

Request for Records Disposition Authority

Records Schedule Number DAA-0600-2017-0006
Schedule Status Approved

Agency or Establishment National Indian Gaming Commission
Record Group / Scheduling Group Records of the National Indian Gaming Commission
Records Schedule applies to Major Subdivision
Major Subdivision Division of Compliance
Minor Subdivision Tribal Training Group
Schedule Subject Tribal Training Records
Internal agency concurrences will be provided No

Background Information The National Indian Gaming Commission (NIGC) was created in 1988 with the passage of the Indian Gaming Regulatory Act (IGRA), which was enacted to support and promote tribal economic development, self-sufficiency, and strong tribal governments through the operation of gaming on Indian lands. The Act provides a statutory basis for the federal regulation of Indian gaming. IGRA establishes the Commission to regulate and support tribal gaming as a means of generating revenue for tribal communities. See 25 U.S.C. § 2704.

The NIGC is committed to fulfilling its responsibilities by:

- regulating and monitoring certain aspects of Indian gaming;
- coordinating its regulatory responsibilities with tribal regulatory agencies
- providing training and technical assistance to tribal regulatory agencies;
- reviewing and approving tribal gaming ordinances and management agreements;
- reviewing the backgrounds of individuals and entities to ensure the suitability of those seeking to manage or invest in Indian gaming;
- overseeing and reviewing the conduct and regulation of Indian gaming operations;
- enforcing violations against the IGRA and its regulations; and
- referring law enforcement matters to appropriate tribal, Federal, and state entities.

The NIGC is comprised of a Chair, appointed by the President and confirmed by the Senate, and two additional commissioners

appointed by the Secretary of the Interior. The NIGC's organizational structure is composed of two main branches, the Office of General Counsel which handles legal affairs, and the Office of the Chief of Staff, which manages day-to-day activities and includes the Division of Compliance, Division of Finance, Division of Public Affairs, and the Division of Technology.

NIGC conducts tribal training that focuses on compliance with IGRA, NIGC regulations and gaming industry best practices. In addition, the Training Program monitors the training of NIGC employees. Internal training records are scheduled by the General Records Schedule 2.6.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0600-2017-0006

Sequence Number	
1	Tribal Training Materials Disposition Authority Number: DAA-0600-2017-0006-0001
2	Tribal Training Catalogue Disposition Authority Number: DAA-0600-2017-0006-0002
3	Tribal Training Events Disposition Authority Number: DAA-0600-2017-0006-0003
4	Tribal Training Working Files Disposition Authority Number: DAA-0600-2017-0006-0004
5	Tribal Training Annual Reports Disposition Authority Number: DAA-0600-2017-0006-0005

Records Schedule Items

Sequence Number	
1	<p>Tribal Training Materials</p> <p>Disposition Authority Number DAA-0600-2017-0006-0001</p> <p>Manuals, syllabuses, textbooks, and other training aid developed by NIGC delivered to tribal gaming authorities regarding IGRA regulations and policies.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when superseded</p> <p>Retention Period Destroy 3 year(s) after Cut off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Tribal Training Catalogue</p> <p>Disposition Authority Number DAA-0600-2017-0006-0002</p> <p>Training Catalogue listing courses offered by the NIGC.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of calendar year</p> <p>Retention Period Destroy 3 year(s) after Cut off</p> <p>Additional Information</p>

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GAO Approval Not Required

Tribal Training Events

Disposition Authority Number DAA-0600-2017-0006-0003

Including lists of attendees, lists of courses, location of trainings, instructors, evaluations and training announcements for mission-related external training.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off at end of calendar year.

Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

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Tribal Training Working Files

Disposition Authority Number DAA-0600-2017-0006-0004

Including correspondences, memoranda, agreements, authorizations, reports, requirement reviews relating to the operation of the training program. Applicable to all training working files unless otherwise noted in another training records schedule.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 5 year(s) after cutoff

Additional Information

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GAO Approval	Not Required
Tribal Training Annual Reports	
Disposition Authority Number	DAA-0600-2017-0006-0005
Reports generated by Tribal Training Program that typically include data about the number of tribes attending, number of personnel attended, and courses taught.	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Cutoff Instruction	Cutoff at end of calendar year.
Retention Period	Destroy 5 year(s) after cutoff
Additional Information	
GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/28/2017	Certify	Tim Osumi	Records Manager	Technology Division - Records Management Program
06/21/2017	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
08/22/2017	Submit For Certification	Tim Osumi	Records Manager	Technology Division - Records Management Program
08/22/2017	Certify	Tim Osumi	Records Manager	Technology Division - Records Management Program
10/26/2017	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
10/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/30/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist