, etc. Addresses are supplied by Areas and Agencies. These files are updated every 2 years. Arranged alphabetically.	C.O.	Destroy when superseded, obsolete, or no longer needed for reference.
1406-03 *	REPORT OF AUDIT FILES. Copies of Reports of Audits prepared by Department of Interior Audit Office covering BIA education projects. Maintained in the IERC for information purposes. Arranged as appropriate.	C.O.	Cut off at close of fiscal year in which all findings are resolved. Destroy on site 5 years after cutoff.
1406-04	SPECIAL EDUCATIONAL FIELD SURVEY FILES. Consist of reports, special surveys, and statistical studies regarding education field surveys of Indian children in BIA and/or non-BIA schools.		

SCHEDULE NUMBER	DESCRIPTION OF RECORDS	FILE LOCATION	DISPOSAL INSTRUCTIONS
	a. Summary reports maintained in C.O. 5 cu. ft./yr.	C.O.	Permanent. Cut off at close of fiscal year in which survey is completed. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
	b. Feeder information and work papers developed in field during survey.	Area I.S.	Cut off at close of fiscal year in which survey is completed. Destroy ~~after~~ 5 years after cutoff.