

Copy to Agency

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to 16 BIAM (2003 Version)

16 BIAM (1989 Version)		16 BIAM (2003 Version)	
SERIES	TITLE	SERIES	TITLE
4700 Series (Roads)		4700 Series (Roads)	
4701-P5	Road Construction Project Files	4701	Roads Construction Project (Master) Case Files (Revised)
4702-T5	Road Construction Project Report	4702	Annual Roads Construction Program Accomplishment Reports (Revised)
4703-P5	Road Survey Books and Field Notes	4703	Roads Survey Books and Field Notes (Revised)
4704-P5	Road Project Map Files	4704	Project Maps and Drawings (Revised)
4705a-P5	Roads Inventory-Printout/Paper copies	4705	Roads Inventory File (Revised)
4706a-P5	Bridge Inventory File-Printout/Paper copies	4706	Bridge Inventory File (Revised)
4707a-T3	Road Program Project Files-Maintained by CO	4707	Roads Program Project Files (Revised)
4707b-T0	Road Program Project Files-Other copies		(same as 4707 above)
4708a-T3	Road Construction and Maintenance Reports-Maintained by CO	4708a	Road and Bridge Construction Reports (Revised)
		4708b	Road and Bridge Maintenance Reports (Revised)
4708b-T0	Road Construction and Maintenance Reports-Other copies		(same as 4708a & 4708b above)
Unsched		4709a	Road and Bridge Construction Finance File (New)
Unsched		4709b	Road and Bridge Maintenance Finance File (New)
Unsched		4710	National Bridge Inventory System Report (NBIS) File (New)
Unsched		4711a	Road Design Project File (New)
Unsched		4711b	Bridge Design Project File (New)
Unsched		4712	Technical Assistance Program File (New)
Unsched		4713	Nuclear Regulatory Commission (NRC) Radiation Exposure File (New)

REVISED 16 BIAM (2003)

4700 Series ROADS & TRANSPORTATION

(Updates to the 16 BIAM dated July 12, 1989)

4701 Roads Construction Project Case File

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, analyses, statements, evaluations, consultations, project case files relating to the construction and maintenance of roads and bridges which are comprised of planning documents (requirements, project plans, etc.), proposals, operation schedules, road assessments, deeds, right-of-way documents, cost estimates, progress reports, final statements or summaries of project cost, material result and certification, related project materials, quality control reports, tribal resolutions and/or contracts, environmental and archaeological clearances, final audit reports on pending contracts, contract modifications, Release of Claims documents, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4702 Annual Roads Construction Program Accomplishment Reports

Contents: Include, but not limited to, the following records: annual reports to Central Office which reports expenditures for the reservation, road and bridge, Indian Reservation Road (IRR) activities and types of improvement, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by report fiscal year

Official File: Central Office, Division of Transportation

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4703 Road Survey Books and Field Notes

Contents: Include, but not limited to, the following records: original notebook or log containing the initial observations, surveys, etc., conducted by engineer or other specialist, field notes, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by survey fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end in which survey is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

Refer to 4701 – Road Construction Project Case File

4704 Project Maps and Drawings

Contents: Include, but not limited to, the following records: "as built" tracings, blueprints, profiles, and plans of road and bridge construction projects; reservation road maps and related description of routes; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4705 Road Inventory File

Contents: Include, but not limited to, the following records: documentation of roads on BIA lands which include area, agency and reservation code, route number, section, road length, quality, code, cost of seal coat by mile and section, class, present type of surface, current and planned road surface type, estimates for planned changes, school bus usage code, status of road section, county section, state, average traffic, user benefit, plan benefit, net benefit, roadway section for shoulder and surface, alignment condition, roadway condition, estimate cost for improvement, documentation reflecting ownership and right-of-way status. Additional documents may include requests for addition of routes, updates to the Indian Reservation Roads System Inventory, data worksheet and reports, inter-agency agreements, policies, fair share versus expenditure analyses, project cost projections, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by inventory fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end in which file is updated or superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4706 Bridge Inventory File

Contents: Include, but not limited to, the following records: documentation of bridges on BIA lands which include area, agency, reservation, route, section, mile, post, state, county, school route, year built, structural characteristics and other structural data, condition of structure, estimated remaining life, proposed improvements, bridge inspection report, structural inventory appraisal report, and load rating report in accordance with the National Bridge Inventory system. Additional documents include Bridge Inventory printout (Department of Transportation Indian Needs Data printout), "as built" plans, bridge maintenance report, schematics, drawings, photos, inspection and evaluation reviews, bridge rating and improvement summary, payment reports for contracts, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by inventory fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end in which file is updated or superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4707 Roads Program Project File

Contents: Include, but not limited to, the following records: Transportation Improvement Program (TIP) estimates of proposed road construction projects and related material, technical reports (moisture density test data, field compaction test data, physical property summary, technical data reports, asphaltic formulae, summary gradation, and testing property), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Central Office, Division of Transportation. Copies at Federal Highway Administration and Agency Office.

Disposition: **PERMANENT.** Cut off at fiscal year end in which project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4708a Road and Bridge Construction Reports

Contents: Include, but not limited to, the following road and bridge construction records: work program status; proposed projects; record of work program, projects and obligations; reports relating to correspondence on road and bridge construction activities; work program baseline year construction report for Indian Reservation Roads (IRR); pre-designed construction projects; project continuing under construction with modifications; the obligation and project completed accumulative obligation baseline year accomplishments; level of service condition for miles of road maintained by surface type and obligation; snow miles and regular maintenance miles for paved, graveled, and improved earth walkways; hours of ferry operation; backlog by number of tribal construction projects prioritized by resolution; status of annual summary or road and bridge construction; annual road and bridge inventory giving classification of the road systems of miles completed during the year; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year

Official File: Central Office, Division of Transportation

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4708b Road and Bridge Maintenance Reports

Contents: Include, but not limited to, the following road and bridge maintenance records: work program status; proposed projects; record of work program, projects and obligations; report relating to correspondence on road and bridge maintenance activities; work program baseline year construction report for Indian Reservation Roads (IRR); pre-designed construction projects; project continuing under construction with modifications; the obligation and project completed accumulative obligation baseline year accomplishments; level of service condition for miles of road maintained by surface type and obligation; snow miles and regular maintenance miles for paved, graveled, and improved earth walkways; hours of ferry operation; backlog by number of tribal construction projects prioritized by resolution; status of annual summary or road and bridge construction; annual road and bridge inventory giving classification of the road systems of miles completed during the year, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year

Official File: Central Office, Division of Transportation

Disposition: **PERMANENT.** Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4709a Road and Bridge Construction Finance File

Contents: Include, but not limited to, the following records: annual funding documentation for road and bridge construction from Federal Highway Assistance (FHWA), obligating document transmitted to the Area Finance Office, summary by reservation of funding received and distributed with associated funding formula and percentage used at the time of distribution, obligation report for Indian Reservation Road (IRR) funds, status of obligations, work accomplishment report, IRR construction program fund obligation report, surveys for additional funding requirements, capability statements, analysis of financial status report, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)**4709b Road and Bridge Maintenance Finance File**

Contents: Include, but not limited to, the following records: annual funding documentation for road and bridge maintenance, funding document received from the Department of Interior (obligating document and transmittal to Finance Office), summary by reservation of funding received (carry over funding) and distributed with associated funding formula and percentage used at the time of distribution, fiscal year budget allowance, final budget decisions, annual performance goals, budget requests, Tribal Priority Allocation (TPA) formulas, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end in which project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4710 National Bridge Inventory System (NBIS) Report File

Contents: Include, but not limited to, the following records: annual report which shows bridges on Indian land by area, agency, reservation, route, section, mile, post, state, country, school route, year built, structural characteristic, other structural data, condition of structure, estimated remaining life, and proposed improvement; profiles of bridges and aerial photos; final closeout and audit reports; printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation; and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year

Official File: Central Office, Division of Transportation

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4711a Road Design Project File

Contents: Include, but not limited to, the following records: archaeological, surfacing design (materials), field trip, criteria (design – greenbook, class, design speed, width to determine safety zone), terrain design, grade profile (centerline), utility crossing, hydrology (drainage), quad sheet, proposed pipe size, right-of-way, design analysis report, preliminary documents (drafts of the design plan), survey data (survey books), reviews, finalized preliminary plan, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)**4711b Bridge Design Project File**

Contents: Include, but not limited to, the following records: calculations (spreadsheet, hand, load rating), dimensions, beam design, computer printout (CONSPAN – design beams), survey data from agencies (submitted to Federal Highway Administration for final review/approval authority), geo-technical investigation, surveys, drainage analysis, preliminary construction plan (part of construction files), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end in which project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4712 Technical Assistance Program File

Contents: Include, but not limited to, the following records: documentation showing work with outside entities such as universities, state highway departments, municipalities and contractors providing technical assistance on the establishment of scenic byways, serving in advisory capacity addressing issues, and providing information on civil rights violations, tribal funds, tourism program, and economic development, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by assistance fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end in which technical assistance is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4713 Nuclear Regulatory Commission (NRC) Radiation Exposure File

Contents: Include, but not limited to, the following records: Nuclear Regulatory Commission licenses, training schedules, violations, nuclear gauge equipment inventory, leak test analysis, thermo-luminescent dosimeter (TLD) badges for measuring radiation emission, radiation exposure reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by license expiration fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which NRC license expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.