

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

MAR 28 1979

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

1. FROM (AGENCY OR ESTABLISHMENT)
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

235-2517

LEAVE BLANK	
JOB NO	NC1-75-79-3
DATE RECEIVED	May 10, 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>5-22-79</u> Date	<u>James B. Bloude</u> 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 4 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	7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<u>5/4/79</u>	<u>Warren D. Keirsted</u>	<u>Bureau Records Mgmt. Officer</u>	1	<u>WIRC Accession 75-53-Y-367, Box 724 (WLL-47-43-4-5)</u> Timeographed copies of monthly narrative progress reports for the following Area Offices: <u>Aberdeen</u> (monthly reports for Feb. 1951 to Oct. '52; 1 semiannual report for the period July-Dec 1950); <u>Window Rock</u> (monthly reports for Feb '51 to Dec '51, Nov '50, and Dec '49); <u>Muskogee</u> (monthly reports for Jan '52 and Feb '51); <u>Minneapolis</u> (monthly report for March '51). Reports were apparently forwarded to the Central Office by the Area Director. Some are marked "duplicate." Information contained includes project progress for the month, notices of additions to or removals from the staff, staff activities and accomplishments. The record copy of Area Office <u>annual</u> reports is made permanent by 15 BIAM Supplement 3, but <u>monthly</u> reports are not included in that schedule. The reports in this accession are not originals, and time period and geographic coverage is very limited. Destroy immediately in WIRC.		
			2	<u>WIRC Accession 75-53-ZC-367, Box 685</u> Correspondence to and from District Offices and Indian agencies requesting copies of the Indian Service filing		

to NNF, agency, WIRC, 5/24/79 RTB

ms
5-24-79

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

2 of 4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3	<p>manual or noting receipt of same, 1946-7; 1 notebook containing copies of efficiency reports and job descriptions for several stenographic positions, 1946; 2 copies of "Office File [Manual], Office of Land Utilization, Classification and Filing Information," n.d.</p> <p>Destroy immediately in WARC</p> <p><u>WARC Accession 75-53-ZC-367, Box 686</u></p> <p>Copies of "Hearings on claims of natives of the towns of Hydaburg, Klawock, Kake, Alaska, pursuant to the provisions of section 201.21b of the regulations for protection of the commercial fisheries of Alaska, 1944"; 1 copy of a report entitled "The American Public Pension System," October 1949; a wallet containing personal letters to and from T. H. Haas concerning his trip, individuals' narrative statements, progress of the project, and copies of maps and illustrations; a manilla folder labelled "extra portions of ms. for other copies," and "non-corrected copies," "9/20/46."</p> <p>Destroy immediately in WARC</p> <p>NOTE: <u>Also</u> in Box 686 are 1) a copy marked "only copy" of "Possessory Rights of the Natives of Southeastern Alaska. A detailed analysis of the early and present territory used and occupied by the Natives of Southeastern Alaska, except the Natives of the Village of Kake (partially treated), Hydaburg, and Klawock," by Walter Goldschmidt and Theodore H. Haas; and several folders or loose papers containing natives' typed statements, 1 thru 88. The folders are labelled to indicate contents. The report and the statements <u>have been appraised as permanent</u> in Job NC3-75-79-2, and should be transferred to NWFN after WARC destroys the disposable material listed above.</p>		
4	<p><u>WARC Accession 75-53-L-367, Box 512</u></p> <p>Carbon copies of forms entitled "record of credits earned by [school district] for recoupment of loan." About 20 school districts are represented; the forms indicate the amount of money the district had paid on the principal borrowed, interest owed, remaining amount due, and due date, 1940's. Some forms were filled out partly in pencil, some were marked "duplicate." Creating office is unknown.</p> <p>Destroy immediately in WARC</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

3 of 4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
5	<p><u>WNRC Accession 75-53-L-367, Boxes 526-527</u></p> <p>Forms created by the Office of Indian Affairs' Division of Extension and Industry, entitled "monthly statistical report of activities." Information on the forms includes number of Indians attending meetings or social activities, number of publications distributed, number of projects (concerning livestock and field crop raising, farm management, credit, et al) initiated or completed. The records cover the year 1939, 1 year's complete set of reports for Indian agencies Cheyenne River through Yakima. Although <u>annual</u> reports of this nature are permanent according to 15 BIAM Supplement 3, monthly reports are not included in the schedule. The period of time covered by these monthly reports is extremely limited.</p> <p>Destroy immediately in WNRC</p>		
6	<p><u>WNRC Accession 75-53-L-367, Box 528</u></p> <p>Contents are as follows: 1) a folder labelled "I.O. Memoranda," containing For Information copies of memos (from the Commissioner and other offices) retained by the Tribal Relations Branch, early 1951-June 1951. Subject matter of all memos was purely administrative and of transitory interest--meeting dates and times, telephone numbers, promotion policy, names of visitors to the BIA, ordering of Bureau envelopes, individuals' travel status, telegraph rates, and the like. 2) an assortment of Office of Indian Affairs handouts, kept for reference use, concerning agency health activities and agency beneficiaries of health programs, 1940's. 3) several ^{copies} of "Navajo Trading," a report by B. Youngblood of the Department of Agriculture, kept as non-record reference material.</p> <p>Destroy immediately in WNRC</p>		
7	<p><u>WNRC Accession 75-53-D-367, Boxes 264-265</u></p> <p>"Fiscal and requisition files; 200, 500, and 505 classification" for the 1940's. The records include applications from Indian agencies for allotments or changes in existing allotments, and related correspondence; forms relating to disposal of surplus property within the Office of Indian Affairs; and agencies' requests for funds. The records do <u>not</u> document the actual allotment of funds and the amount of funds allotted, but are merely requests for funds. The transactions covered have long since been closed.</p> <p>Destroy immediately in WNRC.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

4 of 4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
8	<p>WERC Accession 75-53-ZA-367, Box 778 (14-47-45-4-1)</p> <p><u>Material filed behind file divider labelled "Colonial Statutes":</u> several empty folders; copies of non-USDI publications and duplicate copies of USDI publications; folders containing rough drafts of reports, mimeographed copies of For Information memos, numbered circulars, CIA rules/regulations; travel vouchers for T.H. Haas; blank forms; printed House and Senate bills; draft memo of understanding; handouts about buying co-op farm supplies and similar matters. All materials are either non-record or working materials.</p> <p>Destroy immediately in WERC.</p> <p>NOTE: ALL other records in this box (<u>i.e.</u>, all material filed in front of the file divider labelled "Colonial Statutes,") has been appraised as permanent and approved for accessioning into NMFN under job NC3-75-79-5. When the disposable material described in #8 above has been removed from this box by WERC, the permanent material should be transferred to NMFN.</p>		