

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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**

LEAVE BLANK	
JOB NO	<b>NC1 75 78 1</b>
DATE RECEIVED	<b>11 NOV 1977</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>11-21-77</b> Date	<i>James E. O'Neil</i> Acting Archivist of the United States

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 1 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 <b>11/21/77</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Warren D. Keirsted</i>	E TITLE <i>Bureau Records Management Officer</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>STUDENT ENROLLMENT RECORDS SYSTEM MASTER FILES.</u> These machine-readable 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.</p> <p><u>Disposition.</u> Dispose of after third update cycle.</p>		