

UNITED STATES DEPARTMENT OF THE INTERIOR

BUREAU OF INDIAN AFFAIRS

FILE CLASSIFICATION

Field Offices

Supplement 1 - NUMERICAL LISTING

Supplement 2 - ALPHABETICAL LISTING

to

43 IAM 3.3

RECORDS MANAGEMENTFILE CLASSIFICATION BY NUMBER - FIELD OFFICES000 GENERAL AND STATISTICAL

- 001 - (Formerly "Unclassifiable" - use 003)
002 Criticisms, General (Not classifiable under specific subject)
003 Miscellaneous Correspondence (Routine inquiries, requests for information, etc., not classifiable elsewhere, of no importance for future reference. This material may be filed alphabetically, using a set of A to Z guide cards, and destroyed after one year.)
004 Chronological Copies, Letters to Washington Office (Prepare outgoing letters in triplicate and place one copy in the Chronological file - 004 if to the Washington Office, 005 if to other correspondents; or use 004 for all copies, if preferred. In the upper right-hand corner show subject classification code number under which correspondence is filed.)
005 Chronological Copies, Letters to All Others (See note above)
006 Status File of Individual Indians (Miscellaneous correspondence relating to particular Indians, which is not appropriate to "case files" such as Allotment, IIM, Welfare, Student, etc. Use a separate folder for each Indian regarding whom there is such correspondence, and file alphabetically, grouped by tribe, etc., where appropriate.)
007 -
008 -
009 -

010 Publications and Bulletins

- 011 Indian Bureau
012 Interior Department
013 Other Government
014 Maps and Charts
015 Directories
016 Trade Journals
017 Subscriptions to (see 041.1)
018 -
019 -

020 Legislation

- 021 Acts of Congress
- 022 -
- 023 Proposed Legislation
- 024 Congressional Committee Reports, Hearings, etc.
- 025 Joint Committee on Printing, and Reports to (formerly 025.0)
- 026 Marriage and Divorce (see 075 and 743)
- 027 Intoxicants, Drugs, etc. (see 126)
- 028 -
- 029 -

030 Departmental Relations and Cooperation

NOTE: Includes former subdivisions 030.0 - 039.0. Use 030 for all governmental departments, agencies, etc. Set up a folder for each, as required, and arrange alphabetically.

040 Publicity

- 040.0 News and Press Releases
- 040.1 Public Relations
- 041 School Publications (File under 041 correspondence with the Washington Office and others having general reference to such publications.)
- 041.0 Postage on
- 041.1 Subscriptions to (Set up a folder for general correspondence re subscriptions, and back of it use a set of A to Z guide cards to subdivide by name of subscriber.)
- 041.2 Job Printing for Others
- 041.3 School Annuals
- 042 Ethnology, Anthropology, Relics and Ruins, Antiquities
- 043 Interviews and Introductions
- 044 Monuments and Memorials, Gifts, Presents, Holidays, Coinage
- 045 Speeches and Addresses (not locations)
- 046 Advertising
- 047 Fairs and Expositions (and Indians for)
- 048 Photographs, Moving Pictures, Films, etc. (Including correspondence re, formerly 048.0. See also 751)
- 049 Prizes, Bounties, Rewards, etc.

050 Statistics and Reports

- 051 Annual Reports (Not otherwise classified - see alphabetical list of "Reports")
- 052 Statistical Records - Monthly or Weekly Reports (See note re 051)
 (NOTE: Former subdivisions 052.0 - 052.5 obsolete - reports of Physicians, Nurses, Field and Outing Matrons, Farmers, Stockmen, and Dairymen.)
- 052.6 Employment Statistics
- 052.7 Census of Manufactures
- 052.8 Vital Statistics
- 052.9 Other Statistical Reports
- 053 Historical Data and Records
- 053.0 Genealogy, Family History, etc.
- 054 Census Matters
- 054.0 Tribal Census
- 054.1 School Census
- 054.2 Voting Lists
- 055 School Supervisors Annual Reports
- 056 -
- 057 -
- 058 -
- 059 -

060 Tribal Relations and Activities

- 061 Negotiations and Agreements with Indians
- 062 Treaties
- 063 Enrollment, Citizenship, Degree of Indian Blood
- 063.0 Tribal Rolls
- 064 Councils, and Acts, Minutes, and Resolutions of
- 065 Elections, Tribal
- 066 Delegations, Tribal
- 067 Business Committees, Tribal
- 067.0 Officers, Tribal (Including Bonded Tribal Officers)
- 068 Adoptions, Tribal
- 069 Petitions, Tribal

070 Indian Customs

- 071 Convocations, Conferences, Conventions, Meetings (Indian)
- 072 Feasts, Fiestas, Festivals, Celebrations
- 073 Dances
- 074 Languages and Dialects
- 075 Marriage Customs (see also 026)
- 076 Forms of Government - Indian Judges
- 076.0 Organization of Bands and Tribes
- 076.1 Charters
- 076.2 Constitutions and By-Laws
- 076.3 - (Formerly "Resolutions" - use 064)
- 077 Costumes
- 078 Songs and Music
- 079 -

080 Patents and Trademarks

- 081 Inventions
- 082 -
- 083 -
- 084 -
- 085 -
- 086 -
- 087 -
- 088 -
- 089 -

090 Organizations Interested in Indians

NOTE: Includes former subdivisions 091 - 097. Use 090 for all organizations, with a folder for each, as required, and arrange alphabetically.

100 ADMINISTRATION AND CONTROL

- 100.0 Meetings and Conferences
- 100.00 Staff Meetings, Minutes, and Reports
- 100.01 BIA Conferences
- 101 Office Procedure and Methods
- 101.0 Delegation or Redelelegation of Authority
- 102 Office Instructions and Memoranda to Employees
- 103 Programs and Program Planning, General
- 103.0 Reservation Programs, General
- 103.1 Community Land Use Programs
- 103.2 Long Range Planning Programs and Studies, General
- 103.20 Interior Department Field Committees
- 103.3 Withdrawal from Federal Supervision, Programs for
- 103.4 Economic Programs and Surveys, General
- 103.5 Valley and/or Basin Authorities
- 103.50 Reports and Investigations of
- 104 Records Management
- 104.0 Records Surveys
- 104.1 Records Disposition and Schedules for (formerly 104.20)
- 104.2 Records Reports (Including Disposition Actions, formerly 104.21)
- 104.3 Microfilming Records
- 104.4 Filing Systems
- 105 Reorganization, Bureau of Indian Affairs
- 105.0 Organization Charts
- 106 Federal Business Associations
- 107 - (Formerly "Reports by CPC Employees" - obsolete)
- 108 Management Planning
- 108.0 Workload Data
- 109 -

110 Rules and Regulations

- 110.1 Manuals and Manual Materials
- 111 Executive Orders
- 112 Circulars
 - NOTE: Includes former subdivisions 112.0 - 112.7. Use 112 for all circulars with a folder for each type, as required, and arrange alphabetically.
- 113 Permits, Miscellaneous (See alphabetical list of "Permits")
- 113.0 Permits to enter Indian Reservations
- 114 Departmental Orders, Manuals, and Instructions
- 115 - (Formerly "GSA" - use 112)
- 116 - (Formerly "Orders, Central Office" - now Manuals, 110.1)
- 117 Area Office Manuals and Instructions
- 118 -
- 119 -

120 Policy

- 121 Visiting Among Indians
- 122 Arming and Disarming Indians
- 123 Transfer and Removal of Indians
- 124 Trading with Indians
- 124.0 Trader License
- 125 Peyote
- 126 Liquor and Drug Traffic
- 127 Competent Indians
- 128 Indian Suffrage
- 129 Racial Discrimination
- 129.0 Human Rights

130 Establishment, Reopening, or Abolishment of Agencies, Schools, etc.

- 131 Changes in Control
- 132 Division of Jurisdiction
- 133 Consolidation of Offices, Agencies, Schools, etc.
- 134 Removal of Offices, Agencies, Schools, etc.
- 135 Employees in Charge of Offices, Agencies, Schools, etc.
- 136 Subagencies
- 137 Jurisdiction of Superintendent
- 138 Location of Area Offices, Agencies, Schools, Hospitals, etc.
- 138.0 - (Formerly "Relocation of Offices, etc." - use 134)
- 139 -

140 Communications

- 141 Mail Matters
- 141.0 Indicia Envelopes (Formerly "Penalty Envelopes")
- 142 Post Offices
- 143 Telegraph Service and Rates, Department Code
- 144 Telephone Service and Rates
- ✓ 145 Correspondence, Style and Instructions re
- 146 - (Now 104.1)
- 147 Newspaper Clippings
- 148 Radio and Television Programs (see also 412-13)
- 149 Route and Roster Information

150 Inspection and Investigation, and Reports of

- 151 Boards of Survey
- 152 Inspection of Supplies and Stock
- 153 Proselyting and Religious Controversies
- 154 Charges against Employees
- 155 Complaints, and Reports on
- 156 - (Formerly "Suggestions, Instructions, etc." - see 169)
- 157 Safety Program (Including Instructions re)
- 157.0 Publications, Bulletins, Posters
- 157.1 Inspection Reports
- 157.10 Safety Meetings
- 157.11 Fire Fighting Equipment
- 157.2 Drivers' Examinations, Tests, and Permits
- 157.3 - (Formerly "Correspondence, general" - use 157)
- 157.4 Accidents, Motor Vehicle
- 157.5 Accidents, Other Than Motor Vehicle
- 158 -
- 159 -

160 Personnel (Officers and Employees)

- 160.0 Details, Travel Orders, and Visits of
- 160.1 Itinerary of Traveling Officials
- 160.2 Boarding Clubs and Messes
- 160.3 Quarters, Employees (Including Corresp. re Deductions)
- 160.30 Schedules of Quarters Deductions
- 160.4 Position Survey and Classification
- 160.40 Staffing Reorganization and Lists (Personnel Ceilings)
- 160.5 Increase of Compensation
- 160.6 Perquisites and Subsistence of Employees and Families
- 160.7 Membership in Associations, Organizations, and Unions
- 160.8 Laundry
- 160.9 Appointment to Committees and Boards - Special Assignments
- 161 Bonds (Surety) of Employees (Use 226.4 for Savings Bonds)
- 162 Recruitment and Applications for Positions
- 162.0 Promotion Recommendations
- 162.1 Training, General (Employees)
- 162.10 On-the-Job
- 162.11 Student
- 163 Vacancy Correspondence - Promotional Opportunity Bulletins

(Continued)

160 Personnel (Officers and Employees) - Continued

164 Leave of Absence
164.0 Educational Leave
165 Hours of Labor (and Holidays)
165.0 Salaries and Wages
165.00 Wage Boards
166 Employee Benefits (Use 226.4 for payroll deductions for)
166.0 Retirement and Social Security Programs
166.1 - (Formerly "Reclassification" - use 160.4)
166.2 Insurance Programs (Life and Accident)
166.3 Health Benefits Program
167 Performance or Efficiency Rating, and Reports of
168 Irregular Employees
169 Employee Suggestions and Awards (Incentive, Honor, Valor, etc.)

170 Law and Order (Law Enforcement and Litigation)

170.1 Law and Order Reports
171 Federal Law
172 State Law - Acts of State Legislatures
172.0 Health Laws (172.01 & 172.02 discontinued - obsolete)
172.00 Enforcement of
173 Courts
173.0 Decisions
173.1 Judgments (Including Condemnation of Property)
173.2 Injunctions and Mandamus
173.3 Calls for Evidence
173.4 Judges - Nomination and Election of
174 Attorneys - Powers of Attorney
174.0 Contracts with
174.1 Admission of Attorneys
174.2 Disbarment of Attorneys
174.3 Attorneys' Fees
175 Offenses and Crimes
175.0 Arrests
175.1 Suits and Litigation (Prosecution)
175.2 Fines and Penalties
175.3 Pardons and Paroles
175.4 Statutes of Limitations
175.5 Prisons and Prisoners
176 Notaries Public
177 Business Forms, Bonds, Authorities to Sign, Articles of Incorp.
178 Proclamations
179 Comptroller General's Decisions

200 FINANCE AND ACCOUNTS

201 Receipt for Goods
202 Authorities
202.0 Personal Services
202.1 Construction - Buildings, etc.
202.2 Supplies and Stock
202.3 Heat, Light, Power, Gas, and Water (Utilities)
202.4 Telephone and Telegraph
202.5 Freight and Passenger Transportation
202.6 Operation of Aircraft
203 Report of Accounting Costs
204 Garnishment of Funds
205 Travel Expenses, Board, Lodging, and Per Diem
206 Economy
207 Fees (Witnesses, Registration, Probate, etc.)
208 Taxes, Customs Duties, etc.
208.0 (Formerly "Federal Withholding" - see 208.3)
208.1 Excise
208.10 State
208.11 Federal
208.2 Personal Property (Individual)
208.3 Income (Use 226.4 for withholding of, & payroll deductions for)
208.30 State (Individual)
208.31 Federal (Individual)
208.32 Federal (Corporate)
208.4 Unemployment Compensation
208.40 Federal (Corporate)
208.41 State (Corporate)
209 Funds for Cashing Checks - Imprest Funds (General Correspondence)
209.0 Imprest Fund Regulations and Instructions
209.1 Imprest Fund Reimbursement Vouchers (Cashier Copies)
209.2 Imprest Fund Advances and Reductions

210 Funds - Appropriations

211 Budgets and Budgeting - Advance Estimate of Needs
212 Gratuity Funds
213 Trust Funds
213.0 Indian Tribal Funds
213.1 Indian Moneys, Proceeds of Labor
214 Treaty Funds
215 Reimbursable Funds
216 School Support Funds
217 General Support Funds
218 Transportation Funds
219 Repair and Improvement Fund
219.1 Road Funds

230 Property Accounts

- 230.0 Exceptions to Property Accounts - General
- 230.1 Traveling Auditors Reports and Exceptions to Property Accounts
- 231 Inventory of Stores, Equipment, and Real Property
- 231.0 Stores, General
- 231.1 Livestock
- 231.2 Real Property
- 231.3 Equipment Charged to Employees and Departments, and
 Requests for
- 231.4 Return of Equipment (Traveling and Special Officials Only)
- 231.5 Inventory of Major Equipment
- 232 Storehouse Issues
- 233 Reports of Survey (Formerly "Condemnation of Public Property")
- 233.0 Destruction of Property
- 234 Transfer of Property, Other Than Real (see 237 and 239)
- 235 - (Formerly "Requisition for Stores" - use 510)
- 236 Production Reports
- 237 Sales and Exchanges of Property, Other Than Real (see 234
 and 239)
- 238 Goods in Transit
- 239 Sale or Transfer of Plants and Buildings - Real Property
 (see also 234 and 237)

240 Credit Activities (General Correspondence in 240)

240.0 Credit Regulations (Other Than in 110.1)
240.1 Insurance (Credit) (see also 247.00)
240.2 Corporate Loans
240.3 Individual Corporation - Loan Agreements
240.4 Auditors' Reports
240.5 Office Receipts, Miscellaneous (see 240.61 and 247.01)
240.6 Individual Loans (General Correspondence)
240.60 Individual Loan Agreements with Lending Agencies
240.61 Office Receipts
241 Credit Reports
241.0 Annual Credit Report (formerly 948)
241.1 Reimbursable Loans Report (formerly 241)
241.2 Delinquent Loans Report (formerly 240.62)
241.3 Other Credit Reports
242 Tribal Rehabilitation
243 Cancellation of Debts
244 Repayment Cattle
244.0 Government Operations
244.1 Tribal Operations
245 Credit Associations and Agencies
246 Retaken Credits, Collections, Cancellations, etc.
247 Stores (Credit)
247.0 Individual Stores (General Correspondence)
247.00 Insurance (Credit) (see also 240.1)
247.01 Office Receipts, Vouchers, and Schedules
247.02 Invoices
247.1 Furs
247.2 Requisition Approvals
247.3 Store Bank Accounts
247.4 Authority for Payment of Accounts thru Bank
247.5 Bank Statements and Deposit Slips
247.6 Alaska Native Industries Associations
247.60 Managers Contract
247.61 Articles and By-Laws
247.62 Officers and Directors
247.63 Monthly Reports
247.64 Audits
247.65 Budgets, Annual and Supplementary
247.66 Association Mark-Ups
247.67 Meetings of Directors and Actions by Mail
247.68 Distribution of Patronage Savings
248 -
249 -

250 Annuities

251 Payments to Indians (Per Capita)
251.1 Benefits
252 Commutation of Annuities
253 Claims for Annuities
254 -
255 -
256 -
257 -
258 -
259 -

260 Claims - Vouchers or Bills

261 Claims for Medical and Hospital Expenses
262 Claims for Supplies and Stock
263 Claims for Construction of Buildings
264 Claims for Personal Services
265 Claims for Freight and Passenger Transportation
266 Claims for Telephone and Telegraph
267 Claims of Public Schools
268 Claims for Confiscation or Destruction of Property
269 Miscellaneous Claims

270 Sales

271 Hides
272 Stock
273 Manufactured Articles
274 Farm Products
275 Stores
276 Subsistence or Other Supplies to Employees
277 Services, Labor
277.0 Custodial Services, by Public Buildings Service
278 Junk and Scrap
279 - (Formerly "Issue Goods" - obsolete)

280 Contracts

NOTE: Each office should make its own administrative determination as to the most practical filing procedure, under the 280 classification, for contracts.

The official record copy of a contract and related material (specifications, bids, awards, performance and guaranty bonds, correspondence, etc.) should be filed together by contract or project number, or by name of contractor, for example.

Other copies of such material may be grouped by type of contract; each folder identified by "280 - CONTRACTS - (type)"; and the folders arranged alphabetically.

For example:

280 - CONTRACTS - Bridge Construction
280 - CONTRACTS - Freight Transportation
280 - CONTRACTS - Office Supplies

(etc.)

- 281 Bids and Awards - General
282 Lists of Bidders (Requests from contractors, supply houses, and prospective bidders to be on general mailing lists. Requests concerning a specific invitation should be filed with that material.)

283 -
284 -
285 - (NOTE: Former subdivisions in 280 series
286 - discontinued or changed, as
287 - indicated above.)
288 -
289 -

290 Storehousing

- 291 Survey of Storehouse Facilities
292 Utilization of Storehouse Space
292.0 Commodity Factors
292.1 Storage of Inflammable Material
292.2 Capacity Factors
293 Leaseholds
293.0 Storehouse
293.1 Office
293.2 Reports on (to G.S.A. and P.B.S.)
294 Handling Equipment, Storehouse
295 Loading Facilities
296 -
297 -
298 -
299 -

300 LANDS AND RESOURCES

- 300.0 Land Use and Master Land Development Plan
- 301 Grazing Resources and Activities (General Working Plans and Correspondence in 301)
- 301.1 Permits, Grazing (General folder for correspondence re delinquent payments or suits re several allotments included in a group, followed by separate folder for each permittee filed alphabetically. Fasten together all records covering each permit period. Use 321 for farming and grazing leases.)
- 301.2 Permits, Crossing and Trailing
- 301.3 Reports, Grazing (Periodic and special reports on grazing matters not related to a specific phase of the activity. Cross reference 051 and 052.)
- 301.4 Authorizations, Grazing (All material re range carrying capacities, numbers authorized by Bureau to be grazed on reservation, control of opening and closing dates of grazing season, grazing fees, etc.)
- 301.5 Advertisements of Sale of Grazing Privileges
- 301.6 Applications for Grazing Privileges (When permit issued, transfer application to that file. Material may be subdivided, if desired, into: Tribal Lands, Cattle and Horses; Tribal Lands, Sheep and Goats; Allotted Lands, Cattle and Horses; Allotted Lands, Sheep and Goats.)
- 301.7 Cooperation (Federal, State, or private, in administration of grazing, livestock dipping, enforcing quarantine, etc. Cross reference 030.)
- 301.8 Plant Identification (Material re collection and identification of range plants, installation and maintenance of herbarium, etc.)
- 301.9 Powers of Attorney, Grazing (Folder for general correspondence, followed by folders for completed powers of attorney arranged according to range units.)
- 301.10 Range Improvement (Material re drift fences, water development for livestock, control of poisonous plants and rodents, etc.)
- 301.11 Research, Grazing (Correspondence and reports on grazing investigations - natural revegetation; artificial re-seeding; and period, sample plot, and soil studies, etc.)
- 301.12 Supervision (General administration of grazing work not classifiable under any specific activity.)
- 301.13 Trespass, Grazing (Correspondence and reports. Separate folder for each trespasser, filed alphabetically. Use 301.1 for cases against grazing permittees.)
- 301.14 Working Plans (Material re preparation and application of management plans; herding, salting, counting, and other features of stock management; and reconnaissance.)

302 Taxes on Lands
303 Rifle and Target Ranges and Drill Grounds, Land for
304 Surveys and Appraisals
304.0 Field Notes
304.1 Maps, Plats, and Tract Books
304.2 Boundaries
305 Townsites and Zoning of
306 Removal of Restrictions
306.0 Certificates of Competency
306.1 Extension of Trust Periods
307 Public Lands
307.0 Cemeteries
307.1 Parks, Bison Ranges, Game Preserves
307.2 Forest Reserves
307.3 For Indian Reserves
307.4 Military Reserves and Posts (Includes former 361)
307.5 Reclamation Reserves
307.6 Alaska Railroad Reserves
308 Tribal Lands
308.0 Opening to Public
308.1 Trespass or Settlement on Tribal or Allotted Lands
308.2 School Lands
308.3 Land Assignment
309 Islands and Swamp Lands
309.0 Bodies of Water
309.1 Wild Rice Camp Sites (Formerly 364)

310 Transfer, Sale, and Acquisition of Lands - Extension of Payment

310.1 Petitions for Partition
310.2 Tribal Land Purchases
310.3 Property (Trust) Purchased by Individual Indians
311 Deeds and Titles - Conveyance of Lands
312 Patents on Land
313 Sale of School or Agency Land
314 Mortgages
315 Land for Mission or Mission School Purposes - Mission Reserves
316 Land for Ex-Soldiers
317 Airports
318 Revocable Permits
319 Acquisition of Non-Trust Real Property (Formerly 405)

320 Leasing of Lands

- 321 Farming and Grazing Leases and Assignments
- 322 Oil and Gas Leases and Assignments
- 322.0 Oil Gauging and Measuring
- 322.1 Advertisements and Sales, Oil and Gas Leases (formerly 326)
- 323 Coal and Asphalt Leases and Assignments
- 324 Mineral Land and Smelting Leases and Assignments
- 325 Oil Tank Site Leases and Assignments
- 326 - (Now 322.1)
- 327 Business Leases
- 328 Lands or Buildings Leased for School or Agency Purposes
(formerly 363 and 409)
- 329 -

330 Resources and Development (Analysis and general correspondence re)

- 331 Prospecting
- 332 Mines, Mining, Mineral Lands
- 332.0 Reservation of Mineral Rights on Restricted Land
- 333 Mineral Springs
- 334 Quarries
- 335 Gravel and Sand Pits
- 336 Gas Wells
- 337 Oil Lands
- 338 Basin Surveys (see also 103.5)
- 339 Forestry (General, Control Guide, Logging Operations)
- 339.1 Timber Sale Contracts, Allotments (Correspondence, scale reports, and contract. File general contract covering a group of allotments under 339.5.)
- 339.2 Timber Permits
- 339.3 Annual Forestry Reports (Cross reference 051)
- 339.4 General Supervision (Monthly and miscellaneous reports and correspondence re general administration of forest management and silvicultural matters not connected with a special transaction, and Time Distribution Reports.)
- 339.5 Timber Sales (General folder for correspondence not connected with specific sales; inquiries for timber, and replies. Use separate folder for each timber sale case by unit, filed alphabetically.)
- 339.6 Agency Sawmills and Pulp Mills
- 339.7 Management Plans (Correspondence and reports re policies and plans for forest management, sales, sustained yield, order of cutting, etc.)

(Forestry Continued)

339 Forestry - Continued

- 339.8 Reforestation (Correspondence and reports re collection and distribution of tree seed, nursery work, field sowing and planting, etc.)
- 339.9 Research and Silviculture (Correspondence and reports on forest investigations including growth and yield, cutting methods, sample plot studies; experimental work of a research nature in silviculture and forest products; and economic investigations.)
- 339.10 Timber Surveys (Folder for general timber estimates and those made for specific sales. After a surveyed unit has been placed under contract, transfer papers to 339.5 files.)
- 339.11 Timber Trespass (General folder followed by separate folder for each trespass case, filed alphabetically.)
- 339.12 Fire Protection, General (Correspondence re fire protection in general; fire protection boards and plans; prevention, detection, and suppression of fires; lookout towers and fire equipment. Not fire reports and fire trespass.)
- 339.13 Fire Reports (Individual fires, and annual fire reports.)
- 339.14 Fire Trespass (General folder followed by separate folder for each offender, filed alphabetically.)
- 339.15 Protection from Insects and Diseases (Correspondence and reports on infested areas, control measures, etc.)
- 339.16 Forestry Recreation (Development of the forest recreational resources of Indian Reservations)
- 339.17 Erosion (Material re watershed protection and erosion control by forestry measures)

340 Land Improvements

- 341 Irrigation and Irrigation Projects
- 341.1 Construction Assessments, Public Notices, and Repayment Contracts
- 341.2 Economic Investigations & Adjustment of Irrigation Charges
- 341.3 Land Designations
- 341.4 Operation and Maintenance Orders and Assessments
- 341.5 Power
- 341.6 Programs of Work
- 341.7 Water Rights
- 341.8 Construction Programs
- 341.9 Flood Control
- 342 Fences
- 343 Drainage

(Land Improvements Continued)

340 Land Improvements - Continued

- 344 Soil and Moisture Conservation Development (S&MC)
- 344.1 Program Plans
 - 344.11 Long Range Development Plans
 - 344.111 Reservation
 - 344.112 Field Committees
 - 344.113 USDA Watershed Surveys (Runoff and waterflow retardation & soil erosion prevention for flood control)
 - 344.2 Surveys, General
 - 344.21 Soil, Detailed
 - 344.22 Reconnaissance, All
 - 344.3 Land Classification
 - 344.4 Stipulations for Leases or Permits
 - 344.5 Plans for Farms and Ranches or Other Units
 - 344.51 Individual Plans
 - 344.6 Periodic Reports, S&MC (Cross reference 051 and 052)
 - 344.61 Proposed Program, Annual
 - 344.62 Accomplishment Reports, Annual
 - 344.621 Statistical Report
 - 344.622 Narrative Report
 - 344.63 Intermittent Progress Reports
 - 345 S&MC Cooperation (Cross reference 030)
 - 345.1 Agreements with Soil Conservation Districts (S.C.D.)
 - 345.11 Operation and Correspondence with S.C.D.
 - 345.2 Agreements with Indian Tribal Councils, Associations, Enterprises, etc. (Cross reference 061)
 - 345.21 Operations and Correspondence with Indian Organizations
 - 345.3 Production Marketing Administration, and its successor
 - 346 S&MC Education
 - 346.1 Cooperation with Branch of Education
 - 346.11 S&MC Educational Materials
 - 346.12 S&MC in Indian School Curricula
 - 346.13 Summer Schools (S&MC Training in)
 - 346.14 Classroom Presentation (S&MC)
 - 346.15 Field Presentation (S&MC)
 - 346.16 Student Projects (S&MC)
 - 346.2 Indian Information Meetings (S&MC)
 - 346.3 In-Service Meetings (S&MC)
 - 346.4 Outside Meetings (S&MC)
 - 346.5 Published Material (S&MC)
 - 346.51 In-Service Publications (S&MC)
 - 346.52 Outside Publications (S&MC)
 - 346.521 Newspapers
 - 346.6 S&MC Photographs

(Land Improvements Continued)

340 Land Improvements - Continued

- 347 - (Formerly "Telephone Construction" - for BIA construction use 412-13.1; for commercial rights of way use 374)
- 348 - (Formerly "Bridge Construction, Fire Roads" - use 452)
- 349 - (Formerly "Road and Fire Trail Construction, Forestry" - use 451)

350 Estates - Heirship Cases

- 351 Wills
- 352 Guardians for Minor and Insane Indians
- 353 Administrators and Executors of Estates
- 354 Inherited Lands
- 355 Noncompetent Indians
- 356 Orphans
- 357 -
- 358 -
- 359 -

360 - (Formerly "Acquisition of Lands" - 310 used since 11/19/57)

- 361 - (Formerly "Military Posts" - use 307.4)
- 362 - (Formerly "Purchases of Buildings for School or Agency Purposes" - use 319)
- 363 - (Formerly "Rented Lands or Buildings for School or Agency Purposes" - use 328)
- 364 - (Formerly "Wild Rice Camp Sites" - use 309.1)
- 365 -
- 366 -
- 367 -
- 368 -
- 369 -

370 Rights of Way

371 Railroad
371.0 Spur Tracks for Schools and Agencies
372 Pipelines
373 Telegraph
374 Telephone
375 Roads, Bridges, and Cattle Trails
376 Ferries
377 Canals and Irrigation Ditches
378 Power Plants and Lines
379 Levees and Dikes (Flood Control)

380 Allotment of Lands

381 -
382 -
383 -
384 -
385 -
386 -
387 -
388 -
389 -

390 Indian Homes

391 Settlement and Colonization
392 Rehabilitation, Federal Funds and Property
393 Rehabilitation, Tribal Funds and Property
394 -
395 -
396 -
397 -
398 -
399 -

400 BUILDINGS AND UTILITIES

NOTE: Former subdivisions 401 - 449.4 revised or discontinued as shown, in accordance with current program activities.

- 401 - (Now 281, Bids and Awards)
- 402 Sites for Buildings
- 403 Plans, Drawings, and Blueprints (Formerly 440 - 449.4. See also 416.0. "Schedules of Repairs and Improvements," formerly 403, now included in 415.)
- 403.0 Miscellaneous (Not pertinent to a specific project or facility. File those re a project or facility with other material concerning it - see 412, 414, and 432.)
- 403.1 Plot Plans
- 404 - (Now 412-7)
- 405 - (Now 319)
- 406 Destruction of Buildings by Fire, Flood, Storms, etc.
- 407 - (Now 412-8 and 412-9)
- 408 - (Now 318)
- 409 - (Now 328)

410 Plant Management

(Maintenance, Repair, Alteration, Improvement, and Operation of Plants and Facilities - Buildings and Utilities)

- 411 -
- 412 Work Categories

NOTE: Subdivisions under 412 are indicated by "dash" numbers (-1, -2, etc.) because the large number of categories makes the use of the decimal system impossible.

- 412-1 Heating and Power Plants
- 412-1.0 Boiler Water Reports
- 412-2 Electrical Generating Plants and Facilities (Exterior)
- 412-3 Water Plant Facilities
- 412-3.0 Water Treatment and Analysis
- 412-4 Sewage Plants and Facilities
- 412-5 Fuel Systems and Facilities
- 412-5.0 Fuel Requirements and Analysis
- 412-6 Garbage and Refuse Collection and Distribution
- 412-7 Grounds and Landscaping
- 412-8 Plant Protective Services
- 412-9 Fire Protection and Prevention Services
- 412-10 Custodial Services
- 412-11 Rodent and Pest Control

(Work Categories Continued)

412 Work Categories (Plant Management) - Continued

412-12 Vehicle Garage Services

412-13 Communications

412-13.0 Radio

412-13.1 Telephone

412-14 Refrigeration and Air-Conditioning

412-15 Plumbing

412-16 Electrical (Interior)

412-17 Structural

412-18 Safety and Protection

413 Physical Plant Surveys

413.0 General

413.1 Buildings

413.2 Utilities

413.3 Grounds

414 Contract and Force Account Projects

414.0 Repair and Maintenance

414.00 Proposed Projects

414.1 Major Alterations and Improvements

414.10 Proposed Projects

414.2 Operations

414.20 Proposed Projects

415 Programing

415.0 General

415.1 Repair and Maintenance

415.2 Major Alterations and Improvements

415.3 Operations

415.30 Other Government Agencies (PHS Agreements, etc.)

415.31 Non-Government

415.4 IMPL (Indian Moneys, Proceeds of Labor)

416 Individual Structures (Use separate folder for each building
or other structure to contain material and survey data
concerning it, and arrange folders by structure number.)

416.0 Assignment Drawings

417 -

418 -

419 -

420 _____

- 421 -
- 422 -
- 423 - (Former subdivisions 420 - 429 changed or discontinued.
- 424 - See NOTE following 400.)
- 425 -
- 426 -
- 427 -
- 428 -
- 429 -

430 Plant Design and Construction

- 431 Programs
- 431.0 General
- 431.1 Long Range
- 431.2 Project Justifications
- 432 Projects (Use separate folder for each, and file by project number)
- 433 -
- 434 -
- 435 -
- 436 -
- 437 -
- 438 -
- 439 -

440 _____ (Now 403 - 403.1)

- 441 -
- 442 -
- 443 - (Former subdivisions 440 - 449.4 changed or discontinued.
- 444 - See NOTE following 400.)
- 445 -
- 446 -
- 447 -
- 448 -
- 449 -

450 Highways, Roads, and Trails

451 Construction Projects (Highways, Roads, and Trails)
452 Construction Projects (Bridges)
453 Maintenance and Repair (General)
453.0 Maintenance (Heavy)
453.1 Maintenance (Special)
454 Surveys and Plans
455 Systems, Roads
455.0 Systems, Reservation Roads
455.1 Systems, State Highway
455.2 Systems, County Highway
455.3 Roads, Access
456 Programs, Roads
456.0 Programs, Reservation Long Range Road
456.1 Programs, Reservation Short Range Road
457 Inventory of Highways, Roads, and Trails
457.0 Inventory of Bridges and Culverts
458 Roadless and Wild Areas
459 Materials Testing

460 _____470 _____480 _____490 _____

<u>540</u>	<u>Transportation, General</u> (See 180 series for Passenger)
540.0	Parcel Post
540.1	Railway Express
540.2	Air Express
540.3	Railway Freight (LCL and CL)
540.4	Motor Freight
540.5	Air Freight
540.6	Water Freight
540.7	Other Methods of Transportation (Includes combined methods of local hauling)
541	Freight Tariffs
542	Freight Classification
543	Packing Goods for Transportation
544	Government Bills of Lading (Includes Certificate in Lieu of)
545	Routing (Includes LCL and CL. See 149 for Routes to Agencies, etc.)
546	Requests for Rates
547	Transportation of Household Goods
548	Lost Shipments (Includes loss of valuables)
548.0	Damaged Shipments
549	Switching Charges
549.0	Demurrage
<u>550</u>	_____
<u>560</u>	_____
<u>570</u>	_____
<u>580</u>	_____
<u>590</u>	_____

600 MILITARY ACTIVITIES

601 Pensions
601.0 Allowances

610 Indian Veterans of Foreign Wars

620 Indians in the Army and Air Force

630 Indians in the Navy

640 Indians in the National Guard

650 Indians as Scouts

660 War Relief Work - Red Cross, etc.

670 Military Training

680 Selective Service

690 Civil Defense Program

691 Radiological Monitoring

700 HEALTH, WELFARE, AND RELOCATION

- 701 Rules and Regulations (Other than in Manuals, 110.1)
- 702 Quarantine
- 703 Camps and Camping
- 704 Pupils' Health
- 704.0 Exclusion from School Because of Communicable Diseases
- 704.1 Epidemic Diseases in School
- 705 Public Health Service Activities (Formerly "Physicians and Surgeons" - obsolete. Includes former subdivisions 705 - 707.5)
- 706 -
- 707 -
- 708 -
- 709 -

710 Sanitation - General

NOTE: Former subdivisions 710.0 - 710.7 discontinued or now included in Plant Management, 412 series.

- 711 -
- 712 -
- 713 -
- 714 -
- 715 -
- 716 -
- 717 -
- 718 -
- 719 -

720 Welfare, Relocation, and Health ServicesWelfare

NOTE: Former subdivisions for "General Correspondence" in Welfare series discontinued - use 720.2 instead of 720.21 for general correspondence re General Assistance; use 720.3 instead of 720.31 for general correspondence re Public Assistance, etc.

- 720.0 Interpretation of General Policy and Procedure
- 720.1 Local Welfare Information

(Welfare Continued)

Welfare - Continued

720.2 General Assistance
720.20 Case Records

720.3 Public Assistance
720.30 Case Records

720.4 Social Services to Families and Adults
720.40 Counseling at Home
720.400 Case Records
720.41 Institutional Placement
720.410 Case Records

720.5 Social Services to Children
720.50 In Their Own Homes
720.500 Case Records
720.51 Foster Home Placement
720.52 Boarding Home Care
720.520 Case Records
720.53 Adoptive Placement
720.530 Case Records
720.54 Institutional Placement
720.540 Case Records
720.55 BIA Boarding Schools (Welfare Activities)
720.550 Case Records
720.56 Mission Schools (Welfare Activities)
720.560 Case Records

720.6 Community Planning (Welfare)

720.7 Relationship with Other Welfare Agencies
720.70 State Public Welfare Agencies
720.71 County Public Welfare Agencies
720.72 Public Assistance Programs
720.720 Old Age Assistance
720.721 Aid to Dependent Children
720.722 Aid to Blind
720.723 Aid to Totally and Permanently Disabled
720.73 General Assistance Program
720.74 Other Welfare Services or Assistance
720.75 Other Public Welfare Agencies
720.76 Private Welfare Agencies

720.8 Reports (Welfare)
720.80 Monthly Statistical Reports
720.81 Monthly Progress Reports
720.82 Monthly Commodity Reports

721 Relocation

721.0 General Policies and Procedures
721.1 Housing
721.2 Community Adjustment
721.3 Relations with Other Organizations
721.4 Assistance to Individuals
721.40 Subsistence
721.41 Transportation
721.42 Tools and Equipment
721.43 Other Assistance
721.5 Family Relocation Plans
721.6 Community Information
721.7 Relocation Offices
721.70 Area
721.71 Agency
721.72 Other Field Offices

Health722 Hospitals and Sanatoriums

722.0 Admission
722.00 Eligibility for
722.1 Indians
722.2 Indian Employees
722.3 Other Employees
722.4 Emergency Service
722.5 White Husband and Family
722.6 Records of Patients
722.7 Agreement to Prevent Removal of Patient
722.8 Consent for Operation
722.9 Discharge of Patient
722.10 Charges or Fees
722.11 Narcotics and Alcohol, Records and Safeguard of
722.12 Reports of Hospitals and Sanatoriums

723 Asylums

723.0 For Insane Indians
723.1 For Blind
723.2 For Deaf and Dumb
723.3 For Feeble-Minded and Epileptic
723.4 For Aged Persons

724 -

725 Insurance (Life, Accident, etc. For Employees, see 166.2)

726 -

727 -

728 -

729 -

730 Diseases and Injuries

- 731 Epidemics, Other than in School (see 704.1)
- 732 Treatment, Medical and Surgical
- 732.0 Immunizations, Inoculations, Vaccinations
- 732.1 Authorized Non-BIA Hospital, Medical, & Dental Service
- 732.2 Unauthorized Non-BIA Hospital, Medical, & Dental Service
- 733 -
- 734 Medical Examinations
- 735 Injuries
- 735.0 U.S. Employees Compensation Commission
- 736 Special Programs
- 736.0 Ear, Eye, Nose, and Throat
- 736.1 Tuberculosis
- 736.10 B.C.G. (Bacillus, Calmette-Guerin)
- 736.2 Trachoma
- 736.3 Venereal Diseases
- 737 Communicable Diseases
- 737.1 Control of
- 738 -
- 739 -

740 Social Relations

- 741 Births
- 742 Deaths
- 743 Marriage
- 744 Intermarriage
- 745 Divorce
- 746 Polygamy
- 747 -
- 748 Intoxicants, Effects on
- 749 Community Meetings

750 Amusements and Athletics

- 751 Moving Pictures, Slides, etc.
- 752 Football
- 753 Baseball
- 754 Basketball
- 755 Other Sports
- 755.0 Track Meets
- 755.1 Tennis
- 755.2 Wrestling and Boxing
- 756 Lyceum Courses
- 757 School Plays, Entertainments, Dramas, etc.
- 758 Funds for, Including Season Tickets
- 759 Stadiums

760 Funerals and Burials

761	Burial Expenses
762	Monuments and Tombstones
763	-
764	-
765	-
766	-
767	-
768	-
769	-

770 Charities and Benevolences

771	-
772	-
773	-
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780 Diet

781	-
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783	-
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790 _____

791	-
792	-
793	-
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795	-
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797	-
798	-
799	-

830 Teachers

831 Institutes and Teachers' Conventions
832 Qualifications of
833 -
834 -
835 Summer Schools for Employees
836 -
837 Uniform Rating of
838 -
839 -

840

841 -
842 -
843 -
844 -
845 -
846 -
847 -
848 -
849 -

850 Educational Aids - Loans, etc. (Formerly 855)

851 -
852 -
853 -
854 -
855 - (Now 850)
856 -
857 -
858 -
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860 School Supervisors

861 Miscellaneous Correspondence with
862 -
863 Territory and District of
864 -
865 -
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867 -
868 -
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870

871	-
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881	-
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885	-
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890Miscellaneous Educational Activities

891	Junior Red Cross
892	National Education Week
893	Home Building
894	Pageants, Indian Educational
895	Humane Education
896	Scholarships for Indians
897	Educational Exhibits
898	National Youth Administration
899	-

900 INDUSTRIES AND EMPLOYMENT

- 901 Economic Survey Reports (Including Alaska Native Service Villages. See also 103.4)
- 902 -
- 903 -
- 904 Native Arts
 - 904.0 Clearing House Program
 - 904.1 Skin Sewers
 - 904.2 Lapidary
 - 904.3 Ivory (Walrus)
- 905 -
- 906 -
- 907 -
- 908 -
- 909 -

910 Extension and Industry

- 911 Horticulture
- 912 Field Crops
 - 912.0 Forage Crops
 - 912.1 Cereal Crops
- 913 Gardens and Gardening
- 914 Pest and Weed Control
 - 914.0 Grasshoppers
 - 914.1 Mormon Crickets
- 915 Experiment Stations
- 916 Wild Products (Wild Rice, Pinons, etc.)
- 917 Agricultural Statistics and Production
- 918 -
- 919 -

920 Conservation of Fish and Wildlife

- 921 Hunting and Fishing
 - 921.0 Hunting and Fishing Licenses and Permits
- 922 Wild Animals as Food
- 923 Hides and Skins (Trapping)
 - 923.0 Seal, Fur
 - 923.1 Seal Hair
 - 923.2 Walrus
 - 923.3 Trapping Areas for Natives
- 924 Wild Stock (Horses, etc.)
- 925 Snakes
- 926 Birds
- 927 Commercial Fisheries
- 928 Predatory Animals (Coyotes, Foxes, Wolves, etc.)
- 929 -

930 Stock Raising

931 Beef Cattle
932 Dairy Cattle and Dairying
933 Poultry Raising
934 Sheep and Wool (Includes former 934.0)
935 Goats
936 Horses, Domesticated
937 Swine
938 Artificial Insemination
939 Diseases of Animals and Fowl
939.0 Bangs Disease
939.1 Anthrax
939.2 Encephalomyelitis
939.3 Dourine
939.4 Rabies and Distemper
939.5 Reindeer Diseases

940 Home Extension

941 Nutrition
942 Clothing
943 Programs of Work (Extension)
944 4-H Club Work
945 Extension Educational Program
945.0 Visual Aids
945.1 Short Courses
945.2 Conferences (Cross reference 100.0)
945.3 Publications, Extension (Cross reference 010 series)
946 - (Formerly "Extension Manual" - use 110.1)
946.0 - (Formerly "Credit Manual" - use 110.1 or 240.0)
947 Extension Reports
947.0 Annual Extension Reports (Cross reference 051)
947.1 Monthly Extension Reports (Cross reference 052)
948 - (Now 241.0)
949 -

950 Mining

950.0 General
950.1 Meade River Coal Mine
951 -
952 -
953 -
954 -
955 -
956 -
957 -
958 -
959 -

960 Manufacturing

961 Basketry
 962 Bricks, Adobe, etc.
 963 Pottery
 964 Rugs and Blankets
 965 Beadwork
 966 Featherwork
 967 -
 968 -
 969 -

970

971 -
 972 -
 973 -
 974 -
 975 -
 976 -
 977 -
 978 -
 979 -

980 Employment, Off Reservation (For Indians, under Relocation and Industrial Development Programs, etc.)

980.0 Offers of Employment
 980.1 Applications for Employment
 980.2 Recruitment
 980.3 Standards of Off Reservation Employment
 981 Training (For employees, see 162.1)
 981.0 Apprenticeship
 981.1 On-the-Job Training
 981.2 Vocational School Training (Other than Indian School)
 982 Government Employment Off Reservation
 982.0 (Formerly "Employment, Other" - use 990)
 983 Employment Agencies
 983.0 U. S. Employment Service
 983.1 State Employment Agencies
 983.2 Railroad Retirement Board
 983.3 Other Employment Agencies
 984 Labor Organizations
 985 Employers and Employer Organizations
 986 Employment Problems
 987 -
 988 -
 989 -

990 Other Industries and Other Employment

991 Reindeer Industry
991.0 Grazing Applications Correspondence
991.1 Loans
991.2 Property
991.3 Range Surveys
991.4 Herds (General)
991.40 Government
991.41 Association
991.42 Individual
991.43 Nunivak
991.430 Herd Field Reports
991.431 Payrolls and Personnel
991.432 Income and Expenses
991.433 Taxes
991.434 Operating Budget
991.435 Supplies (General)
991.436 Equipment and Buildings
991.437 Transfer Condemnations (Inventories and Destruction of)
991.438 Sale of Reindeer Meat (and Shipment of, formerly 991.440)
991.439 Sale of By-Products
991.5 Sale of Live Reindeer
991.6 Sale of Reindeer Meat (General)
991.7 Sale of By-Products (General)
992 Canneries (Individual
992.0 Managers Contract
992.1 Reports
992.2 Audits
992.3 Approval of Advances
993 -
994 -
995 -
996 -
997 -
998 -
999 -



RECORDS MANAGEMENTALPHABETICAL LISTING - FIELD OFFICE FILE SYSTEMA

Abolishment of Agencies, Schools, etc.	130
Absence, Leave of, Employees	See 164-164.0
Abstract of	
Disbursements	226.0
Individual Indian Money	226.5
Access Roads	455.3
Accident(s)	
Insurance (for Indians - see 166.2 for Employees)	725
Motor Vehicle, and Reports of	157.4
Other Than Motor Vehicle, and Reports of	157.5
Accomplishment Reports, Annual, S&MC	See 344.62-344.622
Account Current	226.1
Accounting Costs, Report of	203
ACCOUNTS	
AND FINANCE	<u>200</u>
Fiscal	See 220-227
Property	See 230-239
Pupils' and Other Indian	226.5
Accredited Indian Schools	806.6
Achievements, Student	823.1
Acquisition of	
Land (Real Property)	See 310-319
ACTIVITIES, MILITARY (For others, see specific subject)	<u>600</u>
Acts of	
Congress	021
State Legislatures	172
Tribal Councils	064
Addresses	
of Agencies, Offices, Schools, etc. (Route & Roster Inf.) ..	149
Speeches	045
Adjustment of Irrigation Charges	341.2
ADMINISTRATION	
AND CONTROL	<u>100</u>
Forestry, General	339.4
Administrators and Executors of Estates	353
Admission	
of Attorneys	174.1
to Hospitals and Sanitoriums	See 722.0-722.00
Adobe Bricks (Manufacturing)	962
Adoptions, Tribal	068
Adoptive Placement (Social Services to Children) ..	See 720.53-720.530
Adult(s)	
Education of (School Curriculums)	See 817-817.0
Social Services to (Welfare)	See 720.4-720.410

Advance(s)	
Approval of (Canneries - Industry)	992.3
Estimate of Needs for Funds (Budgets)	211
of Funds	224
of Imprest Funds	209.2
Advertisement of Sale of	
Grazing Privileges	301.5
Oil and Gas Leases	322.1
Advertising	046
Advices of Collections and Charges	224
Aged Persons, Asylums for	723.4
Agency(ies)	
Consolidation of	133
Credit	245
Employees in Charge of	135
Employment	See 983-983.3
Establishment, Reopening, or Abolishment of	See 130-138
Land, Sale of	313
Location of	138
Pulp Mills (Forestry)	339.6
Purchase of Land or Buildings for	319
Relocation Offices	721.71
Removal of	134
Rent or Lease of Land or Buildings for	328
Sawmills (Forestry)	339.6
Welfare, Relationship with	See 720.7-720.76
Agreement(s)	
with Indian Tribal Councils, etc. (S&MC).....	345.2
with Indians	061
Loan	
Corporation	240.3
Individual	240.60
to Prevent Removal of Patients from Hospitals	722.7
with Soil Conservation Districts (S&MC)	345.1
Agricultural Statistics and Production (Extension & Industry)	917
Agriculture	
Department of, Relations with	030
and Extension	See 910-917
Aid(s)	
to the Blind (Welfare)	720.722
to Dependent Children (Welfare)	720.721
Educational (Loans, etc.)	850
to Permanently and Totally Disabled (Welfare)	720.723
Air	
Conditioning and Refrigeration (Plant Management)	412-14
Express, Transportation by	540.2
Force, Indians in	620
Freight, Transportation by	540.5

Aircraft, Authority for Operation of	202.6
Airports, Land for	317
Alaska	
Native (See also "Native Arts")	
Industries Associations (Credit)	See 247.6-247.68
Service - Economic Survey Reports (Ind. & Employment) ..	901
Railroad Reserves, Land for	307.6
Reindeer Industry	See 991-991.7
Alcohol and Narcotics, Records and Safeguard of	722.11
Alarms, Burglar and Fire (B&U - Plant Management)	412-8
Allotments	
of Funds (and Withdrawals, Balances, and Savings of)	220.2
Land	380
Requests for, and Withdrawals of (Fiscal)	224
Timber Sale	339.1
Allotted Lands, Trespass or Settlement on	308.1
Allowances, Military	601.0
Alterations to Buildings and Utilities (Plant Mgt.) ..	See 410-416.0
Alumnae Associations	823.2
American Civil Liberties Union	090
Amusements and Athletics, for Indians	See 750-759
Analysis of Resources and Development	330
Animal Industry, U.S.D.A., Relations with	030
Animals	
Diseases of	See 939-939.5
Predatory - Coyotes, Foxes, Wolves, etc.	928
Wild, as Food (Conservation of Wildlife)	922
Annual Reports - See "Reports"	
Annuals, School	041.3
Annuity(ies)	
Indians'	See 250-253
Rolls	226.6
Anthrax	939.1
Anthropology	042
Antiquities	042
Application(s) for	
Employment	
Federal (BIA)	162
Off Reservation (Relocation, etc.)	980.1
Enrollment (Pupils)	821
Grazing Privileges	301.6
Appointment of Employees to Committees and Boards	160.9
Appraisals and Surveys (Lands and Resources)	See 304-304.2
Apprenticeship Training for Employment (Relocation, etc.)	981.0
Appropriations, Funds	See 210-219.1
Archaeology	042
Area	
Offices, Establishment, Removal, etc., of	See 130-138
Relocation Offices	721.70

Arming and Disarming Indians, Policy re	122
Army	
Department of the, Relations with	030
Indians in the	620
Arrests (Law and Order)	175.0
of Students	822.6
Articles	
and By-Laws, Alaska Native Industries Assoc. (Credit)	247.61
of Incorporation, Business	177
Manufactured, Sale of	273
Artificial	
Insemination (Stock Raising)	938
Reseeding of Range (Grazing Research)	301.11
Arts	
and Crafts, Teaching and Study of	814
Native	See 904-904.3
Asphalt and Coal, Leases and Assignments of	323
Assessments, Irrigation	
Construction	341.1
Operation and Maintenance	341.4
Assignment of	
Leases	See 320-328
Tribal Land	308.3
Assistance	
Relocation for Employment	See 721-721.72
Welfare	See 720-720.82
Associations	
Agreements with (S&MC)	345.2
Alaska Native Industries	See 247.6-247.68
Alumnae	823.2
Credit	245
Federal Business	106
and Organizations, Employee Membership in	160.7
Reindeer Herd	991.41
Students' (Clubs, activities, etc.)	826
Asylums for Indians	See 723-723.4
Athletics	
and Amusements for Indians	See 750-759
and Sports (Student)	822.7
Attendance Reports	
Employees	226.4
Students	820.0
Attorney(s) (Law and Order)	See 174-174.3
Powers of	
General	174
Grazing Permits	301.9

Audits and Reports of	
Alaska Native Industries Associations	247.64
Canneries (Industry)	992.2
Credit	240.4
Fiscal - BIA and GAO Traveling Auditors	220.1
Property Accounts	230.1
Authority(ies)	
Delegation and Redelelegation of	101.0
Fiscal	See 202-202.6
for Payment of Accounts Through Banks (Credit Stores)	247.4
to Sign (Law and Order)	177
Authorizations, Grazing - Range Carrying Capacity	301.4
Awards	
and Bids	See 280-281
Incentive (Employees' - Suggestion, Honor, etc.)	169

B

Bacillus, Calmette-Buerin (B.C.G.) (Special Health Program) ..	736.10
Bad Checks	220.6
Balances, Depository, Proof of	222
Bands, Indian, Organization of	076.0
Bangs Disease	939.0
Bank(s)	
Accounts, Credit Stores	See 247.3-247.5
Bonded	220.7
Baseball (Recreation for Indians)	753
Basin	
Surveys (Resources Development - other than 103.5)	338
and/or Valley Authorities	See 103.5-103.50
Basketball (Recreation for Indians)	754
Basketry (Manufacturing)	961
Beadwork (Manufacturing)	965
Beef Cattle (Stock Raising)	931
Benefits	
Employees'	See 166-166.3
Indians' (Annuities, etc.)	251.1
Benevolences and Charities	770
Bidders, Lists of	282
Bids and Awards (Contracts)	See 280-281
Bills	
of Lading, Government	544
or Vouchers - Claims	See 260-269
Birds (Conservation of Wildlife)	926
Births, Indian (Social Relations)	741
Bison Ranges, Land for	307.1
Blankets (Manufacturing)	964

Blind	
Aid to (Welfare)	720.722
Asylums for	723.1
Blood, Indian, Degree of	063
Blueprints, Plans, and Drawings (B&U)	See 403-403.1
Boarding	
Clubs and Messes, Employees'	160.2
Home Care (Social Services to Children)	See 720.52-720.520
Schools, Reservation	806.0
Social Services to Children in (Welfare)	See 720.55-720.550
Board(s)	
and Committees, Appointment of Employees to	160.9
Expenses for, While Traveling	205
of Survey	151
Wage	165.00
Bodies of Water	309.0
Boiler Water Reports (Plant Management)	412-1.0
Bonded	
Banks	220.7
Tribal Officers	067.0
Bonds	
Business (Law and Order)	177
Indemnity, Covering Issue of Duplicate Checks	220.5
Performance or Guaranty, Contractors'	280
or Securities Covering Investment of Individual Indian Money	225
Surety, of Employees	161
Books	
Check, Blank, Requests for	220.4
Tract and Plat	304.1
Boundaries (Land Surveys and Appraisals)	304.2
Bounties	049
Boxing and Wrestling (Recreation for Indians)	755.2
Boy(s)	
Incorrigible, School for	824.1
Scouts (Student Activities)	826
Bricks (Manufacturing)	962
Bridge(s)	
Construction of	452
Inventory of	457.0
Rights of Way	375
Budget Preparation - Advance Estimates of Need for Funds	211
BUILDING(S)	
Acquisition of (Non-Trust Property)	319
Alterations to (Plant Management)	See 410-416.0
Authority for (Fiscal)	202.1
Claims for	263
Contracts for	280
Design and Construction of	See 430-432

(BUILDINGS Continued)

BUILDING(S) - (Continued)

Destruction of by Fires, Floods, Storms, etc.	406
Equipment (Maintenance, Operation, etc., of)	See 410-416.0
Home (Education)	893
Insurance on (In connection with Revocable Permits)	318
Maintenance and Repair of (Plant Management)	See 410-416.0
Nunivak Reindeer Industry	991.436
Purchase of, for School or Agency	319
Rent or Lease of, for School or Agency	328
Sale or Transfer of	239
Sites for	402
Surveys of (Plant Management)	413.1
AND UTILITIES	400
Bulletins (Publications)	See 010-017
Burglar Alarms (B&U - Plant Management)	412-8
Burials and Funerals	See 760-762
Business	
Associations, Federal	106
Committees, Tribal	067
Forms (Law and Order)	177
Leases and Assignments of	327
By-Laws and	
Articles, Alaska Native Industries (Credit)	247.61
Constitutions, Tribal	076.2

C

Calendars and Daily Programs (Pupils)	820.2
Calls for Evidence, Court	173.3
Camp(s)	
and Camping	703
Sites, Wild Rice	309.1
Canals and Irrigation Ditches, Rights of Way	377
Cancellation of	
Debts (Credit)	243
Retaken Credits, Collections, etc. (Credit)	246
Cancelled Checks	220.5
Canneries, Individual (Industry)	See 992-992.3
Carrying Capacity, Range - Authorizations (Grazing)	301.4

Case Records (Social Services, Welfare)	
Adoptive Placement (Children)	720.530
Boarding Home Care (Children)	720.520
Boarding Schools (Children)	720.550
Children Receiving Social Service in Own Home	720.500
Counseling at Home (Families and Adults)	720.400
General Assistance	720.20
Institutional Placement	
Children	720.540
Families and Adults	720.410
Mission Schools (Children in)	720.560
Public Assistance	720.30
Cashing Checks, Funds for	209
Catalogs - Supplies and Stock	503
Categories of Work, Plant Management (B&U)	See 412 series
Catholic	
Indian Missions, Bureau of	090
Mission Schools	806.3
Cattle	
Beef (Stock Raising)	931
Dairy, and Dairying (Stock Raising)	932
Herds (School Curriculums)	811
Repayment (Credit)	See 244-244.1
Trails, Rights of Way	375
Ceilings, Personnel	160.40
Celebrations (Indian)	072
Cemeteries (Land for)	307.0
Census	
Matters	See 054-054.2
of Manufactures	052.7
Cereal Crops (Extension and Industry)	912.1
Certificate(s) of	
Competency	306.0
Deposit	See 221-221.0
Changes in Control of Agencies, Schools, etc.	131
Charges	
Advices of	224
against Employees, Investigation of	154
Hospitals and Sanatoriums	722.10
Irrigation, Adjustment of	341.2
Switching (Transportation)	549
Charities and Benevolences	770
Charters (Tribal)	076.1
Charts	
and Maps	014
Organization	105.0

Check(s)	
Bad	220.6
Books, Blank, Requests for	220.4
Cancelled and Duplicate	See 220.5-220.51
Funds for Cashing	209
Lists, Treasury, for G.A.O.	222.0
Checking, Monthly Statement, Treasury	See 222-222.1
Children	
Social Service to (Welfare) (See also 720.721) .	See 720.5-720.560
Transportation to School	183
Chronological Copies of Letters	004 & 005
Churches (Religious Training in)	816.1
Circulars	112
Citizenship (Indian)	063
Civil	
Defense Program	690
Service Commission, Relations with	030
Claims	
Annuities	253
Vouchers or Bills	See 260-269
Classification	
Freight	542
Land (S&MC)	344.3
Position (Job descriptions - Personnel)	160.4
Classroom Presentation (S&MC Education)	346.14
Clearing House Program (Native Arts)	904.0
Clippings, Newspaper	147
Closing and Opening Dates, School	805
Clothing (Home Extension Program)	942
Club(s)	
Boarding (Employee)	160.2
Student	826
Work - 4-H, etc.	944
Coal and Asphalt Leases and Assignments	323
Code, Departmental (Telegraph)	143
Coinage	044
Collections	
Advices of	224
Credit (Retaken Credits, Cancellations, etc.)	246
Colonization and Settlement (Indian Homes)	391
Commencements, School	805
Commercial Fisheries	927
Committee(s)	
and Boards, Appointment of Employees to	160.9
Business (Tribal)	067
Congressional, Hearings and Reports of	024
Field, and Long Range Development Plans of (S&MC)	344.112

Commodity(ies)	
Factors, Storehouse Space Utilization	292.0
Procurement of	510
Reports (Welfare)	720.82
Communicable Diseases	
Exclusion of Pupils from School Because of	704.0
Health Program re	See 737-737.1
Communications	
Facilities - Operation, Maintenance, etc., of (Plant Mgt.) .	412-13
Miscellaneous re	See 140-149
Community	
Adjustment (Relocation Services)	721.2
Information (Relocation Services)	721.6
Land Use Programs, Over-All	103.1
Meetings, Indians (Social Relations - Welfare)	749
Planning (Welfare)	720.6
Commutation of Annuities (Indians')	252
Compensation	
Commission, U. S. Employees	735.0
Employees', Increase of	160.5
Competency, Certificates of	306.0
Competent Indians, Policy re	127
Complaints, Reports on	155
Comptroller General's Decisions	179
Compulsory Education	See 802-802.0
Condemnation of Property (Court Judgments)	173.1
Conferences (See also "Meetings")	
Extension	945.2
General Administrative, etc.	See 100.0-100.01
Indians'	071
Confiscation of Property, Claims for	268
Congress, Acts of	021
Congressional Committee Reports and Hearings	024
Consent for Operation (Patient in Hospital or Sanatorium)	722.8
Conservation	
Fish and Wildlife Resources	See 920-928
Soil and Moisture	See 344-346.6
Consolidated and Open Market Purchases (now "Procurement") ...	510
Consolidation of Agencies	133
Constitutions and By-Laws, Tribal	076.2

Construction	
Bridges	452
Buildings	See 430-432
Authorities for (Fiscal)	202.1
Claims for	263
Contracts for	280
Highways, Roads, Bridges, and Trails	See 450-459
Irrigation	
Assessments, Public Notices, and Repayment Contracts ...	341.1
Programs	341.8
Telephone	
BIA - Plant Management	412-13.1
Commercial, Rights of Way	374
Utilities	See 430-432
Continuation of Pupils in School Program	822.5
Contract	
and Force Account Projects (Plant Management)	See 414-414.20
and Public Schools, Correspondence with	803
Contracts, Miscellaneous	280
Attorneys'	174.0
Irrigation Repayment	341.1
Managers'	
Alaska Native Industries Association (Credit)	247.60
Canneries	992.0
Timber Sale	339.1
CONTROL	
AND ADMINISTRATION	100
of Agencies, Schools, etc., Changes in	131
of Communicable Diseases	737.1
Flood (Irrigation)	341.9
of Pests and Rodents (Sanitation - Plant Management)	412-11
of Poisonous Plants and Rodents (Range Improvement)	301.10
Controversies, Religious	153
Conventions	
General, Administrative, etc.	See 100.0-100.01
Indian	071
Teachers	831
Conveyance of Land (Deeds and Titles)	311
Convocations (Indian)	071
Cooperation	
with Other Departments and Agencies - Miscellaneous	030
re Grazing	301.7
re S&MC	See 345-345.3 & 346.1-346.16
Corporate Loans	240.2 & 240.3
Correspondence	
Miscellaneous	003
and Records, Destruction of	104.1
Style and Instructions re	145

Costs, Accounting, Reports of	203
Costumes, Indian	077
Councils, Tribal - Acts, Minutes, and Resolutions of	064
Counseling at Home (Social Services - Welfare)	See 720.40-720.400
Counting, Livestock, Plans for (Grazing)	301.14
County(ies)	
Highway Systems	455.2
Public Welfare Agencies, Relations with	720.71
Courts	See 173-173.4
Coyotes (Predatory Animals)	928
Crafts and Arts, Teaching and Study of (School Curriculums) ..	814
Credit Activities	See 240-247.68
Crickets, Mormon, Control of (Extension and Industry)	914.1
Crimes and Offenses	See 175-175.5
Criticisms, General	002
Crops, Field (Extension and Industry)	See 912-912.1
Crossing and Trailing Permits	301.2
Culverts (and Bridges), Inventory of	457.0
Curriculum(s)	
School	See 810-817.0
S&MC, in Indian Schools	346.12
Custodial Services	
for Buildings (Plant Management)	412-10
Sale of, by Public Buildings Service	277.0
Customs	
Duties, and Taxes	See 208-208.41
Indian	See 070-078

D

Daily Programs, Pupils	820.2
Dairies, School	811
Dairy Cattle and Dairying (Stock Raising)	932
Damaged Shipments	548.0
Dances, Indian	073
Daughters of the American Revolution	090
Day Schools, Reservation	806.1
Deaf and Dumb, Asylums for	723.2
Deaths, Indian (Social Relations - Welfare)	742
Debts, Cancellation of (Credit)	243
Deceased Payees, Payment of Checks to	220.51
Decisions	
Comptroller General of U.S.	179
Court	173.0

Deductions	
Employees' Quarters	160.30
Payroll (Retirement, Bonds, Insurance, Health Benefits, etc.)	226.4
Deeds and Titles, Conveyance of Lands	311
Degree of Indian Blood	063
Delegations	
of Authority (and Redelegations)	101.0
Tribal	066
Demurrage Charges (Transportation)	549.0
Dental Services to Indians	See 732.1-732.2
Department(s)	
Agriculture - Watershed Surveys (S&MC)	344.113
Equipment Charged to	231.3
Interior	
Code, Telegraph Service	143
Manuals, Orders, Instructions	114
Relations and Cooperation with	030
Dependent Children, Aid to (Welfare)	720.721
Deposit, Certificates of	See 221-221.0
Depository Balances, Proof of	222
Desertions and Deserters (School)	802.0
Design and Construction of Buildings and Utilities ...	See 430-432
Designations, Land (Irrigation)	341.3
Destruction	
Buildings, by Fire, Flood, Storm, etc.	406
Correspondence and Records	104.1
Property	233.0
Claims for	268
Details	
Employees (Travel Orders, Visits, etc.)	160.0
Students - Prevocational and Vocational	820.7
Development	
Plans	
Land Use, Master	300.0
Soil and Moisture Conservation	See 344-346.6
of Resources	See 330-338
of Water for Livestock (Range Improvement - Grazing)	301.10
Dialects and Languages, Indian	074
Diet	780
Dikes and Levees (Flood Control) - Rights of Way	379
Dipping of Livestock, Cooperation re (Grazing)	301.7
Directories	015
Directors, Alaska Native Industries Assoc. (Credit) .	247.62 & 247.67
Disabled, Aid to (Welfare)	720.723
Disarming Indians, Policy re	122
Disbarment of Attorneys	174.2
Disbursements, Abstract of	226.0
Disbursing Officers' Vouchers	See 226-226.7

Discharge of Patients from Hospitals and Sanatoriums	722.9
Discipline of Incurable Students	824.0
Discrimination, Racial, Policy re	129
Disease(s)	
of Animals and Fowl	See 939-939.5
Epidemic, in Schools	704.1
of Indians	See 730-737.1
and Insects, Forest Protection from	339.15
Disposal of	
Garbage and Refuse	412-6
Sewerage	412-4
Disposition of Records (Files, etc.)	104.1
Distribution of Patronage Savings, Alaska Native Ind. Assoc. .	247.68
Distemper and Rabies	939.4
District and Territory of School Supervisors	863
Ditches and Canals, Irrigation - Rights of Way	377
Division of Jurisdiction over Agencies, Schools, etc.	132
Divorce, Indians'	
Legislation re	026
Social Relations (Welfare)	745
Dourine	939.3
Drainage (Land and Resources Improvement)	343
Dramas and Entertainments (Recreation for Indians)	757
Drawings, Plans, and Blueprints (B&U)	See 403-403.1
Drift Fences (Range Improvement - Grazing)	301.10
Drill Grounds, Land for	303
Drivers' Examinations, Tests, and Permits	157.2
Driveways (B&U - Plant Management)	412-7
Drugs	
Legislation re	027
Traffic in, Policy re	126
Duties, Customs (and Taxes)	See 208-208.41

<u>E</u>		
	Ear, Eye, Nose, and Throat (Health Program)	736.0
	Economic	
	Investigations	
	Forestry and Silviculture	339.9
	Irrigation	341.2
	Programs and Surveys, General	103.4
	Survey Reports (Industry and Employment)	901
	Economy	206
	EDUCATION	800
	Compulsory	See 802-802.0
	Humane	895
	Programs	See 807-807.1
	Soil and Moisture Conservation	See 346-346.6
	Visual	807.1
	Week, National	892
	Educational	
	Activities, Miscellaneous	See 890-898
	Aids, Loans, etc.	850
	Exhibits	897
	Leave, Employees	164.0
	Efficiency (Performance) Rating and Reports - Employees	167
	Elections, Tribal	065
	Electrical Facilities (Plant Management)	
	Generating (Exterior)	412-2
	Interior	412-16
	Eligibility for Admission to Hospitals and Sanatoriums	722.00
	Emergency Service, Hospitals and Sanatoriums	722.4
	<u>Employees and Officers (Personnel)</u>	See 160-169
	Bonds	
	Savings (and Payroll Deductions for)	226.4
	Surety	161
	Charges Against, Investigation of	154
	Compensation Commission, U. S.	735.0
	Equipment Charged to	231.3
	In Charge of Agencies, etc.	135
	Indian, Admission to Hospitals and Sanatoriums	722.2
	Membership in Organizations, Associations, Unions, etc. ...	160.7
	Office Instructions and Memoranda to	102
	Other Than Indian, Admission to Hospitals and Sanatoriums .	722.3
	Payrolls of (Including Deductions)	226.4
	Quarters	See 160.3-160.30
	Sales of Subsistence and Supplies to	276
	Suggestions, and Awards for	169
	Summer Schools for	835
	Transportation of	182
	Unions, and Membership in	160.7

Employers and Employer Organizations	985
EMPLOYMENT	
Agencies	See 983-983.3
for Indians, Off Reservation	See 980-986
AND INDUSTRIES	900
Reports and Statistics	052.6
Encephalomyelitis	939.2
Encumbrance(s)	
Forms (Obligation)	227
Unliquidated, Reports of	226.3
Enforcement of Health Laws	172.00
Enrollment	
School	
Applications for	821
Without Approval of Superintendent	801.1
Tribal	063
Enterprises, Indian, Agreements with (S&MC)	See 345.2-345.21
Entertainments, etc. (Recreation for Indians)	See 750-759
Envelopes, Indicia (Formerly "Penalty")	141.0
Epidemic Diseases in School	704.1
Epidemics, Other Than in School	731
Epileptics, Asylums for	723.3
Equipment	
Building	
Destruction of by Fire, Flood, Storm, etc.	406
Maintenance, Repair, Operation, etc., of	See 410-416.0
Charged to Employees and Other Departments	231.3
Fire Protection, Utilization of (Forestry)	339.12
Handling, Storehouse	294
Inventory of Major	231.5
Nunivak Reindeer Industry	991.436
Procurement of	510
Return of, by Traveling and Special Officials	231.4
and Tools, for Assistance to Individuals (Relocation)	721.42
Erosion	
Control, by Forestry Measures	339.17
Soil, Prevention of (Flood Control - U.S.D.A. Surveys)	344.113
Establishment, Removal, etc., of Agencies, Schools, etc. See	130-138
Estates - Heirship Cases	See 350-356
Estimates of Advance Needs for Funds (Budgeting)	211
Ethnology	042
Evidence, and Calls for (Court)	173.3
Examinations	
Drivers' (and Permits)	157.2
Medical (Indians)	734
School	805

Exceptions to	
Fiscal Accounts, by BIA and GAO Auditors	220.0
Property Accounts	230.0
Trial Balances (Disbursing Officers')	226.2
Exchanges and Sales of Property (Other Than Real)	237
Excise Taxes	See 208.1-208.11
Executive Orders	111
Executors and Administrators of Estates	353
Exhibits	
Educational	897
Fairs and Expositions	047
Expelled Students	825.0
Expenses, Travel (Board, Lodging, and Per Diem)	205
Experiment Stations (Extension and Industry)	915
Expositions	047
Express, Air and Railway (Transportation)	540.1 & 540.2
Ex-Soldiers, Lands for	316
Ex-Students, Personal Record File	823.0
Extension	
Home	See 940-947.1
and Industry	See 910-992.3
of Payment on Land Sales	310
of Trust Periods	306.1
Eye, Ear, Nose, and Throat (Health Program)	736.0

F

Facilities	
Maintenance, Repair, Operation, etc. of (Plant Mgt.)	See 412 series
Communications	412-13
Electrical	
Generating (Exterior)	412-2
Interior	412-16
Fuel	412-5
Radio	412-13.0
Sewage	412-4
Telephone	412-13.1
Water Plant	412-3
Storehouse	
Loading	295
Survey of	291
Fairs	047
Family(ies)	
History and Genealogy	053.0
Relocation Plans for	721.5
Social Services to (Welfare)	See 720.4-720.410

Farm(s)	
Leases and Assignments	321
Plans (S&MC)	See 344.5-344.51
Products, Sale of	274
School (Curriculum)	811
Feasts (Indian)	072
Featherwork (Manufacturing)	966
Federal	
Business Associations	106
Cooperation (Grazing)	301.7
Funds and Property, Rehabilitation (Indian Homes)	392
Law	171
Reserve Banks, Certificates of Deposit	221
Taxes	
Excise	208.11
Income	208.31 & 208.32
Unemployment, Corporate	208.40
Feeble Minded and Epileptic, Asylums for	723.3
Fees	
Attorneys'	174.3
Hospitals and Sanatoriums	722.10
Witnesses, Registration, Probate, etc.	207
Fences (Land and Resources Improvement)	342
Drift (Range Improvement - Grazing)	301.10
Ferries - Rights of Way	376
Festivals, Indian	072
Field	
Committees	
Interior Department, Long-Range Planning	103.20
Soil and Moisture Conservation Planning	344.11.2
Crops (Extension and Industry)	See 912-912.1
Notes, Land Surveys and Appraisals	304.0
and Outing Matrons	827.1
Presentation, S&MC Education	346.15
Relocation Offices (Other than Agency or Area)	721.72
Fiestas, Indian	072
Filing Systems	104.4
Film, Production of (Moving Picture)	048
FINANCE AND ACCOUNTS	200
Fines and Penalties (Law and Order)	175.2
Fire	
Destruction of Buildings and Equipment by	406
Fighting Equipment (Safety Program) (See also 412-9)	157.11
Prevention (B&U - Plant Management)	412-9
Protection	
Buildings and Utilities (Plant Management)	412-9
Forestry (and Prevention, Detection, and Suppression) ..	339.12
Reports, Forestry	339.13
Roads, Trails, and Bridges, Construction of	451 & 452
Trespass, Forestry	339.14

Fish and Wildlife Resources, Conservation of	See 920-928
Fisheries, Commercial	927
Fishing and Hunting	921
Licenses and Permits	921.0
Flood	
Control	
Dikes and Levees - Rights of Way	379
Irrigation	341.9
Soil and Moisture Conservation (U.S.D.A. Surveys)	344.113
Destruction of Buildings and Equipment by	406
Food, Wild Animals as	922
Football (Recreation for Indians)	752
Forage Crops (Extension and Industry)	912.0
Force Account and Contract Projects (Plant Mgt.)	See 414-414.20
Forest	
Reserves, Land for	307.2
Service, U.S.D.A., Relations with	030
Forestry Activities	See 339-339.17
Forms	
Business (Law and Order)	177
Encumbrance or Obligation (Fiscal)	227
of Government, Tribal	076
Foster Home Placement (Social Services to Children)	720.51
4-H Club Work (Extension)	944
Fowl, Diseases of	See 939-939.5
Foxes (Predatory Animals)	928
Freight Transportation - See "Transportation"	
Fuel	
Requirements and Analysis (Plant Management)	412-5.0
Systems and Facilities (Plant Management)	412-5
Funds	
Advances of	224
for Amusements and Athletics (Recreation for Indians)	758
Appropriations of	See 210-219.1
for Cashing Checks (Imprest Cash)	209
Garnishment of	204
Requests for	220.3
Funerals and Burials	See 760-762
Furs (Stores, Credit)	247.1

G

Game Preserves, Land for	307.1
Garage Services for Vehicles (Plant Management)	412-12
Garbage and Refuse Disposal (Plant Management)	412-6
Gardens and Gardening (Extension and Industry)	913
Garnishment of Funds	204
Gas	
Authority for (Fiscal)	202.3
Contracts for	280
Leases, and Assignments of	See 322-322.1
Wells (Resources Development)	336
Gauging and Measuring Oil	322.0
Genealogy	053.0
GENERAL	
Accounting Office	
Audits and Reports of	220.1
Exceptions to Accounts	220.0
Treasury Check Lists for	222.0
Assistance (Welfare)	See 720.2-720.20 & 720.73
Correspondence - See specific activity	
Federation of Women's Clubs	090
Schedule of Supplies	505
Services Administration, Relations with	030
AND STATISTICAL	000
Support Funds	217
Generating Plants and Facilities, Exterior (Plant Mgt.)	412-2
Geological Survey, Relations with	030
G. I. Bill, Adult Education under	817.0
Gifts (for Museums, Memorials, etc.)	044
Girls	
Incorrigible, School for	824.2
Scouts (Student Activities)	826
Goats (Stock Raising)	935
Goods	
Packing for Transportation	543
Receipt for	201
in Transit (Property Accounts)	238
Government	
Bills of Lading	544
Employment off Reservation	982
Forms of, Tribal	076
Operations, Repayment Cattle (Credit)	244.0
Publications	013
Reindeer Herds	991.40
Schools, Tuition	809
Grasshopper Control (Extension and Industry)	914.0

Gratuity Funds	212
Gravel and Sand Pits (Resources Development)	335
Grazing	
Activities and Resources	See 301-301.14
Applications, Reindeer Industry	991.0
Leases and Assignments	321
Grounds	
and Landscaping (Plant Management)	412-7
Survey of (Plant Management)	413.3
Guardians for Minor and Insane Indians	352

H

Handling Equipment, Storehouse	294
HEALTH	
Benefits Program, Employees	166.3
Education (School Curriculums)	815
Laws, State	172.0
Pupils'	704
Services (by Public Health Service)	705
WELFARE, AND RELOCATION	700
Hearings, Congressional	024
Heat and other Utilities	
Authority for (Fiscal)	202.3
Contracts for	280
Heating and Power Plants (Plant Management)	412-1
Heirship Cases and Estates	350-356
Herbarium, Installation and Maintenance of (Grazing)	301.8
Herding Livestock, Working Plans for (Grazing)	301.14
Herds, Reindeer	See 991.4-991.440
Hides	
Sale of	271
Trapping of (Conservation of Fish and Wildlife) ..	See 923-923.3
Highways, Construction of, etc. (See also "Roads") ..	See 450-459
Historical Data and Records	053
Hogs, Raising of	937
Holidays	
Employees	165
Indian Celebrations	044
Home(s)	
Boarding (Social Services to Children)	See 720.52-720.520
Building (Educational Activity)	893
Counseling (Social Services to Families and Adults)See	720.40-720.400
Extension Activities	See 940-947.1
Foster (Social Services to Children)	720.51
Indian	See 390-393

Honor Awards to Employees	169
Horses	
Domesticated (Stock Raising)	936
Wild (Conservation of Wildlife)	924
Horticulture (Extension and Industry)	911
Hospital(s)	
Claims for Expenses in	261
Establishment, Removal, or Abolishment of	See 130-138
and Sanatoriums	See 722-722.12
Services in	See 705 & 732.1-732.2
Hours of Work, Employees	165
Household Goods, Transportation of	547
Housing for Relocatees	721.1
Humane Education	895
Human Rights, Policy re	129.0
Hunting and Fishing	See 921-921.0

I

Identification of Plants, Range (Grazing)	301.8
Immunizations, Inoculations, and Vaccinations	732.0
IMPL - See "Indian Money, Proceeds of Labor"	
Imprest Cash Funds	See 209-209.2
Improvement(s)	
Buildings and Utilities (Plant Management)	See 410-416.0
Funds for	See 219-219.1
Land and Resources (Irrigation, S&MC, Roads, etc.)	See 340-349
Range	301.10
Incentive Awards, Employees (Suggestions, etc.)	169
Income	
and Expenses, Nunivak Reindeer Industry	991.432
Tax	See 208.3-208.32
Incompetent Payee, Payment of Checks to	220.51
Incorporation, Articles of (Law and Order)	177
Incorrigible Students	See 824-824.2
Increase of Compensation, Employees	160.5
Indemnity Bond, Covering Issue of Duplicate Checks	220.5

Indian(s)

Admission to Hospitals and Sanatoriums	722.1
Agreements with	061
Arming and Disarming, Policy re	122
in the Army and Air Force	620
Benefits for (Per Capita Payments, etc.)	251.1
Blood, Degree of	063
Board of Cooperation	090
in Boarding Schools (Welfare)	See 720.55-720.550
Bureau Publications	011
Competent, Policy re	127
Customs	See 070-078
Employees, Admission to Hospitals and Sanatoriums	722.2
for Expositions	047
Health Services to, by Public Health Service	705
Homes	See 390-393
Insane	
Asylums for	723.0
Guardians for (Estates and Heirships)	352
Information Meetings, S&MC Education	346.2
Judges	076
Money, Proceeds of Labor ("IMPL") - General, re Funds	213.3
Plant Management Programing re	415.4
in the National Guard	640
in the Navy	630
Negotiations with	061
Noncompetent	355
Office (Now "BIA")	
Circulars (Obsolete - formerly 112 - now Manual, 110.1)	
Orders (Obsolete - formerly 116 - now Manual, 110.1)	
Organizations	
Agreements with (S&MC)	See 345.2-345.21
Interested in	090
Orphans (Estates and Heirships)	356
Pageants (Educational)	894
Payments to (Per Capita, etc.)	251
and Pupils' Accounts, Abstracts of	226.5
Reservations, Permits to Enter	113.0
Reserves, Land for	307.3
Rights Association	090
Scholarships for	896
School(s)	
Accredited	806.6
Taken Over by Public Schools	806.5
as Scouts	650
Suffrage, Policy re	128
Trading with, Policy re	124
Transfer and Removal of, Policy re	123
Tribal Funds	213.0
Veterans of Foreign Wars	610
Visiting Among, Policy re	121

Indicia Envelopes (Formerly "Penalty Envelopes")	141.0
Individual(s)	
Assistance to (Relocation)	See 721.4-721.43
Corporation Loan Agreements	240.3
Indian(s)	
Files of	006
Money	
Abstract of	226.5
Bonds or Securities Covering Investment of	225
Check Lists of	222.1
Checks, Duplicate, etc.	220.50
Loans (Credit)	See 240.6-240.61
Plans for Farms, Ranches, etc. (S&MC)	344.51
Reindeer Herds	991.42
Stores (Credit)	See 247.0-247.02
INDUSTRIES	
AND EMPLOYMENT	900
Other, Employment for Indians	990
Inflammable Material, Storage of	292.1
Information (See also "Publicity")	
Community (Relocation)	721.6
Local Welfare	720.1
Meetings with Indians, S&MC Education	346.2
Roster and Route (re Agencies, Schools, Projects, etc.) ...	149
Inherited Lands	354
Injunctions and Mandamus, Court	173.2
Injuries and Diseases, Indians	See 730-737.1
Inoculations, Vaccinations, and Immunization	732.0
Insane Indians	
Asylums for	723.0
Guardians for (Estates and Heirships)	352
Insect and Rodent Control (Plant Management)	412-11
Insects and Diseases, Forestry Protection from	339.15
Inspection and Investigation, and Reports of	See 150-157.5
Installation of Building Equipment	See 410-416.0 & 432
Institutes, Teachers'	831
Institutional	
Activities (School Curriculums)	812
Placement (Welfare)	
Social Services to Children	See 720.54-720.540
Social Services to Families and Adults	See 720.41-720.410
Instructions	
and Memoranda to Employees	102
re Correspondence Preparation, Style, etc.	145

Insurance	
on Buildings and Equipment (re Revocable Permits)	318
Credit	240.1
on Individual Stores	247.00
Life, Accident, etc.	
Employees	166.2
Indians (Relocates, etc.)	725
Intelligence Tests, Pupils	820.6
Interference, Religious	816.0
Interior Department	
Field Committees	103.20
Publications	012
Relations with	030
Intermarriage, Indians (Social Relations)	744
Interpretation of Welfare Policy and Procedure	720.0
Interviews and Introductions	043
Intoxicants	
Effects of (Social Relations)	748
Legislation re	027
Introductions and Interviews	043
Inventions	081
Inventory	
Bridges and Culverts	457.0
Highways, Roads, and Trails	457
Stores and Real Property	See 231-231.5
Investigation(s)	
Economic, and Adjustment of Irrigation Charges	341.2
Forestry and Silviculture, and Reports of	339.9
Grazing	301.11
and Inspection, and Reports of	See 150-157.5
Valley and/or Basin Authorities, and Reports of	103.50
Investment of Individual Indian Money, and Bonds Covering	225
Invoices, Individual Stores (Credit)	247.02
Irregular Employees	168
Irrigation	
Activities and Projects (Land & Resources Improv.) . See 341-341.9	
Ditches and Canals - Rights of Way	377
Islands and Swamp Lands	309
Issues, Storehouse	232
Itinerary of Traveling Officials	160.1
Ivory (Native Arts)	904.3

J

Job	
Descriptions (Position Classification, Employees)	160.4
Printing for Others, by Schools	041.2
Training (Relocation, etc.)	981.1
Joint Committee on Printing, and Reports to	025
Journal Vouchers and Washington Transactions (Fiscal)	224
Journals, Trade	016
Judges	
Indian	076
Nomination and Election of (Courts)	173.4
Judgments (Court, including Condemnation of Land)	173.1
Junior Red Cross (Education)	891
Junk and Scrap, Sales of	278
Jurisdiction	
over Agencies, Schools, etc., Division of	132
of Superintendents	137
Justice Department, Relations with	030

K

Leases	
and Leasing of Lands	See 320-328
or Permits, Stipulations for (S&MC)	344.4
Leave of Absence, Employees	See 164-164.0
Legislation	See 020-027
Legislatures, State, Acts of	172
Lending Agencies, Individual Loan Agreements with .	See 240.60-240.600
Letters, Chronological Copies of	004 & 005
Levees and Dikes (Flood Control) - Rights of Way	379
Libraries, School	805.0
Licenses (See also "Permits")	
Hunting and Fishing	921.0
Traders'	124.0
Life Insurance	
Employees	166.2
Others	725
Light and Other Utilities	
Authority for (Fiscal)	202.3
Contracts for	280
Limitations, Statutes of	175.4
Liquor and Drug Traffic, Policy re	126
Lists	
of Bidders	282
Price (Supplies and Stock)	503
Litigation and Suits (Law and Order)	175.1
Livestock	
Diseases of	See 939-939.5
Inventory of	231.1
Water Development for	301.10
Loading Facilities (Storehouse)	295
Loan(s)	
Agreements, Individual Corporation	240.3
Corporate	240.2
Educational	850
Individual	See 240.6-240.61
Reindeer Industry	991.1
Local	
Banks, Certificates of Deposit	221
Welfare Information	720.1
Location of Offices, Agencies, Schools, etc. (See also 149) .	138
Lodging, Board, and Per Diem (Travel Expenses)	205
Logging Operations (Forestry)	339
Long Range Plans, Programs, and Studies	
General	103.2
Soil and Moisture Conservation	See 344.11-344.113
Lookout Towers (Fire Protection)	339.12
Lost Shipments (Transportation)	548
Lunch, Noon Day, Pupils	822.3
Lyceum Courses (Recreation for Indians)	756

M

Machines and Machinery	
Maintenance, Repair, Operation, etc., of (Plant Mgt.)	See 410-416.0
Procurement of	510
Mail Matters, Miscellaneous	141
Maintenance	
Buildings and Utilities (Plant Management)	See 410-416.0
Plant (School Curriculum)	813
and Operation Orders and Assessments (Irrigation)	341.4
Roads	See 453-453.1
Management	
Planning	108
Plans	
Forestry	339.7
Grazing	301.14
Plant (Buildings and Utilities)	See 410-416.0
Manager's Contract, Alaska Native Industries Assoc. (Credit)	247.60
Mandamus and Injunctions, Court	173.2
Manuals and Manual Materials	110.1
Manufactured Articles, Sale of	273
Manufactures, Census of	052.7
Manufacturing as an Industry (See also "Native Arts")	See 960-966
Maps	
and Charts	014
Plats, and Tract Books (Land Surveys and Appraisals)	304.1
Markups, Alaska Native Industries Associations	247.66
Marriage	
Customs, Indian	075
and Divorce, Legislation re	026
Social Relations (Welfare)	743
Materials	
Procurement of	510
Published (S&MC Education)	See 346.5-346.521
Testing (Roads)	459
Meade River Coal Mine	950.1
Measuring and Gauging, Oil	322.0
Medical	
Expenses, Claims for	261
Services, Contracts for	280
Treatment, of Indians	See 732-732.2
Meetings (See also "Conferences")	
Administrative, BIA, etc.	See 100.0-100.01
Community, re Social Relations (Welfare)	749
Directors, Alaska Native Industries Assoc. (Credit)	247.67
Indians	071
Safety	157.10
Soil & Moisture Conservation Education	See 346.2-346.4
Staff, and Minutes and Reports of	100.00

Membership of Employees in Associations, Unions, etc.	160.7
Memoranda and Instructions, Office, to Employees	102
Memorials and Monuments	044
Menus, Lunch, for Pupils	822.3
Messes and Boarding Clubs, Employees'	160.2
Methods and Procedures, Office (Other than Manuals)	101
Microfilming Records	104.3
MILITARY	
ACTIVITIES	600
Allowances and Pensions	See 601-601.0
Posts and Reserves, Land for	307.4
Training	670
Mills, Agency Pulp and Saw (Forestry)	339.6
Mineral	
Land and Smelting Leases and Assignments	324
Lands, Mines and Mining (Resources Development)	332
Rights on Restricted Land, Reservation of	332.0
Springs (Resources Development)	333
Mines, Mining, and Mineral Lands (Resources Development)	332
Mining as an Industry	See 950-950.1
Minors, Guardians for (Estates and Heirships)	352
Minutes	
Staff Meetings	100.00
Tribal Councils	064
Miscellaneous	
Claims	269
Correspondence, Not Otherwise Classifiable	003
Educational Activities	See 890-898
Permits (See also "Permits")	113
Student Matters	See 822-822.7
Mission(s)	
Land for (and for Mission Schools)	315
Schools	
Catholic, Miscellaneous re	806.3
Contracts with	280
Protestant, Miscellaneous re	806.4
Religious Training in	816.1
Social Services to Children in	See 720.56-720.560
Missionaries, Religious Training by	816.1
Moisture (and Soil) Conservation Development	See 344-346.6
Money	
Indian, Proceeds of Labor (IMPL Funds)	213.1
Individual Indian, Treasury Statement re	222.1
Monitoring, Radiological (Civil Defense)	691
Monthly Reports - See "Reports"	
Monuments	
and Memorials	044
and Tombstones (Funerals and Burials)	762

Morality of Students	See 825-825.0
Mormon Crickets, Control of (Extension and Industry)	914.1
Mortgages	314
Motor	
Freight (Transportation)	540.4
Vehicles, Accidents and Reports of	157.4
Moving Pictures	
Publicity	048
Recreation for Indians	751
Music, Indian	079

N

Narcotics and Alcohol, Records and Safeguard of	722.11
National	
Congress of American Indians	090
Education Week	892
Guard, Indians in the	640
Youth Administration	898
Native	
Arts (See also "Manufacturing as an Industry") ...	See 904-904.3
Industries Associations, Alaska (Credit)	See 247.6-247.68
Natural Revegetation (Grazing Research)	301.11
Navajos, Schools for, and School Situation	806.7
Navy, Indians in the	630
Negotiations with Indians	061
News Releases	040.0
Newspaper(s)	
Clippings	147
Soil and Moisture Education	346.521
Nomination and Election of Judges (Courts) (See also 076) ...	173.4
Noncompetent Indians	355
Non-Reservation Schools	806.2
Transfer of Pupils to	820.3
Non-Trust Real Property, Acquisition of	319
Neon Day Lunch, Pupils'	822.3
Nose, Eye, Ear, and Throat (Health Program)	736.0
Notary Public	176
Notes, Field (Land Surveys and Appraisals)	304.0
Notices, Public, and Repayment Contracts (Irrigation)	341.1
Nunivak Reindeer Herds	See 991.43-991.440
Nursery Work (Forestry)	339.8
Nutrition (Home Extension)	941

0

Obligation or Encumbrance Forms	227
Off Reservation Employment	See 980-986
Offenses and Crimes	See 175-175.5
Offers of Employment, Off Reservation (Relocation)	980.0
Office(s)	
Establishment, Removal, Abolishment, etc., of	See 130-138
Instructions and Memoranda to Employees	102
Leaseholds	293.1
Procedure and Methods (Other than Manuals)	101
Receipts, Credit Program	
Loans, Individual	240.62
Miscellaneous (See also "Official Receipts")	240.5
Stores, Individual	247.01
Relocation	See 721.7-721.72
Officers	
and Employees (Now "Personnel")	See 160-169
and Directors, Alaska Native Industries Assoc. (Credit) ...	247.62
Tribal	067.0
Official(s)	
Personnel Folders	160
Receipts (See also "Receipts")	223
Transportation of	182
Traveling, Itinerary of	160.1
Oil	
Gauging and Measuring	322.0
Lands (Resources Development)	337
Leases and Assignments	See 322-322.1
Tank Site Leases and Assignments	325
Old Age Assistance (Welfare)	720.720
On-the-Job Training	
Employees	162.10
Indians (Relocates, etc.)	981.1
Open Market and Consolidated Purchases (Now "Procurement") ...	510
Opening	
Dates, Schools	805
Tribal Lands to Public	308.0
Operation(s)	
of Aircraft, Authority for (Fiscal)	202.6
Consent for, Patients in Hospitals and Sanatoriums	722.8
Government Repayment Cattle (Credit)	244.0
with Indian Organizations (S&MC)	345.21
Orders and Assessments, Irrigation	341.4
of Radio Stations	412-13.0
with Soil Conservation Districts (S&MC)	345.11
Tribal Repayment Cattle (Credit)	244.1
of Utilities and Facilities (Plant Management)	See 410-416.0

Orders

Area Office	117
Central Office (Obsolete - use 110.1 for Manuals, etc.)	
Departmental (Manuals, Instructions, etc.)	114
Executive	111
Irrigation Operation and Maintenance (and Assessments)	341.4
Organization(s)	
Charts	105.0
Employee Membership in	160.7
Employers'	985
Interested in Indians	090
Labor	984
of Tribes and Bands	076.0
Orphans (Estates and Heirships)	356
Outing Systems (Students)	See 827-827.1
Outside	
Meetings (S&MC Education)	346.4
Publications (S&MC Education)	346.52

P

Packing Goods for Transportation	543
Pageants, Indian, Educational (See 071-073 for others)	894
Parcel Post (Transportation)	540.0
Pardons and Paroles (Law and Order)	175.3
Parks, Bison Ranges, and Game Reserves (Land for)	307.1
Paroles and Pardons (Law and Order)	175.3
Partition, Land, Petitions for	310.1
Passenger Transportation - See "Transportation"	
Patents	
on Inventions	080
Land	312
Patients in Hospitals and Sanatoriums	See 722-722.12
Payment(s)	
of Checks when Payee is Deceased or Incompetent	220.51
Extension of, on Land Sales	310
to Indians (Per Capita)	251
Payrolls	
Employees, and Deductions for Bonds, Taxes, Benefits, etc.	226.4
Nunivak Reindeer Industry	991.431
Penalties and Fines (Law and Order)	175.2
Pensions, Military	601
Per Capita	
Cost, Pupils	820.1
Payments to Indians	251
Per Diem (Travel Expense, Board, and Lodging)	205

Performance (Efficiency) Ratings and Reports of	167
Period Studies (Grazing Research)	301.11
Periodic Reports - See "Reports"	
Periodicals - See "Publications and Bulletins - 010"	
Permanently and Totally Disabled, Aid to	720.723
Permits	
Crossing and Trailing (Grazing)	301.2
Drivers'	157.2
to Enter Indian Reservations	113.0
Grazing	301.1
Hunting and Fishing	921.0
Miscellaneous, Not Otherwise Classified	113
Revocable (for use of BIA-controlled real property)	318
Soil and Moisture Conservation, Stipulations for	344.4
Timber	339.2
Perquisites and Subsistence of Employees and Families	160.6
Personal	
Property Tax, Individual	208.2
Record Files, Students	See 823-823.2
Services	
Authority for (Fiscal)	202.0
Claims for	264
Contracts for	280
Personnel (Formerly "Officers and Employees")	See 160-169
Ceilings	160.40
Nunivak Reindeer Industry	991.431
Pest	
and Rodent Control (Plant Management)	412-11
and Weed Control (Extension and Industry)	See 914-914.1
Petitions	
for Partition (Land)	310.1
Tribal	069
Peyote, Policy re	125
Photographs	
General (Publicity)	048
Soil and Moisture Conservation Education	346.6
Physical Plant Surveys (Plant Management)	See 413-413.3
Pinons (Extension and Industry)	916
Pipelines - Rights of Way	372
Pits, Sand and Gravel (Resources Development)	335
Placement (Social Services - Welfare) (See also "Relocation")	
of Adults - Institutional	See 720.41-720.410
of Children	
by Adoption	See 720.53-720.530
in Foster Homes	720.51
Institutional	See 720.54-720.540

Planning (See also specific activities)	
Community (Welfare)	720.6
Management	108
Programs and Studies, General	See 103-103.50
Plans	
Drawings, and Blueprints (B&U)	See 403-403.1
Family Relocation	721.5
Forestry Management	339.7
Grazing Management	301.14
Land Use and Master Development (See also 103-103.50)	300.0
Plot (B&U)	403.1
Roads	454
Soil and Moisture Conservation	
Farms and Ranches or Other Units	344.5
Individual	344.51
Program	See 344.1-344.113
Plant(s)	
Design and Construction of	See 430-432
Electrical Generating (Plant Management)	412-2
Heating (Plant Management)	412-1
Industry, Bureau of, U.S.D.A., Relations with	030
Maintenance, School Curriculum re	813
Management (Maintenance, Repair, Operation, etc.) .	See 410-416.0
Power	
Plant Management Activity re	412-1
Rights of Way for	378
Protective Services for (Plant Management)	412-8
Range	
Identification of (Grazing)	301.8
Poisonous, Control of (Grazing)	301.10
Sale or Transfer of	239
Sewage (Plant Management)	412-4
Surveys, Physical (Plant Management)	See 413-413.3
Water (Plant Management)	412-3
Plats, Maps, and Tract Books (Land)	304.1
Plot	
Plans for Buildings and Utilities	403.1
Studies, Sample (Grazing Research)	301.11
Plumbing (Plant Management)	412-15
Poisonous Plant Control (Range Improvement - Grazing)	301.10
Police Cooperation and Arrests, Students	822.6
Policy (See also specific activities)	
Forest Management	339.7
re Incurable Students	824.0
re Indians	See 120-129.0
Relocation	721.0
Welfare	720.0
Polygamy (Social Relations)	746

Position(s)	
Applications for	162
Surveys (and Job Classification)	160.4
Postage	141
on School Publications	041.0
Post(s)	
Military, Land for	307.4
Office Department, Relations with	030
Offices (Mail Matters)	142
-War Programs	See 103-103.50
Pottery (Manufacturing)	963
Poultry Raising	933
Power(s)	
of Attorney (Miscellaneous)	174
for Grazing Permits	301.9
Authority for - Utilities (Fiscal)	202.3
Contracts for - Utilities	280
Irrigation Projects	341.5
Plants	
and Lines - Rights of Way	378
Maintenance, Operation, etc., of (Plant Management)	412-1
Predatory Animals (Coyotes, Foxes, Wolves, etc.)	928
Presentations, S&MC Education	346.14 & 346.15
Presents (for Museums, Memorials, etc.)	044
Press Releases	040.0
Prevention of Fires	
Buildings and Utilities (Plant Management)	412-9
Forest	339.12
Price Lists and Catalogs, Supplies and Equipment	503
Printing	
Jobs for Others, by Schools	041.2
Joint Committee on, and Reports to	025
Prisons and Prisoners	175.5
Private	
Cooperation, Grazing Matters	301.7
Employment, Off Reservation (Relocation)	See 980-986
Welfare Agencies, Relationship with	720.76
Privileges, Grazing	301.5 & 301.6
Prizes	049
Probates	
Estates	See 350-356
Fees for	207
Problems, Employment	986
Procedures	
Office (Other than Manuals)	101
Relocation (Other than Manuals)	721.0
Proceeds of Labor, Indian Moneys ("IMPL")	213.1
Proclamations	178

Procurement of Commodities (Equipment, Materials, Supplies, and Services - formerly "Consolidated & Open Market Purchases")	510
Production	
Agricultural, and Statistics re	917
Marketing Admin. (PMA), S&MC Cooperation with	345.3
Reports (Property Accounts)	236
Products	
Farm, Sale of	274
Wild (Rice, Pinons, etc.)	916
Program(s)	
Civil Defense	690
Education	See 807-807.1
Extension	
Educational	See 945-945.3
Work	943
General Assistance (Welfare)	720.73
Health, Special	See 736-736.3
Irrigation	
Construction	341.8
Work	341.6
Planning, General	See 103-103.50
Plant	
Design and Construction	See 431-431.2
Management	See 415-415.4
Public Assistance (Welfare)	See 720.72-720.723
Radio	148
Reservation, General	103.0
Roads	See 456-456.1
Soil and Moisture Conservation	
Plans	See 344.1-344.113
Proposed, Annual	344.61
Television	148
for Withdrawal from Federal Supervision	103.3
Progress Reports - See "Reports"	
Projects	
Bridge Construction	452
Highway, Road, and Trail Construction	451
Irrigation	See 341-341.9
Plant	
Design and Construction	432
Management, Contract and Force Account	See 414-414.20
Student (S&MC Education)	346.16
Promotion(s)	
Employees, Recommendations for	162.0
Pupils, Reports on	820.8
Promotional Opportunity Bulletins (Employees)	163

Proofs of Depository Balances	222
Property	
Accounts	See 230-239
Claims for Confiscation or Destruction of	268
Destruction of (Other than Real)	233.0
Exchanges and Sales of (Other than Real)	237
Reindeer Industry	991.2
Real (See also "Land")	
Inventories of	231.2
Non-Trust, Acquisition of	319
Sale or Transfer of	239
Surplus	502
Survey Reports	233
Sale and Exchange of (Other than Real)	237
Transfer of (Other than Real)	234
Trust	
Condemnation of	173.1
Purchase of, by Individual Indians	310.3
Proposed	
Legislation	023
Soil and Moisture Conservation Programs	344.61
Prosecution (Law and Order)	175.1
Proselyting and Religious Controversies, Investigation of	153
Prospecting (Resources Development)	331
Prospective Students, Enrollment Applications	821
Protection	
Buildings and Utilities (Plant Management)	
Fire	412-9
Safety	412-18
Forestry	
Fire	339.12
Insects and Diseases	339.15
Protective Services (B&U - Plant Management)	412-8
Protestant Mission Schools	806.4
Public	
Assistance, Welfare	See 720.3-720.30
Programs with Other Agencies	See 720.72-720.723
Buildings Service (Sale of Custodial Services)	277.0
Health Service	705
Lands	See 307-307.6
Notices and Repayment Contracts (Irrigation)	341.1
Opening Tribal Lands to	308.0
Relations	040.1
Schools	
Claims of	267
Contracts with	280
Reports on Attendance	820.0
Welfare Agencies, Relationship with	See 720.70-720.75

Publications	
Bulletins, etc.	See 010-017
Extension	945.3
Safety	157.0
School	See 041-041.3
Soil and Moisture Conservation	See 346.5-346.521
Publicity	See 040-049
Pulp and Sawmills, Agency (Forestry)	339.6
Pupils (See also "Students")	See 820-828
Accounts	226.5
Exclusion of, from School Due to Communicable Diseases	704.0
Health	See 704-704.1
Purchase(s)	
Commodities (Equipment, Supplies, Services, etc.)	510
Lands or Buildings for School or Agency Purposes	319
Orders	510
Trust Property, by Individual Indians	310.3

Q

Qualifications of Teachers	832
Quarantine	
Health Activities	702
Livestock, Cooperation in Enforcing (Grazing)	301.7
Quarries (Resources Development)	334
Quarters, Employees	See 160.3-160.30
Quotas, Pupils, and Transfers to Non-Reservation Schools	820.3

R

Rabies and Distemper	939.4
Racial Discrimination, Policy re	129
Radio	
Facilities, Operation and Maintenance of (Plant Mgt.)	412-13.0
Programs	148
Radiological Monitoring (Civil Defense)	691
Railroad	
Retirement Board (Employment for Indians)	983.2
Rights of Way	See 371-371.0
Railway	
Express (Transportation)	540.1
Freight, LCL and CL (Transportation)	540.3
Ranches or Farms, Plans for (S&MC)	See 344.5-344.51

Range(s)	
Bison, Land for	307.1
Carrying Capacity, Authorizations for (Grazing)	301.4
Improvement (Grazing)	301.10
Rifle and Target, Land for	303
Surveys, Reindeer Industry	991.3
Rates	
Telegraph	143
Telephone	144
Transportation, and Requests for	546
Rating	
Performance or Efficiency of Employees, and Reports of	167
Teachers, Uniform	837
Real Property (See also "Land")	
Inventory of	231.2
Non-Trust, Acquisition of	319
Sale or Transfer of (Plants and Buildings)	239
Receipt(s)	
for Goods	201
Office (Credit)	
Individual Loans	240.61
Individual Stores	247.01
Miscellaneous	240.5
Official	223
Symbols and Titles	220.8
Reclamation	
Bureau of, Relations with	030
Reserves, Land for	307.5
Reclassification of Positions	160.4
Reconnaissance	
Range Management (Grazing), Plans for	301.14
Surveys (S&MC)	344.22
Records	
Case - See "Case Records"	
Historical	053
Management	See 104-104.4
of Narcotics and Alcohol	722.11
of Patients in Hospitals and Sanatoriums	722.6
of Pupils in Schools	820.4 & 823-823.2
Recreation, Forestry	339.16
Recruitment	
for Employment of Indians Off Reservation	980.2
for Federal Employment	162
Red Cross	
Junior (Education)	891
War Relief Work	660
Redelegation of Authority	101.0

Reductions, Imprest Fund	209.2
Reforestation	339.8
Refrigeration and Air Conditioning (Plant Management)	412-14
Refuse and Garbage Disposal (Plant Management)	412-6
Registration, Fees for	207
Regulations and Rules	See 110-117
Credit	240.0
Education	801
Health	701
Imprest Funds	209.0
Rehabilitation	
Indian Homes	392 & 393
Tribal (Credit)	242
Reimbursable	
Funds	215
Loans, Reports on	241.1
Reimbursement Vouchers, Imprest Fund (Cashier Copies)	209.1
Reindeer	
Diseases	939.5
Industry	See 991-991.7
Relations	
Departmental	030
with Organizations Interested in Indians	090
with Other Organizations (Relocation)	721.3
Public	040.1
Social	See 740-746
Tribal	See 060-069
with Welfare Agencies	See 720.7-720.76
Relics and Ruins	042
Releases, Press and News	040.0
Religious	
Controversies, Investigation of	153
Training (School Curriculum)	See 816-816.1
RELOCATION	
HEALTH, AND WELFARE	700
Program	See 721-721.72
Removal of	
Agencies, Schools, Offices, etc.	134
Indians, Policy re	123
Patients from Hospitals, Agreements to Prevent	722.7
Restrictions on Land	See 306-306.1
Rent or Lease of Lands or Buildings for School or Agency	328
Reopening of Agencies, Schools, Offices, etc.	See 130-138
Reorganization	
Bureau of Indian Affairs	105
Staffing	160.40

Repair(s)

to Buildings and Utilities See 410-416.0
 Funds for See 219-219.1
 to Highways and Roads See 453-453.1

Repayment

Cattle (Credit) See 244-244.1
 Contracts, Irrigation 341.1

Reports (See also "Statements" and "Statistics")

Accidents

Motor Vehicle 157.4
 Other Than Motor Vehicle 157.5

Accounting Costs 203

Alaska Native (See also "Reports - Nunivak")

Industries Association (Credit) 247.63
 Service Villages, Economic Survey 901

Annual (Not otherwise classified - see specific activity) . 051

Attendance

Employees 226.4
 Students 820.0

Audit

BIA (Traveling) Auditors (Fiscal Accounts) 220.1
 Credit 240.4
 GAO (Traveling) Auditors (Fiscal Accounts) 220.1
 Property Accounts 230.1

Boiler Water (Plant Management) 412-1.0

Census of Manufactures 052.7

Complaints (Inspection and Investigation) 155

Congressional Committees (Hearings, etc.) 024

Credit 241

Alaska Native Industries 247.63

Annual 241.0

Auditors' 240.4

Delinquent Loans 241.2

Other 241.3

Reimbursable Loans 241.1

Economic Surveys (Industry and Employment) 901

Efficiency or Performance Rating, Employee 167

Employment 052.6

Extension 947

Annual 947.0

Monthly 947.1

Field Trip 150

(Reports Continued)

Reports - (Continued)

Forestry	
Annual	339.3
Fire (Individual Forest Fires and Annual Fire Report) ..	339.13
Investigations (Forest Research and Silviculture)	339.9
Monthly and Miscellaneous, re General Administration ...	339.4
Reforestation	339.8
Timber Scale	339.1
Time Distribution	339.4
GAO (General Accounting Office) Auditors'	220.1
Grazing	
Periodic and Special	301.3
Research	301.11
Trespass	301.13
Hospital and Sanatorium	722.12
Inspection and Investigation	See 150-155
Joint Committee on Printing	025
Law and Order	170.1
Leaseholds (to GSA and PBS)	293.2
Manufactures, Census of	052.7
Monthly (Not otherwise classified - see specific activity) .	052
Nunivak (See also "Reports - Alaska")	
Canneries	992.1
Reindeer Herds	991.430
Performance or Efficiency Rating, Employee	167
Plant Management - Boiler Water	412-1.0
Property	
Accounts, by Traveling Auditors	230.1
Production	236
Survey	233
Records (Surveys, Holdings, Disposition, etc.)	104.2
River Basin Authority Investigations	103.50
Safety Inspections (See also "Reports - Accidents")	157.1
School	
Attendance, Monthly and Quarterly	820.0
Examinations, Pupils'	820.8
Promotions of Pupils	820.8
Supervisors' Annual	055
Soil and Moisture Conservation (S&MC)	
Accomplishments, Annual	See 344.62-344.622
Intermittent Progress	344.63
Narrative (Accomplishment)	344.622
Periodic	See 344.6-344.63
Proposed Program, Annual	344.61
Statistical (Accomplishment)	344.621

(Reports Continued)

Reports - (Continued)

Statistical (Not otherwise classified - see specific activity)	
Annual	051
Monthly	052
Weekly	052
Other	052.9
Survey (Property) (For other surveys, see specific activity)	233
Timber Scale (Forestry)	339.1
Time	
and Attendance, Employees	226.4
Distribution (Forestry)	339.4
Traveling Auditors ¹ , BIA and GAO - See "Reports - Audit"	
Unliquidated Encumbrances	226.3
Valley and/or River Basin Authority Investigations	103.50
Weekly (Not otherwise classified - see specific activity) .	052
Welfare	720.8
Commodity	720.82
Progress	720.81
Statistical	720.80
Requests	
for Allotments	224
for Funds	220.3
for Rates, Transportation	546
Transportation	181
Requisitions	
Approvals of, for Stores (Credit)	247.2
for Equipment to be Charged to Employees and Departments ..	231.3
for Supplies, Equipment, Materials, Services, etc.	510
Research	
Grazing	301.11
Silviculture (Forestry)	339.9
Reseeding, Range, Artificial (Grazing Research)	301.11
Reservation(s)	
Development Plans, Long Range (S&MC)	344.111
of Mineral Rights on Restricted Land	332.0
Permits to Enter	113.0
Programs, General	103.0
Roads	
Programs	See 456.0-456.1
Systems	455.0
Schools	
Boarding	806.0
Day	806.1
Reserves, Land for	See 307-307.6 & 315
Resettlement Programs	103
Resolutions, Tribal Councils	064

RESOURCES

and Development	See 330-338
and Grazing Activities	See 301-301.14
AND LANDS	300
Restrictions, Removal of	See 306-306.1
Retaken Credits, Collections, Cancellations, etc.	246
Retardation, Pupils	822.1 & 822.2
Retirement	
Payroll Deductions for	226.4
Program, Employees'	166.0
Return of Equipment (Traveling and Special Officials)	231.4
Returned Students	828
Revegetation, Natural (Grazing Research)	301.11
Revocable Permits for Use of BIA-Controlled Real Property	318
Rewards (See also "Awards")	049
Rice, Wild	
Camp Sites	309.1
Extension and Industry Activity	916
Rifle and Target Ranges and Drill Grounds, Land for	303
Rights	
Human, Policy re	129.0
Mineral, Reservation of, on Restricted Land	332.0
Water (Irrigation)	341.7
of Way	See 370-379
Roads and Highways	
Construction, etc.	See 450-459
Funds	219.1
Rights of Way	375
Rodent Control	
Plant Management Activity	412-11
Range Improvement - Grazing Activity	301.10
Rolls	
Annuity	226.6
Tribal	063.0
Route and Roster Information	149
Routing Shipments	545
Rugs (Manufacturing)	964
Ruins and Relics	042
Rules and Regulations	See 110-117
Education	See 801-801.1
Health	701
Runoff and Waterflow Retardation (U.S.D.A. Surveys)	344.113

S

Safeguard of Narcotics and Alcohol	722.11
Safety	
Program	See 157-157.5
Protection, B&U (Plant Management)	412-18
Salaries and Wages, Employees (See also "Payroll")	165.0
Sale(s)	
Buildings and Plants (Real Property)	239
Farm Products	274
Grazing Privileges, and Advertisement of	301.5
Hides	271
Junk and Scrap	278
Labor (Services)	See 277-277.0
Land (also Acquisition and Transfer)	See 310-317
Manufactured Articles	273
Oil and Gas Leases, and Advertisement of	322.1
Plants and Buildings (Real Property)	239
Property Other Than Real (also Exchange of)	237
Real Property	239
Reindeer, Meat and By-Products (Nunivak)	See 991.438-991.7
Services	See 277-277.0
Stock	272
Stores	275
Subsistence or Other Supplies to Employees	276
Timber	
Contracts	339.1
Miscellaneous re	339.5
Policies and Management Plans re	339.7
Salting, for Livestock (Grazing)	301.14
Sample Plot Studies (Grazing Research)	301.11
Sanatoriums and Hospitals	See 722-722.12
Sand and Gravel Pits (Resources Development)	335
Sanitation	
Buildings and Facilities (Plant Management)	See 412 series
General	710
Savings	
Allotments	220.2
Bonds (Payroll Deductions for)	226.4
Patronage, Distribution of, Alaska Native Ind. Assoc.	247.68
Sawmills, Agency (Forestry)	339.6
Scale Reports (Timber Sales Contracts - Forestry)	339.1
Schedules	
Employees' Quarters Deductions	160.30
Office Receipts, Individual Stores (Credit)	247.01
Records (Retention and Disposition)	104.1
Supplies, General	505

Scholarships	
for Indian Students	896
Working, for Pupils	820.5
<u>School(s)</u>	
Accredited Indian	806.6
Annuals	041.3
BIA, Taken Over by Public Schools	806.5
Boarding	
Reservation	806.0
Social Services to Children in (Welfare)	See 720.55-720.550
Buildings	
Design and Construction of	See 430-432
Maintenance, Repair, etc., of (Plant Management) .	See 410-416.0
Census	054.1
Claims (Public Schools)	267
Commencements	805
Contracts	280
Miscellaneous Correspondence re	803
Curriculums	See 810-816.1
Soil and Moisture Conservation Education in	346.12
Day (Reservation)	806.1
Epidemic Diseases in	704.1
Farms, Dairies, and Beef Cattle Herds (Curriculums)	811
Funds for	216
for Incurrigibles	See 824-824.2
Land(s)	
for Mission Schools	315
Purchase of Non-Trust for Schools	319
Sale of	313
Tribal	308.2
Libraries	805.0
Miscellaneous Correspondence, re Schools	See 806-806.7
Mission	
Catholic	806.3
Contracts with	280
Land for	315
Protestant	806.4
Religious Training in	816.1
Social Services to Children in (Welfare) ...	See 720.56-720.560
for Navajos	806.7
Non-Reservation	806.2
Plays and Entertainments in (Recreation for Indians)	757
Private, Contracts with	280
Program, Continuation of Students in	822.5

(Schools Continued)

School(s) - (Continued)

Public	
Claims by	267
Contracts with	280
Miscellaneous Correspondence re	803
Publications	See 041-041.3
Pupils Excluded from Because of Communicable Diseases	704.0
Purchase of Non-Trust Land and Buildings for	319
Reopening, Establishing, Abolishing, etc.	See 130-138
Reservation	
Boarding	806.0
Day	806.1
Summer	
for Employees	835
for Retarded Pupils	822.2
Soil and Moisture Conservation Education in	346.13
Supervisors	See 860-863
Annual Reports of	055
Support Funds for	216
Surveys	808
Terms	805
Track, Spur - Rights of Way	371.0
Transportation of Children to	183
Tuition (Government Schools)	809
Vacations	805
Scouts, Indians as	650
Scrap and Junk, Sales of	278
Seal, Fur and Hair (Trapping)	923.0 & 923.1
Season Tickets, Funds for (Recreation for Indians)	758
Securities or Bonds (Investment of Individual Indian Money in)	225
Selective Service (Military)	680
Septic Tanks (Sewage Facilities - Plant Management)	412-4
Service(s)	
Labor, Sale of	See 277-277.0
Military	See 600-680
Personal	
Authority for (Fiscal)	202.0
Claims for	264
Contracts for	280
Sale of	See 277-277.0
Procurement of	510
Selective (Military)	680
Telegraph (and Rates for)	143
Telephone (and Rates for)	144
Welfare	See 720-720.82
Contracts for	280

Settlement	
and Colonization (Indian Homes)	391
on Tribal or Allotted Lands	308.1
Sewage Plants and Facilities (Plant Management)	412-4
Sheep	
Dipping, Cooperation in (Grazing)	301.7
Raising	934
Shipment(s)	
Damaged	548.0
Lost	548
Reindeer Meat (Nunivak)	991.4 38
Routing of (See also 149)	545
Short Courses (Extension Educational Program)	945.1
Sidewalks, Driveways, Landscaping, etc. (Plant Management) ...	412-7
Silviculture and Research (Forestry)	339.9
Sites	
for Buildings	402
Camps, Wild Rice	309.1
Oil Tank, Leases and Assignments of	325
Skin(s)	
Sewers (Native Arts)	904.1
Trapping (Conservation of Wildlife)	See 923-923.3
Slides, Moving Pictures, etc. (Recreation for Indians)	751
Smelting and Mineral Land Leases and Assignments	324
Snakes (Conservation of Fish and Wildlife)	925
Social	
Relations (Welfare)	See 740-749
Security Program, Employees' (See also "Payroll")	166.0
Services	
to Children (Welfare)	See 720.5-720.560
to Families and Adults (Welfare)	See 720.4-720.410
Soil	
Conservation Districts, Agreements with (S&MC) ..	See 345.1-345.11
Erosion Prevention (U.S.D.A. Watershed Surveys)	344.113
and Moisture Conservation Development (S&MC)	See 344-344.6
Studies (Grazing Research)	301.11
Surveys, Detailed (S&MC)	344.21
Songs and Music, Indian	078
Space, Storehouse, Utilization of	See 292-292.2
Special	
Assignments and Appointments of Personnel	160.9
Programs, Health (for Indians)	See 736-736.3
Specifications, Standard (Supplies and Stock)	504
Sports and Athletics	
Recreation for Indians	See 750-759
Students'	822.7
Springs, Mineral (Resources Development)	333

Spur Track for Schools or Agencies - Rights of Way	371.0
Stadiums (Recreation for Indians)	759
Staff Meetings, Minutes, and Reports	100.00
Staffing Reorganization and Lists	160.40
Standard Specifications (Supplies and Stock)	504
Standards of Off Reservation Employment (Relocation, etc.) ...	980.3
State	
Cooperation (Grazing)	301.7
Employment Agencies	983.1
Highway Systems	455.1
Law - Acts of Legislatures	172
Public Welfare Agencies, Cooperation with	720.70
Taxes	
Excise	208.10
Income	208.30
Unemployment, Corporate	208.41
Statement(s) (See also "Reports" and "Statistics")	
Bank, and Deposit Slips (Credit Stores)	247.5
Disbursing Officers' Transactions	226.7
Treasury, Monthly Checking	222
Stations, Experiment	915
STATISTICAL	
AND GENERAL	000
Reports - See "Reports"	
Statistics	
Agricultural	917
General (See also "Reports")	See 050-055
Status Files of Individual Indians	006
Statutes of Limitations (Law and Order)	175.4
Stipulations for Leases or Permits (S&MC)	344.4
STOCK	
Management, Working Plans for (Grazing)	301.14
Raising	See 930-939.5
Sale of	272
AND SUPPLIES - See "SUPPLIES AND STOCK"	
Wild (Horses, etc.)	924
Stone Cutting (Lapidary - Native Arts)	904.2
Storage	
Inflammable Material	292.1
Water, Installation for (Plant Management)	412-3
Storehouse	
Facilities, Survey of	291
Issues	232
Leaseholds	293.0
Space, Utilization of	292
Storehousing	See 290-295

Stores	
Credit	See 247-247.68
Inventory of	See 231-231.5
Procurement of, and Requisitions for	510
Sale of	275
Storms, Destruction of Buildings and Equipment by	406
Structural Maintenance, Repair, etc. (Plant Management)	412-17
Student(s) (See also "Pupils")	See 820-828
Projects, S&MC Education	346.16
Training (BIA Employment)	162.11
Studies, Period, Sample Plot, and Soil (Grazing Research)	301.11
Subagencies, Establishment, Abolishment, Removal, etc.	136
Subscriptions	
to Publications, General	017
to School Publications	041.1
Subsistence	
Assistance to Individuals (Relocation)	721.40
of Employees and Families	160.6
Sale of, to Employees	276
Suffrage, Indian, Policy re	128
Suggestions, Employee	169
Suits and Litigation (Law and Order)	175.1
Summer Schools - See "Schools, Summer"	
Superintendent, Jurisdiction of	137
Supervision	
Federal, Programs for Withdrawal from	103.3
Forestry, General	339.4
Grazing Work	301.12
Supervisors, School	See 860-863
Annual Reports of	055
SUPPLIES AND STOCK	500
Authority for (Fiscal)	202.2
Claims for	262
Contracts for	280
General Schedule of	505
Inspection of	152
Nunivak Reindeer Industry	991.435
Procurement of	510
Subsistence Items, Sales of to Employees	276
Surplus	502
Surgical and Medical Treatment of Indians	See 732-732.2
Surplus Property and Supplies	502

Survey(s)

Basin (Resources Development) (See also 103.5)	338
Boards of (Property)	151
Economic	
General	103.4
Industries and Employment	901
Land (and Appraisals)	See 304-304.2
Plant, Physical (Plant Management)	See 413-413.3
Position (Job Classification)	160.4
Records	104.0
Roads	454
School	808
Soil and Moisture Conservation	See 344.2-344.22
Storehouse Facilities	291
Timber	339.10
Watershed, by U.S.D.A. (S&MC)	344.113
Swamp Lands and Islands	See 309-309.0
Swine (Stock Raising)	937
Switching Charges (Transportation)	549
Symbols and Titles, Receipts	220.8
Systems	
Filing	104.4
Fuel (Plant Management)	412-5
Roads and Highways	See 455-455.3

T

Tank Sites (Oil), Leases and Assignments	325
Target and Rifle Ranges, Land for	303
Tariffs, Freight	541
Taxes	
and Customs Duties	See 208-208.41
on Land	302
Nunivak Reindeer Industry	991.433
Teachers	See 830-837
Telegraph	
Rights of Way	373
Service	
Authority for (Fiscal)	202.4
Claims for	266
Contracts for	280
Miscellaneous re, and Rates for	143

Telephone	
Facilities	
Operation, Maintenance, etc. (Plant Management)	412-13.1
Rights of Way (for Construction of)	374
Service	
Authority for (Fiscal)	202.4
Claims for	266
Contracts for	280
Miscellaneous re, and Rates for	144
Television Programs	148
Tennis (Recreation for Indians)	755.1
Terms, School	805
Territory and District of School Supervisors	863
Tests	
Drivers'	157.2
Intelligence, Pupils'	820.6
Testing Materials (Roads)	459
Throat, Eye, Ear, and Nose (Health Program)	736.0
Timber	
Permits	339.2
Sales	
Contracts, Allotments, and Scale Reports	339.1
Miscellaneous re	339.5
Surveys and Estimates	339.10
Trespass	339.11
Time	
and Attendance Reports and Reporting (For Leave see 164) ..	226.4
Distribution Reports (Forestry)	339.4
Titles and Deeds (Conveyance of Lands)	311
Tombstones	762
Tools and Equipment, Assistance to Individuals (Relocation) ..	721.42
Townsites and Zoning of	305
Trachoma (Health Program)	736.2
Track Meets (Recreation for Indians)	755.0
Tract Books (Land Surveys and Appraisals)	304.1
Trade Journals	016
Trademarks and Patents	080
Traders' Licenses	124.0
Trading with Indians, Policy re	124
Traffic in Drugs and Liquor, Policy re	126
Trailing and Crossing Permits (Grazing)	301.2
Trails	
Cattle - Rights of Way	375
Construction of	451

Training	
Employees	See 162.1-162.11
of Indians for Employment (Relocation, etc.)	See 981-981.2
Military	670
Religious (School Curriculums)	See 816-816.1
Transactions, Disbursing Officers', Statement of	226.7
Transfer	
of Indians, Policy re	123
Land	See 310-319
Plants and Buildings (Real Property)	239
Property	
Other Than Real	234
Real	239
of Pupils to Non-Reservation Schools	820.3
Transit, Goods in (Property Accounts)	238
Transportation	
Assistance to Individuals (Relocation)	721.41
Authority for, Freight and Passenger (Fiscal)	202.5
Claims for, Freight and Passenger	265
Contracts for, Freight and Passenger	280
of Employees and Officials	182
Freight, Express, Air, etc.	See 540-549.0
Funds for	218
General (Not Passenger)	See 540-549.0
Passenger	See 180-183
Requests	181
Trapping, Skins and Hides	See 923-923.3
Travel (See also "Transportation")	
Expenses, Board, Lodging, Per Diem	205
Itineraries of Officials	160.1
Orders, Employees'	160.0
Traveling Auditors' Reports (BIA and GAO)	
Fiscal Accounts	220.1
Property Accounts	230.1
Treasury Department	
Certificates of Deposit	221.0
Check Lists for General Accounting Office	222.0
Relations with	030
Statements, Monthly, Checking	See 222-222.1
Treaties	062
Treatment, Medical and Surgical, for Indians	See 732-732.2
Treaty Funds	214
Trespass	
Forest Fire	339.14
Grazing	301.13
or Settlement on Tribal or Allotted Lands	308.1
Timber	339.11

Trial Balance and Exceptions (Disbursing Officers)	226.2
Tribal	
Activities and Relations	See 060-069
Adoptions	068
Business Committees	067
Census	054.0
Councils	
Agreements with (S&MC)	See 345.2-345.21
Acts, Minutes, and Resolutions of	064
Delegations	066
Elections	065
Enrollment, Citizenship, and Degree of Blood	063
Funds	213.0
and Property, Rehabilitation (Indian Homes)	393
Government, Forms of	See 076-076.2
Lands	
Miscellaneous re	See 308-308.3
Purchases of	310.2
Officers	067.0
Operations, Repayment Cattle (Credit)	244.1
Organization	See 076-076.2
Petitions	068
Rehabilitation (Credit)	242
Relations and Activities	See 060-069
Rolls	063.0
Trust	
Funds	See 213-213.1
Period, Extension of	306.1
Property, Purchase of by Individual Indians	310.3
Tuberculosis (Health Program)	See 736.1-736.10
Tuition, Government Schools	809

U

Unauthorized Hospital and Medical Service to Indians	732.2
Unemployment Compensation	See 208.4-208.41
Uniform	
Examinations, School	805
Rating of Teachers	837
Unions, Employee Membership in	(Formerly 166) 160.7
United States	
Department of Agriculture, Watershed Surveys (S&MC)	344.113
Employees Compensation Commission	735.0
Employment Service	983.0
Unliquidated Encumbrances, Report of	226.3
UTILITIES	
Authority for (Fiscal)	202.3
AND BUILDINGS	400
Design and Construction of	See 430-432
Maintenance, Repair, Operation, etc., of	See 410-416.0
Surveys of (Plant Management)	413.2
Utilization of Storehouse Space	See 292-292.2

V

Vacancy Correspondence (Promotional Opportunities)	163
Vacations, School	805
Vaccinations, Inoculations, and Immunizations	732.0
Valley and/or Basin Authorities	See 103.5-103.50
Valor Awards, Employees	169
Vehicle(s)	
Garage Services (Plant Management)	412-12
Motor, Accidents and Reports of	157.4
Venereal Disease (Health Program)	736.3
Veterans	
Administration, Relations with	030
Indian, of Foreign Wars	610
Visiting Among Indians, Policy re	121
Visits of Employees	160.0
Visual	
Aids (Extension Educational Program)	945.0
Education	807.1
Vital Statistics	052.8
Vocational Training	
Details of Pupils for	820.7
In Other than Indian Schools (Relocation, etc.)	981.2
Voting Lists, Tribal	054.2

Vouchers

or Bills (Claims)	See 260-269
Disbursing Officers'	See 226-226.7
Imprest Fund Reimbursement	209.1
Journal, and Washington Transactions	224
and Schedules, Office Receipts, Individual Stores (Credit) .	247.01

W

Wage(s)

Board	165.00
Paid to Students	822.4
and Salaries, Employees	165.0

Walrus

Hides and Skins	923.2
Ivory (Native Arts)	904.3

War Relief Work

.....	660
-------	-----

Washington Transactions and Journal Vouchers

.....	224
-------	-----

Water

Authority for (Fiscal)	202.3
Bodies of	309.0
Boiler Reports (Plant Management)	412-1.0
Contracts for	280
Development for Livestock (Range Improvement - Grazing) ...	301.10
Freight (Transportation)	540.6
Plant Facilities (Maintenance, Operation, etc., of)	412-3
Rights (Irrigation)	341.7
Treatment and Analysis (Plant Management)	412-3.0

Watershed

Protection by Forestry Measures	339.17
Surveys, U.S.D.A. (Waterflow and Runoff Retardation)	344.113

Weed Control

Extension and Industry	See 914-914.1
Range Improvement (Grazing)	301.10

Weekly Reports - See "Reports"

WELFARE

Activities and Services	See 720-720.82
HEALTH, AND RELOCATION	700
Services, Contracts for	280

Wells

Gas (Resources Development)	336
Water (Range Improvement - Grazing)	301.10

White Husband and Family, Admission to Hospitals, etc.	722.5
---	-------

Wild

Animals as Food (Conservation of Wildlife)	922
Products (Rice, Pinons, etc.) (Extension and Industry) ...	916
Rice Camp Sites	309.1
and Roadless Areas	458
Stock (Horses, etc.)	924
Wills (Estates and Heirships)	351
Withdrawal	
of Allotments	220.2
from Federal Supervision, Programs for	103.3
Withholding Taxes (and Payroll Deductions for)	226.4
Witnesses; Fees for	207
Wolves (Predatory Animals)	928
Wool (Stock Raising)	934
Work	
Categories, Plant Management	See 412 series
Hours of, for Employees	165
Programs and Plans - See specific activity	
Working Scholarships, Pupils'	820.5
Wrestling and Boxing (Recreation for Indians)	755.2

XYZ

Zoning of Townsites	305
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