

## Request for Records Disposition Authority

Records Schedule Number DAA-0600-2017-0009  
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 Public Affairs  
Minor Subdivision Legislative Affairs  
Schedule Subject Legislative Affairs 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.

Inherited largely from N1-220-97-6 items 9 - 19 ("Office of Congressional and Public Affairs" and "Public Affairs").

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 6                                 | 2                                     | 4                                     | 0                                     |

GAO Approval

## Outline of Records Schedule Items for DAA-0600-2017-0009

| Sequence Number |  |
|-----------------|--|
| 1               | Legislation Background Files<br>Disposition Authority Number: DAA-0600-2017-0009-0001      |
| 2               | Legislation Files<br>Disposition Authority Number: DAA-0600-2017-0009-0002                 |
| 3               | Final Congressional Hearing Files<br>Disposition Authority Number: DAA-0600-2017-0009-0003 |
| 4               | Congressional Correspondence<br>Disposition Authority Number: DAA-0600-2017-0009-0004      |
| 5               | Working Files<br>Disposition Authority Number: DAA-0600-2017-0009-0005                     |
| 6               | Reports to Congress<br>Disposition Authority Number: DAA-0600-2017-0009-0006               |

## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p data-bbox="362 431 756 463"><b>Legislation Background Files</b></p> <p data-bbox="362 480 1138 512">Disposition Authority Number     <b>DAA-0600-2017-0009-0001</b></p> <p data-bbox="362 534 1479 640"><b>Background records on members of Congress of the Senate Committee on Indian Affairs; information used to prepare the Commission for briefings, meetings and speaking engagements where members may be present.</b></p> <p data-bbox="362 661 914 693">Final Disposition                     <b>Temporary</b></p> <p data-bbox="362 715 849 746">Item Status                           <b>Active</b></p> <p data-bbox="362 768 816 800">Is this item media neutral?         <b>Yes</b></p> <p data-bbox="362 821 816 938">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?     <b>Yes</b></p> <p data-bbox="362 959 805 1044">Do any of the records covered by this item exist as structured electronic data?     <b>No</b></p> <p data-bbox="362 1066 987 1129">GRS or Superseded Authority Citation     <b>N1-220-97-6/ 13</b></p> <p data-bbox="362 1161 667 1193"><b>Disposition Instruction</b></p> <p data-bbox="362 1215 1260 1247">Cutoff Instruction                     <b>Cut off at end of congressional term.</b></p> <p data-bbox="362 1268 1179 1300">Retention Period                     <b>Destroy 3 months after cut off.</b></p> <p data-bbox="362 1342 662 1374"><b>Additional Information</b></p> <p data-bbox="362 1395 946 1427">GAO Approval                         <b>Not Required</b></p> |
| 2               | <p data-bbox="362 1453 586 1485"><b>Legislation Files</b></p> <p data-bbox="362 1506 1143 1538">Disposition Authority Number     <b>DAA-0600-2017-0009-0002</b></p> <p data-bbox="362 1559 1341 1591"><b>Documents outlining agency feedback and views on pending legislation.</b></p> <p data-bbox="362 1613 914 1644">Final Disposition                     <b>Temporary</b></p> <p data-bbox="362 1666 849 1698">Item Status                           <b>Active</b></p> <p data-bbox="362 1719 816 1751">Is this item media neutral?         <b>Yes</b></p> <p data-bbox="362 1772 816 1889">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?     <b>Yes</b></p>   |

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Do any of the records covered by this item exist as structured electronic data?

No

Disposition Instruction

Cutoff Instruction

Cut off at end of calendar year.

Retention Period

Destroy 6 year(s) after cut off

Additional Information

GAO Approval

Not Required

Final Congressional Hearing Files

Disposition Authority Number

DAA-0600-2017-0009-0003

Testimonials and responses by Chairperson to questions for the record given before Congress.

Final Disposition

Permanent

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

GRS or Superseded Authority Citation

N1-220-97-6 / 9a

Disposition Instruction

Cutoff Instruction

Cut off at end of congressional term.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 10 year(s) after cut off

Additional Information

First year of records accumulation

1993

What will be the date span of the initial transfer of records to the National Archives?

From 1993 To 2007

How frequently will your agency transfer these records to the National Archives?

Every 2 Years

|                    | Estimated Current Volume | Annual Accumulation |
|--------------------|--------------------------|---------------------|
| Electronic/Digital | 200 MB                   | 10 MB               |

|                                  |              |                |
|----------------------------------|--------------|----------------|
| Paper                            | 7 Cubic feet | .25 Cubic feet |
| Microform                        |              |                |
| Hardcopy or Analog Special Media |              |                |

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**Congressional Correspondence**

Disposition Authority Number DAA-0600-2017-0009-0004

Copies of both incoming and outgoing correspondence. Excludes any correspondence covered by any other record series.

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

GRS or Superseded Authority Citation N1-220-97-6 / 12

**Disposition Instruction**

Cutoff Instruction Cut off at end of congressional term.

Retention Period Destroy 2 year(s) after cut off

**Additional Information**

GAO Approval Not Required

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**Working Files**

Disposition Authority Number DAA-0600-2017-0009-0005

Working files generated in course of working on Legislative Affairs matters.

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

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GRS or Superseded Authority Citation N1-220-97-6 / 9b  
N1-220-97-6 / 14b

**Disposition Instruction**

Cutoff Instruction Cut off at end of calendar year.

Retention Period Destroy 3 year(s) after cut off

**Additional Information**

GAO Approval Not Required

**Reports to Congress**

Disposition Authority Number DAA-0600-2017-0009-0006

**Reports to Congress**

Final Disposition Permanent

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

GRS or Superseded Authority Citation N1-220-97-6/ 14a

**Disposition Instruction**

Cutoff Instruction Cut off at end of calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 7 year(s) after cut off

**Additional Information**

First year of records accumulation 1993

What will be the date span of the initial transfer of records to the National Archives? From 1993 To 2010

How frequently will your agency transfer these records to the National Archives? Every 1 Years

|                    | Estimated Current Volume | Annual Accumulation |
|--------------------|--------------------------|---------------------|
| Electronic/Digital | 500 MB                   | 10 MB               |
| Paper              | 5 Cubic feet             | .25 Cubic feet      |



### 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   |
|------------|--------------------------|----------------|---------------------|--|
| 03/31/2017 | Certify                  | Tim Osumi      | Records Manager     | Technology Division - Records Management Program                           |
| 08/22/2017 | 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                           |
| 08/24/2017 | Return for Revision      | Valerie Terray | Archives Specialist | National Archives and Records Administration - Records Management Services |
| 09/25/2017 | Submit For Certification | Tim Osumi      | Records Manager     | Technology Division - Records Management Program                           |
| 09/25/2017 | Certify                  | Tim Osumi      | Records Manager     | Technology Division - Records Management Program                           |
| 10/04/2017 | Return for Revision      | Valerie Terray | Archives Specialist | National Archives and Records Administration - Records Management Services |
| 10/04/2017 | Submit For Certification | Tim Osumi      | Records Manager     | Technology Division - Records Management Program                           |
| 10/04/2017 | Certify                  | Tim Osumi      | Records Manager     | Technology Division - Records Management Program                           |

|            |                        |                  |   |  |
|------------|------------------------|------------------|---|--|
| 05/01/2018 | Submit for Concurrency | Valerie Terray   | Archives Specialist                     | National Archives and Records Administration - Records Management Services |
| 05/02/2018 | Concur                 | Kate Flaherty    | Appraiser                               | National Archives and Records Administration - ACRA                        |
| 05/02/2018 | Concur                 | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services     |
| 05/04/2018 | Approve                | David Ferriero   | Archivist of the United States          | Office of the Archivist - Office of the Archivist                          |