

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-075-05-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/24/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1200a was superseded by DAA-0048-2013-0008-0003

Item 1200b was superseded by DAA-0048-2013-0008-0003

Item 1204 was superseded by DAA-0048-2013-0008-0003

Item 1213 was superseded by DAA-0048-2013-0008-0003

Item 1214 was superseded by DAA-0048-2013-0008-0003

Item 1217 was superseded by DAA-0048-2013-0008-0003

Item 1300b was superseded by DAA-0048-2013-0008-0003

Item 1400b was superseded by DAA-0048-2013-0008-0003

Item 1500b was superseded by DAA-0048-2013-0008-0003

Item 3200b was superseded by DAA-0048-2013-0008-0003

Item 3300b was superseded by DAA-0048-2013-0008-0003

Item 3400b was superseded by DAA-0048-2013-0008-0003

Item 3600b was superseded by DAA-0048-2013-0008-0003

Item 3700b was superseded by DAA-0048-2013-0008-0003

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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Item 4200b was superseded by DAA-0048-2013-0008-0003

Item 1201 was superseded by DAA-0048-2013-0008-0004

Item 1239 was superseded by DAA-0048-2013-0008-0001

Item 1207 was superseded by DAA-0048-2013-0008-0005

Item 1235 was superseded by DAA-0048-2013-0008-0010

Item 1305 was superseded by DAA-0048-2013-0008-0010

Item 1202 was superseded by DAA-0048-2013-0008-0007

Item 1203 was superseded by DAA-0048-2013-0008-0007

Item 1227 was superseded by DAA-0048-2013-0008-0007

Item 1230 was superseded by DAA-0048-2013-0008-0007

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
100 Series General Administrative Files		100 Series General Administrative Files	
101-T0	File Maintenance and Disposition Plans	Reserved	Refer to GRS 16/7 Records Management Files
102-T1	Reading or Chronological Files	Reserved	No Longer Used
103-T0	Suspense (Tickler) Files	Reserved	Refer to GRS 23/6a Suspense Files
104-T0	Temporary Correspondence	Reserved	Refer to GRS 23/7 Transitory Files
105-T1	Requisition Files (Office copies)	Reserved	Refer to GRS 3/8a Inventory Requisition Files
106-T0	Office Organization Reference Files	Reserved	Refer to the Program Correspondence and Policy/Directives Files (program specific)
107a-T1	Time and Attendance (T&A)	Reserved	Refer to GRS 2/7 Time and Attendance Source Records
107b-T3	Time and Attendance (T&A)	Reserved	Refer to GRS 2/7 Time and Attendance Source Records
108-T0	Supplemental Employee Personnel Folders (SEPF)	Reserved	Refer to GRS 1/18a Supervisors' Personnel Files
109-T4	Employee Travel Files (Duplicates)	Reserved	Refer to GRS 9/3a Noncommercial, Reimbursable Travel Files or GRS 9/3b Obligation Copies
110-T4	Trip Reports	Reserved	Refer to GRS 9/3a Noncommercial, Reimbursable Travel Files
111-T0	Policy Files	Reserved	Refer to the Program Correspondence and Policy/Directives Files (program specific)
112-T0	Directives - Reference Copies	Reserved	No longer used (non-record material)
113-T0	Confidential Document Access Files	Reserved	Refer to GRS 18/7a Classified Document Container Security Files
114a-T3	Annual Records Report (Central Office)	Reserved	Refer to GRS 16/4a or b Records Holdings Files
114b-T2	Annual Records Report (Area and Agency)	Reserved	Refer to GRS 16/4a or b Records Holdings Files
115-T0	Records Disposition Authorization Files	Reserved	Refer to GRS 16/2a or b Records Disposition Files
116-T0	Technical Reference Material	Reserved	No longer used (non-record material)
117-T0	Equipment Manuals and Operating Instructions	Reserved	No longer used (non-record material)
118-T0	Payroll Detail Reports (Office copies)	Reserved	Refer to GRS 2/22b Payroll System Reports
119a1-P3	Program Mission Correspondence Files (Division Level or above)	Reserved	Refer to the Program Correspondence and Policy/Directives Files (program specific)
119a2-T3	Program Mission Correspondence Files (Branch Level and below)	Reserved	Refer to the Program Correspondence and Policy/Directives Files (program specific)
119b1-T3	Administrative Mission Correspondence Files (Division Level and above)	Reserved	Refer to GRS 23/1 Office Administrative Files
119b2-T3	Administrative Mission Correspondence Files (All other levels)	Reserved	Refer to GRS 23/1 Office Administrative Files

16 BIAM UPDATE

**Bureau of Indian Affairs Records Schedule
General Administrative Files**

SERIES: 100

REVISED 16 BIAM (2005)

100 –GENERAL ADMINISTRATIVE

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

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

101-T0 Files Maintenance and Disposition Plans

Refer to GRS 16/7 Records Management Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

102-T1 Reading or Chronological Files

No longer used

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

103-T0

Suspense (Tickler) Files

Refer to GRS 23/6a Suspense Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule
General Administrative Files

SERIES: 100

104-T0

Temporary Correspondence

Refer to GRS 23/7 Transitory Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

105-T1

Requisition Files (Office Copies)

Refer to GRS 3/8a Inventory Requisition Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

106-T0 Office Organization Reference Files

Refer to the Program Correspondence and Policy/Directives Files for your program (program specific)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

107a-T1 Time and Attendance Reports (Carbon copies of timesheets, include leave request (SF-71) forms when timesheet has been initiated by employee)

Refer to GRS 2/7 Time and Attendance Source Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

107b-T3

Time and Attendance Reports (Leave request (SF-71) forms when timesheet has not been initiated by employee)

Refer to GRS 2/7 Time and Attendance Source Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule
General Administrative Files

SERIES: 100

108-T0 Supplemental Employee Personnel Folders (SEPF)

Refer to GRS 1/18a Supervisor's Personnel Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

109-T4

Employee Travel Files (Duplicates)

Refer to GRS 9/3a Noncommercial, Reimbursable Travel Files or 9/3b – Obligation Copies

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

110-T4

Trip Reports

Refer to GRS 9/3a Noncommercial, Reimbursable Travel Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

111-T0

Policy Files

Refer to the Program Correspondence and Policy/Directives Files for your program (program specific)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

112-T0

Directives – Reference Copies

No longer used (non-record material)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule
General Administrative Files

SERIES: 100

113-T0

Confidential Document Access Files

Refer to GRS 18/7a Classified Document Container Security Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

114a-T3 Annual Records Report (Reports prepared by Central Office)

Refer to GRS 16/4 a or b Records Holdings File (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

114b-T2 Annual Records Report (Area and agency reports)

Refer to GRS 16/4 a or b Records Holdings File (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

115-T0 Records Disposition Authorization Files

Refer to GRS 16/2 a or b Records Disposition Files (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule
General Administrative Files

SERIES: 100

116-T0

Technical Reference Material

No longer used (non-record material)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

117-T0 Equipment Manuals and Operating Instructions

No longer used (non-record material)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

118-T0 Payroll Detail Reports (Office Copies)

Refer to GRS 2/22b Payroll System Reports

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

119a1-P3 Program Mission Correspondence Files (Division Level or above)

Refer to the Program Correspondence and Policy/Directives Files for your program (program specific)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

119a2-T3 Program Mission Correspondence Files (Branch Level and below)

Refer to the Program Correspondence and Policy/Directives Files for your program (program specific)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

119b1-T3 Administrative Mission Correspondence Files (Division Level and above)

Refer to GRS 23/1 Office Administrative Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule General Administrative Files

SERIES: 100

119b2-T3 Administrative Mission Correspondence Files (All other levels)

Refer to GRS 23/1 Office Administrative Files

RESERVED

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
1200 Series Executive Management Files		1200 Series Executive Management Files	
Unscheduled		1200a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		1200b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
1201-T3	Assistant Secretary Correspondence Files	1201-P5	Assistant Secretary Correspondence Files (Revised)
1202-P3	Congressional and White House Correspondence Files	1202-P5	Congressional and White House Correspondence Files (Revised)
1203-T3	Bureau Controlled Correspondence Files	1203-P5	Bureau Controlled Correspondence Office Files (Revised)
1204-P5	Area Director Reports to Central Office	1204-P5	Regional Director Reports to Central Office Files (Revised)
1205-P3	BIA Historical Reports	Reserved	Refer to 1204-P5 Regional Director Reports to Central Office Files (Revised)
1206-P3	Area and Field Office History Files	Reserved	Refer to 1204-P5 Regional Director Reports to Central Office Files (Revised)
1207-P3	Bureau Committee Management Files	1207-P5	Bureau Committee Management Files (Revised)
1208-T3	Area and Field Office Committee Management Files	Reserved	Refer to 1207-P5 Bureau Committee Management Files (Revised)
1209-P3	Bureau Directives - Master Set	Reserved	Refer to 1200b-P5 Program Policy/Directives Master Set with Case History Files - Official Files (New)
1210-T3	Bureau Directives - Case History Files	Reserved	Refer to 1200b-P5 Program Policy/Directives Master Set with Case History Files - Official Files (New)
1211-T5	Forms and Reports Numerical File	Reserved	Refer to GRS 16/3 Forms Files and GRS 16/6 Reports Control Files
1212-T0	Forms and Reports Registers	Reserved	Refer to GRS 23/9 Finding Aids (or Indexes)
1213-P3	Reorganization Planning Files	1213-P5	Reorganization Planning Files (Revised)
1214-P3	Long-range Development Plans	1214-P5	Long-range Development Plan Files (Revised)
1215-T3	Program Evaluation Plans	Reserved	Refer to GRS 16/14 Management Control Records
1216-T3	Management Improvement Case Files	Reserved	Refer to GRS 16/14 Management Control Records
1217-T3	Management by Objectives Files	1217-P5	Strategic Plan Files (Revised)
1218-P3	Biographical Files	1218-P5	Biographical Files (Revised)
1219-P3	Speech Files	1219-P5	Speech Files (Revised)
1220-P3	News and Press Releases	1220-P5	News and Press Release Files (Revised)
1221a-T3	Freedom of Information Act Request Files (Approved and denied requests which do not result in appeals or litigation)	Reserved	Refer to GRS 14/11 FOIA Requests Files
1221b-T6	Freedom of Information Act Request Files (Denied requests resulting in appeals or litigation)	Reserved	Refer to GRS 14/12 FOIA Appeals Files
1222-T5	Freedom of Information Act Reports	Reserved	Refer to GRS 14/14 FOIA Reports Files
1223-T3	Privacy Act Records Systems	Reserved	Refer to GRS 14/25 Privacy Act Reports Files
1224-T5	Privacy Act Disclosure Files	Reserved	Refer to GRS 14/23 Privacy Act Accounting of Disclosure Files
1225-T4	Privacy Act Case Files	Reserved	Refer to GRS 14/21 Privacy Act Requests Files and GRS 14/22 Privacy Act Amendment Case Files
1226-T2	Privacy Act Report Files	Reserved	Refer to GRS 14/25 Privacy Act Reports Files
1227-P3	Congressional Investigative Files	1227-P5	Congressional Investigative Case Files (Revised)
1228-P5	Litigation Case Files	Reserved	Refer to 1401-P5 Investigative and Litigation Case Files (Revised)
1229-P5	Legal Activity Reports to Central Office	Reserved	Refer to 1402-P5 Legal Activity Report Files (Revised)
1230-P3	Legislative Review Files	1230-P5	Legislative Review Files (Revised)
1231-T5	Information Collection Files	Reserved	Refer to GRS 16/12 Information Collection Budget Files
1232a-T0	Internal Audit Case Files (Office working/informational copies)	Reserved	Refer to GRS 16/14 Management Control Records

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
1232b-T3F	Internal Audit Case Files (Official copy maintained by office responsible for audit control at Central Office)	Reserved	Refer to GRS 16/14 Management Control Records
1233a-T0	External Audit Report Files (Office working/informational copies)	1233-P5	External Audit Report Files (Revised)
1233b-T3F	External Audit Report Files (Official copy maintained by office responsible for audit control at Central Office)	Reserved	Refer to 1233-P5 External Audit Report Files (Revised)
1234a-T0	GAO Audit Coordination Files (Office working/informational copies)	1234-P5	Government Accounting Office (GAO) Audit Coordination Files (Revised)
1234b-T3F	GAO Audit Coordination Files (Official copy maintained by office responsible for audit control at Central Office)	Reserved	Refer to 1234-P5 Government Accounting Office (GAO) Audit Coordination Files (Revised)
1235-T5	Federal Register Notices	1235-P5	Federal Register Notices Files (Revised)
1236-P5	Administrative Appeals	1236-P5	Administrative Appeal Files (Revised)
1237-T5	Alcohol and Substance Abuse Case Files	Reserved	Refer to GRS 1/26a Personnel Counseling Records
1238-T5	Alcohol and Substance Abuse Reports	Reserved	Refer to GRS 1/26b Personnel Counseling Records
1239a-T0	Special Project Case Files (Files on applicants not selected to participate in project)	1239-P5	Special Project Case Files (Revised)
1239b-T1	Special Project Case Files (Files on successful applicants)	Reserved	Refer to 1239-P5 Special Project Case Files (Revised)
1240a-P5	Record Disposition Forms (Master sets of forms and detailed inventories maintained by Area or Bureau Records Officers for shipments sent under their jurisdictions)	Reserved	Refer to GRS 16/2a(2) Records Disposition Files
1240b-T5	Record Disposition Forms (Other office copies)	Reserved	Refer to GRS 16/2a(2) Records Disposition Files
Unscheduled		1241-P5	Overdue Correspondence Report Files (New)
Unscheduled		1242-P5	Tribal Leaders Directory Files (New)
Unscheduled		1243-P5	Public Information Fact Sheet Files (New)

REVISED 16 BIAM (2005)

1200 –EXECUTIVE MANAGEMENT

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

(New)

UPDATES TO 16 BIAM - RELEASE 1
(Last Update: 3-30-05)

NARA JOB NUMBER
N1-75-05-1

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16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1200-P5 Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Executive Management program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Executive Management program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1201-P5

Assistant Secretary Correspondence Files

Contents: Records include copies of incoming and outgoing Assistant Secretary's correspondence, significant letters, memoranda, and/or manuals dispatched by other offices but forwarded to the Assistant Secretary for information as well as correspondence pertaining to individual Indians and tribes on various Bureau of Indian Affairs programs and other subjects. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by region or tribe.

Official File: Record copy maintained by the Central Office program office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1202-P5

Congressional and White House Correspondence Files

Contents: Records include copies of correspondence, reports, and other papers issued in response to Congressional, White House and tribal inquiries, includes papers containing policy which document relations with the Executive Office of the President and Congress. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange chronologically then alphabetically by subject.

Official File: Record copy maintained by program office originating correspondence.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1203-P5

Bureau Controlled Correspondence Office Files

Contents: Records include copies of priority correspondence to U.S. Senators, Congressmen, and Indian leaders. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange numerically by control number.

Official File: Record copy maintained by Central Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1204-P5

Regional Director Reports to Central Office Files

Contents: Records include annual narrative reports prepared by Regional Directors to Central Office, with related data on regional activities and programs to include narrative and statistical accounts of the history of regional and agency/field offices as well as significant, special or non-recurring reports concerning direction of the Bureau of Indian Affairs program operations, reports, maps of building locations on agency compounds. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically then alphabetically by subject or location.

Official File: Record copy maintained by Central Office unit requesting report and/or maintained by office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is issued. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule
Executive Management

SERIES: 1000

1205-P3

BIA Historical Reports

Refer to 1204-P5 Regional Director Reports to Central Office Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1206-P3

Area and Field Office History Files

Refer to 1204-P5 Regional Director Reports to Central Office Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1207-P5

Bureau Committee Management Files

Contents: Records include documents created in Central Office, Regional and field offices for the establishment of committees, including task forces, councils, boards, commissions, panels, and special projects or initiatives as well as committee establishment proposals, approvals, reports, minutes, papers reflecting changes in committee membership, committee charters, and terminating issuances. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by committee topic.

Official File: Record copy maintained by office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when committee is discontinued. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1208-T3

Area and Field Office Committee Management Files

Refer to 1207-P5 Bureau Committee Management Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1209-P5

Bureau Directives - Master Set with Case History Files

Refer to 1200b-P5 Program Policy/Directives Master Set with Case History Files – Official Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1210-T3 Bureau Directives – Case History Files

Refer to 1200b-P5 Program Policy/Directives Master Set with Case History Files – Official Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1211-T5

Forms and Reports Numerical Files

Refer to GRS 16/3 Forms Files and GRS 16/6 Reports Control Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1212-T0

Forms and Reports Registers

Refer to GRS 23/9 Finding Aids (or Indexes)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1213-P5

Reorganization Planning Files

Contents: Records include documents relating to change in organization structure or function that affect the management and operation of the Bureau of Indian Affairs as well as staffing studies, minutes of meetings, study reports, organizational charts and copies of policy implementing changes. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by organization.

Official File: Record copy maintained by Central Office, Office of Management and Administration.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when change is completed or withdrawn. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1214-P5

Long-Range Development Plan Files

Contents: Records include long-range development plans for 10 and 20 years such as Tribal Plans, Fund Distribution Plans and other types of comprehensive development plans prepared by the Bureau or the tribe or jointly and having importance to Bureau mission accomplishments. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangements: Arrange alphabetically by tribe.

Official File: Record copy retained by office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when change is completed or withdrawn. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1215-T3

Program Evaluation Plans

Refer to GRS 16/14 Management Control Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1216-T3 Management Improvement Case Files

Refer to GRS 16/14 Management Control Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1217-P5

Strategic Plan Files

Contents: Records include documents accumulated to develop short and long range plans for Bureau programs that include fund distribution plans in accordance with the Government Performance Results Act (GPRA) Chief Financial Officer's Act (CFOA) Government Management Reform Act (GMRA), Federal Manager's Financial Integrity Act (FMFIA), Information Technology Management Reform Act (ITMRA), and other pertinent legislation. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Central Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when plan is completed or superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1218-P5

Biographical Files

Contents: Records include biographies, photographs, newspaper clippings, and related items pertaining to Bureau of Indian Affairs Assistant Secretary. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Biographical file for the Assistant Secretary-Indian Affairs (AS-IA) is maintained by the Department.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1219-P5

Speech Files

Contents: Records include originals of speeches delivered by Bureau of Indian Affairs officials such as the Assistant Secretary and heads of Central and Regional Offices. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by topic or title of speech then chronologically.

Official File: Record copy maintained by Central Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when speech is given. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1220-P3

News and Press Releases

Contents: Documents pertaining to the preparation and dissemination of information to any public communications media. The files include drafts, clearance documents, formal press releases, and related papers. Record set is retained by the Public Affairs Office. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by topic then chronologically.

Official File: Record copy maintained by Central Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1221a-T3 Freedom of Information Act (FOIA) Request Files (Approved and denied requests which do not result in appeals or litigation)

Refer to GRS 14/11 FOIA Requests Files (use applicable item)

1221b-T6 Freedom of Information Act (FOIA) Request Files (Denied requests resulting in appeals or litigation)

Refer to GRS 14/12 FOIA Appeals Files (use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1222-T5 Freedom of Information Act (FOIA) Report Files

Refer to GRS 14/14 FOIA Reports Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1223-T3

Privacy Act Records Systems

Refer to GRS 14/25 Privacy Act Reports Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1224-T5

Privacy Act Disclosure Files

Refer to GRS 14/23 Privacy Act Accounting of Disclosure Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1225-T4

Privacy Act Case Files

Refer to GRS 14/21 Privacy Act Requests Files and GRS 14/22 – Privacy Act Amendment Case Files (use applicable item)

RESERVED

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Bureau of Indian Affairs Records Schedule
Executive Management

SERIES: 1000

1226-T2

Privacy Act Report Files

Refer to GRS 14/25 Privacy Act Reports Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1227-P5

Congressional Investigative Case Files

Contents: Records include results of investigations and studies of Bureau of Indian Affairs (BIA) activities by Congressional committees as well as papers relating to the conduct of the investigation, activities of Investigating Committees committee reports, recommendations, and BIA replies. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by case number or alphabetically by report type.

Official File: Record copy maintained by office of origin.

Disposition Instructions: PERMANENT: Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule
Executive Management

SERIES: 1000

1228-P5 Litigation Case Files

Refer to 1401-P5 Investigative and Litigation Case Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1229-P5

Legal Activity Reports to Central Office

Refer to 1402-P5 Legal Activity Report Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1230-P5

Legislative Review Files

Contents: Records include original documents created in preparing, reviewing, and commenting on proposed legislation, Executive Orders, proclamations, and reports relating to Bureau of Indian Affairs activities as well as background materials, drafts, reviews, minutes of meetings and position papers. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by Act number.

Official File: Record copy maintained by office/location completing review for Bureau.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when legislation is enacted or withdrawn. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1231-T5 Information Collection Files

Refer to GRS 16/12 Information Collection Budget Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1232a-T0 Internal Audit Case Files (Office working/informational copies)

Refer to GRS 16/14 Management Control Records (use applicable item)

1232b-T3F Internal Audit Case Files (Official copy maintained by office responsible for audit control at Central Office)

Refer to GRS 16/14 Management Control Records (use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1233-P5

External Audit Report Files

Contents: Records include copies of the final audit report files of any tribal operation or tribal contract as well as correspondence and related papers concerning the review reconciliation of recommendations and other responses/clearance documents, and planned corrective actions. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by tribe then numerically by audit number.

Official File: Record copy maintained by originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when corrective actions are completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1233a-T0 External Audit Report Files (Office working/informational copies)

Refer to 1233-P5 External Audit Report Files

1233b-T3F External Audit Report Files (Official copy maintained by office responsible for audit control at Central Office)

Refer to 1233-P5 External Audit Report Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1234-P5 Government Accounting Office (GAO) Audit Coordination Files

Contents: Records include coordination arrangement for GAO audits in making replies to and performing follow-up actions on reports of audits; notifications of forthcoming audits; draft and final audit reports; informal inquiries; and comments on findings and recommendations. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by GAO audit number.

Official File: Record copy maintained by office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when final audit is complete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1234a-T0 Government Accounting Office (GAO) Audit Coordination Files (Office working/informational copies)

Refer to 1234-P5 GAO Audit Coordination Files

1234b-T3F Government Accounting Office (GAO) Audit Coordination Files (Official copy maintained by office responsible for audit control at Central Office)

Refer to 1234-P5 GAO Audit Coordination Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1235-P5

Federal Register Notices Files

Contents: Records include Agency documentation relating to the development, preparation, review, clearance, and processing of proposed and final rules for publication in the Federal Register which are not covered by the General Records Schedule. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically by publication date.

Official File: Record copy retained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when notice is published. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

- Bureau of Indian Affairs Records Schedule
Executive Management

SERIES: 1000

1236-P5 Administrative Appeal Files

Contents: Records include documents relating to an individual's right to appeal an administrative decision in accordance with 25 CFR § 2 – Appeals from Administrative actions. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by program then alphabetically by name.

Official File: Record copy maintained by office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when decision on appeal is made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1237-T5

Alcohol and Substance Abuse Case Files

Refer to GRS 1/26a Personnel Counseling Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1238-T5

Alcohol and Substance Abuse Report Files

Refer to GRS 1/26b Personnel Counseling Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1239-P5

Special Project Case Files

Contents: Records include documents relating to special projects or initiatives by the Bureau as well as information on project, project guidelines, participant applications, determinations on approval, budget levels, and other related documents. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by project number.

Official File: Record copy maintained by originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when project is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1239a-T0 Special Project Case Files (Files on applicants not selected to participate in project)

Refer to 1239-P5 Special Project Case Files

1239b-T1 Special Project Case Files (Files on successful applicants)

Refer to 1239-P5 Special Project Case Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

1240a-P5 Record Disposition Forms (Master sets of forms and detailed inventories maintained by Area or Bureau Records Officers for shipments sent under their jurisdictions)

Refer to GRS 16/2a (2) Records Disposition Files

1240b-T5 Record Disposition Forms (Other office copies)

Refer to GRS 16/2a (2) Records Disposition Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

(New)
1241-P5

Overdue Correspondence Report Files

Contents: Records include reports of bi-weekly overdue list of the Bureau's Controlled Correspondence assigned to program offices for priority responses as well as a list of program offices with overdue correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

(New)
1242-P5

Tribal Leaders Directory Files

Contents: Records include the current name, address, telephone and fax number of tribal leaders for each federally recognized tribe and Bureau of Indian Affairs (BIA) Regional Director with listing of BIA regional/agency offices. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe name or office location.

Official File: Record copy maintained by Central Office, Office of Tribal Services.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Executive Management

SERIES: 1000

(New)
1243-P5

Public Information Fact Sheet Files

Contents: Records include fact sheets of historical, cultural, and other information pertaining to various tribes as well as guidance relating to genealogical research and tracing ancestry, and disseminated to public upon request. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Central Office, Office of Tribal Services.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
Unscheduled		1300 Series	Indian Gaming (NEW)
Unscheduled		1300a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		1300b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
Unscheduled		1301-P5	Indian Gaming Management Files (New)
Unscheduled		1302-P5	Revenue Allocation Planning Files (New)
Unscheduled		1303-P5	Recommendation on Determination or Approval Files (New)
Unscheduled		1304-P5	National Environmental Policy Act Compliance Files (New)
Unscheduled		1305-P5	Federal Rule Making and Regulations Files (New)
Unscheduled		1306-P5	Office of the Inspector General (OIG) Audit Files (New)
Unscheduled		1307-P5	Indian Gaming Purchase Contract or Agreement Files (New)
Unscheduled		1308-P5	Indian Gaming Security Clearance Files (New)

SERIES: 1300

NEW 16 BIAM (2005)

1300 –INDIAN GAMING

(Added to the 16 BIAM)

Bureau of Indian Affairs Records Schedule
Indian Gaming

SERIES: 1300

(New)
1300-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Indian Gaming program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files.

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Indian Gaming program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Bureau of Indian Affairs Records Schedule
Indian Gaming

SERIES: 1300

(New)
1301-P5

Indian Gaming Management Files

Contents: Records include Tribal-State Compact Agreement – an agreement between a tribe and a state for the conduct of Class III Gaming; approved tribal-state compact and comments to/from the Solicitor of Indian Affairs (SOL-IA); recommendations from the Regional Office; tribal documents; tribal resolutions; proposed gaming ordinances and management contracts; liquor ordinances; case law; state law; comments from tribal and state officials; approval letter; Federal Register notice; Attorney-Client protected, commercial and financial information from tribe; tribal organic documents exempt from disclosure under the Freedom of Information Act, and list of tribes with an approved tribal-state compact for Class III (Casino) gambling. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by state then by tribe.

Official File: Central Office Indian Gaming Management Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Bureau of Indian Affairs Records Schedule
Indian Gaming

SERIES: 1300

(New)
1302-P5

Revenue Allocation Planning Files

Contents: Records include tribal plans for distribution of net revenue from gaming to tribal members as well as attorney-client protected commercial and financial information exempt from disclosure under the Freedom of Information Act and relative to a tribal-state compact. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Central Office Indian Gaming Management Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when planning is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Bureau of Indian Affairs Records Schedule
Indian Gaming

SERIES: 1300

(New)
1303-P5

Recommendation on Determination or Approval Files

Contents: Records include Section 20 determinations on using off-reservation land for Indian gaming; and Section 81 approval of agreement, leases for Indian gaming use, land acquisitions for Indian gaming and may contain commercial and financial information exempt from disclosure under the Freedom of Information Act. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe.

Official File: Central Office Indian Gaming Management Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when determination or approval is made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Bureau of Indian Affairs Records Schedule
Indian Gaming

SERIES: 1300

(New)
1304-P5

National Environmental Policy Act Compliance Files

Contents: Records include draft environmental documents that are not part of a recommendation from a Regional Director, but subject to review by the Office, and cultural, archaeological, and natural resource information exempt from disclosure under the Freedom of Information Act and other statutes. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe.

Official File: Central Office Indian Gaming Management Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when environmental documents are superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Bureau of Indian Affairs Records Schedule
Indian Gaming

SERIES: 1300

(New)
1305-P5

Federal Rule Making and Regulations Files

Contents: Records include documents on formulation of federal rules and regulations. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Central Office Indian Gaming Management Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when documents are superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Bureau of Indian Affairs Records Schedule
Indian Gaming

SERIES: 1300

(New)
1306-P5

Office of the Inspector General (OIG) Audit Files

Contents: Records include documents responding to any OIG audit regarding Bureau of Indian Affairs' roles and responsibilities in implementing and regulating the Indian Gaming Regulatory Act. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Central Office Indian Gaming Management Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when audit is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Bureau of Indian Affairs Records Schedule
Indian Gaming

SERIES: 1300

(New)
1307-P5

Indian Gaming Purchase Contract or Agreement Files

Contents: Records include contracts or agreements for procurement of service, material and/or supplies subject to the regulations under the Indian Gaming Regulatory Act. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arranged chronologically.

Official File: Central Office Indian Gaming Management Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when contract or agreement is completed, canceled or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Bureau of Indian Affairs Records Schedule
Indian Gaming

SERIES: 1300

(New)
1308-P5

Indian Gaming Security Clearance Files

Contents: Records include security clearance and confidential information of a director and other management officials managing an Indian Gaming Casino (name, other names used, date and place of birth, citizenship, social security number, drivers license number, physical description and fingerprints), and listing of individuals obtaining clearance, referral document to the Federal Bureau of Investigation, Information Management Division, and notification of findings to the Regional Director. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe, then alphabetically by individual.

Official File: Central Office Indian Gaming Management Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when security clearance is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
1200 & Unscheduled		1400 Series Legal (NEW)	
Unscheduled		1400a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		1400b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
1228-P5	Litigation Case File	1401-P5	Investigative and Litigation Case Files (Revised)
1229-P5	Legal Activity Reports to Central Office	1402-P5	Legal Activity Report Files (Revised)
Unscheduled		1403-P5	Court of Indian Appeals Case Files (New)
Unscheduled		1404-P5	Litigation Support Funding Files (New)

NEW 16 BIAM (2005)

1400 –LEGAL

(Added to the 16 BIAM)

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Legal

SERIES: 1400

(New)
1400-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Legal program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Legal program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Legal

SERIES: 1400

(New)
1401-P5

Investigative and Litigation Case Files

Contents: Records include documents for legal proceedings affecting the Bureau of Indian Affairs as well as investigation report, statement of claim, limitation report, pleading, deposition, supporting document and other related correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications.

Filing Arrangement: Arrange numerically by case number.

Official File: Record copy maintained by Central Office, Congressional & Legislative Affairs Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Legal

SERIES: 1400

(New)
1402-P5

Legal Activity Report Files

Contents: Records include periodic reports on legal activities at the Regional Office level. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Central Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when the report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Legal

SERIES: 1400

(New)

1403-P5

Court of Indian Appeals Case Files

Contents: Records include documents relating to the Court of Indian Appeals under 25 CFR 111 – Annuity and other per capita payments, as well as appeal decisions of Court of Indian Offenses established at the agency within the jurisdiction of the Regional Office. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by case number.

Official File: Record copy maintained by originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Legal

SERIES: 1400

(New)

1404-P5

Litigation Support Funding Files

Contents: Records include tribal applications and requests to provide funding for litigation support and funds to hire a private attorney as well as narratives describing the intended use of funds, tribal resolution, copy of court decision, correspondence from Bureau/Department official, tribal financial statements and other relevant information. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe then chronologically.

Official File: Record copy maintained by Central Office, Office of Trust Responsibilities.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when application decision is made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
Unscheduled		1500 Series	Indian Self-Determination (NEW)
Unscheduled		1500a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		1500b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
Unscheduled		1501-P5	Indian Self-Determination (ISD) Contract Files (New)
Unscheduled		1502-P5	Indian Self-Determination (ISD) Grant Files (New)
Unscheduled		1503-P5	Indian Self-Determination (ISD) Self-Governance Grants and Cooperative Agreements Files (New)
Unscheduled		1504-P5	Indian Self-Determination (ISD) Self-Governance Demonstration Project Planning Grant Files (New)
Unscheduled		1505-P5	Indian Self-Determination (ISD) Self-Governance Compact Files (New)
Unscheduled		1506-P5	Indian Self-Determination (ISD) Construction Contract Files (New)
Unscheduled		1507-P5	Indian Self-Determination (ISD) Architect and Engineering (A&E) Contract Files (New)
Unscheduled		1508-P5	Indian Self-Determination (ISD) Audit Files (New)
Unscheduled		1509-P5	Indian Self-Determination (ISD) Appeals (New)
Unscheduled		1510-P5	Indian Self-Determination (ISD) Delegation of Authority Files (New)
Unscheduled		1511-P5	High Risk Files (New)
Unscheduled		1512-P5	Public Law 93-638 Contract Support Funds (CSF) Distribution Log Files (New)
Unscheduled		1513-P5	Public Law 93-638 Contract Support Funds (CSF) Need Report Files (New)
Unscheduled		1514-P5	Indirect Cost Agreement Files (New)
Unscheduled		1515-P5	Federal Property Acquired by Indian Self-Determination (ISD) Contract or Grant Files (New)

NEW 16 BIAM (2005)
1500 –INDIAN SELF-DETERMINATION
(Added to the 16 BIAM)

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)
1500-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Indian Self-Determination program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Indian Self-Determination program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)
1501-P5

Indian Self-Determination (ISD) Contract Files

Contents: Records include official contracts made with tribes in accordance with Title I, Section 102 of P.L. 93-638, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, financial payment record monitoring reports, Model Contract and Annual Funding Agreements, modifications and/or amendments, and corrective action plans. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

Filing Arrangement: Arrange numerically by contract number.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when final payment has been made and contract is officially closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)
1502-P5

Indian Self-Determination (ISD) Grant Files

Contents: Records include official grants made to tribes in accordance with Title I, Section 103 of P.L. 93-638, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, financial payment record monitoring reports, Model Grant and Annual Funding Agreements, modifications and/or amendments, and corrective action plans. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

Filing Arrangement: Arrange numerically by grant number.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when final payment has been made and grant is officially closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)
1503-P5

Indian Self-Determination (ISD) Self-Governance Grants and Cooperative Agreements Files

Contents: Records include official grant or cooperative agreements made with tribes in accordance with Title I, Section 9 of P.L. 93-638, in lieu of a contract and/or grant contained in Sections 102 and 103, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, payment record monitoring reports, Model Grant/Cooperative and Annual Funding Agreements, financial modifications and/or amendments, and corrective action plans. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

Filing Arrangement: Arrange numerically by contract or grant number.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when final payment has been made and grant is officially closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)

1504-P5

Indian Self-Determination (ISD) Self-Governance Demonstration Project Planning Grant Files

Contents: Records include official grants made to tribes in accordance with Section 302 of Title III, Tribal Self-Governance Demonstration Project of P.L. 93-638, as amended by P.L. 100-472, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, financial payment record monitoring reports, Model Grant and Annual Funding Agreements, modifications and/or amendments, and corrective action plans. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

Filing Arrangement: Arrange numerically by grant number.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when final payment has been made and grant is officially closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)

1505-P5

Indian Self-Determination (ISD) Self-Governance Compact Files

Contents: Records include official compact made with tribes in accordance with Section 402 of P.L. 93-638, as amended, P.L. 103-413, applications, instrument awards, special conditions, fiscal and program review checklists and memoranda, adjustment notices, financial and narrative progress reports, financial payment records, corrective action plans, and monitoring reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by compact/grant number.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when final payment has been made and compact is officially closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)
1506-P5

Indian Self-Determination (ISD) Construction Contract Files

Contents: Records include official contracts made with tribes in accordance with the contract process provided in Section 102 of P.L. 93-638, as amended, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, financial payment record monitoring reports, Model Contract and Annual Funding Agreements, modifications and/or amendments, and corrective action plans. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by contract number.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when final payment has been made and contract is officially closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)

1507-P5

Indian Self-Determination (ISD) Architect and Engineering (A&E) Contract Files

Contents: Records include construction design and surveys, criteria for rating proposals, task orders, contractor cost estimate agreements, evaluation for the construction prerequisites, and are issued under Indefinite Delivery Contracts or formally advertised for competitive bidding, and corrective action plans. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by contract number.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when corrective actions are completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)
1508-P5

Indian Self-Determination (ISD) Audit Files

Contents: Records include documents created during contract audits conducted by the Office of the Inspector General or a Certified Public Accounting firm, bill of collection documents, audit resolution documents, findings, recommendations, and planned corrective actions by the contractor as well as official audit reports maintained by the Department and Office of the Inspector General. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by audit number.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year when corrective actions are completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)
1509-P5

Indian Self-Determination (ISD) Appeals Files

Contents: Records include decision appeals, correspondence, administrative records, and dispute litigation documents. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

Filing Arrangement: Arrange numerically by judicial case number.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when appeal decision is made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)

1510-P5

Indian Self-Determination (ISD) Delegation of Authority Files

Contents: Records include documents involving the appointment and training of personnel which are designated under Delegation of Authority as an Awarding Official Representative (AOR), Awarding Official Technical Representative (AOTR), and a Subordinate Awarding Official Technical Representative (SAOTR). Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by designation then alphabetically by name.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when authority is superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)

1511-P5

High-Risk Files

Contents: Records include documentation of Tribes placed on high risk status due to non-compliance issues of contracts; correspondence, request for technical assistance, meetings, resolutions, assigned work group meeting(s), and plan of action to address high-risk as well as the memorandum of agreements between Tribes, the Bureau of Indian Affairs, and the Tribes' bank and transfer information of P.L. 93-638 funds from the bank to the Tribe. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

Filing Arrangement: Arrange alphabetically by tribe.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when corrective actions to reduce risk issues are completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)

1512-P5

Public Law 93-638 Contract Support Funds (CSF) Distribution Log Files

Contents: Records include compilation of information necessary to provide for distribution and award of contract support funds (CSF); total amount of funding available, date of award, contractor/program, contract number, modification number, initial award, direct base amount, approved CSF rate, CSF rate year, prior year CSF carryover; CSF distribution allowable, CSF distribution @ 75 percent, and the balance remaining to be distributed to vendors. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Instructions: Arrange chronologically by fiscal year.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)

1513-P5

Public Law 93-638 Contract Support Funds (CSF) Report Files

Contents: Records include compilation of information providing an estimate of tribal contractor's contract support fund (CSF) award, summary report showing the tribe/tribal organization fiscal year program funds, total direct program funds eligible for CSF, indirect cost rate, total CSF need at 100 percent, total CSF paid to date, and the total remaining CSF need; notices within the Federal Register, policy memorandums for distribution, and directives. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)

1514-P5

Indirect Cost Agreement Files

Contents: Records include signed agreements negotiated between tribes and the National Business Center (NBC). Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when agreement is superseded or rescinded . Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Indian Self-Determination

SERIES: 1500

(New)

1515-P5

Federal Property Acquired by Indian Self-Determination (ISD) Contract or Grant Files

Contents: Records include documents relating to government-furnished property acquired by tribal contract or grantee in accordance with P.L. 93-638, Indian Self-Determination and Education Assistance Acts, as amended as well as disposition of property transaction by loan, sale, donation, or related form lists, and screener identification holder; SF-122, Transfer Order, Excess Property, SF-129 and BIA-4335; and donations of Personal Property to Indian Tribes or Tribal Organizations. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe or grantee name.

Official File: Record copy maintained at Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
2500 & Unscheduled		2100 Series Budget (NEW)	
Unscheduled		2100a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		2100b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
Unscheduled		2101-P5	Congressional District Report Files (New)
Unscheduled		2102-P5	Quarterly Reprogramming Report Files (New)
Unscheduled		2103-P5	Operating Budget Files (New)
Unscheduled		2104-P5	Budget Status Report Files (New)
Unscheduled		2105-P5	Cost Recovery Report Files (New)
Unscheduled		2106-P5	Facilities Management Program Budget Files (New)
2507a-T1	Daily Input Register Files (Printout/paper copy used as record copy)	2107-P5	Daily Transaction Register Files (Revised)
2515a-T3F	Monthly Journal of Transaction Files (Printout used as record copy maintained by Central Office Division of Accounting Management)	2108-P5	Monthly Transaction Register Files (Revised)
2518a-T3F	Accounts Payable and Undelivered Orders Files (Printout/paper copies used as record copy maintained by Central Office Division of Accounting Management)	2109-P5	Accounts Payable and Undelivered Orders Files (Revised)

NEW 16 BIAM (2005)

2100 –BUDGET

(Added to the 16 BIAM)

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Budget

SERIES: 2100

(New)
2100-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Budget program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Budget program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Budget

SERIES: 2100

(New)

2101-P5

Congressional District Report Files

Contents: Records include recapitulation printout reports showing the distribution of Bureau of Indian Affairs (BIA) funds by state and congressional districts for each BIA Regional Office; reports are separated by state and congressional districts for each funding source including documents, forms, and working papers. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence. The original is forwarded to the Department of Interior.

Filing Arrangement: Arrange alphabetically then numerically by state and congressional district order.

Official File: Official record copy maintained by Central Office, Budget Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Budget

SERIES: 2100

(New)
2102-P5

Quarterly Reprogramming Report Files

Contents: Records include quarterly report summary printouts on all funding activities which occur in the operation of Indian programs and construction appropriations. Reports are cumulative by quarter and by program sub-activities; reports are reconciled with the total appropriation funding which are provided Congress; departmental requests, memoranda, spreadsheet computations; reprogramming requests submitted to the Central Office and recorded into the U.S. Treasury Federal Finance System (FFS) documenting transferred funding among programs or organizations. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence. The original record copy is forwarded to the Department.

Filing Arrangement: Arrange chronologically.

Official File: Official record copy maintained by Central Office, Budget Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Budget

SERIES: 2100

(New)
2103-P5

Operating Budget Files

Contents: Records include monthly computer printouts which show the financial program and actual obligations including cost account, descriptions and unobligated balances. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Budget

SERIES: 2100

(New)
2104-P5

Budget Status Report Files

Contents: Records include monthly computer printouts of SF-133, Report on Budget Execution, giving current year budget status by account, amounts available, unobligated balances, advances, reimbursements, accrued expenditures, and undelivered orders and net disbursements. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Budget

SERIES: 2100

(New)
2105-P5

Cost Recovery Report Files

Contents: Records include general ledger report of the bureau-wide trial balance fund (BIA 300) and the request for letter of apportionment from the budget office as required by the Chief Financial Officer's Act. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Budget

SERIES: 2100

(New)
2106-P5

Facilities Management Program Budget Files

Contents: Records include short-range tactical and annual plans, project descriptions, cost accounting data, project commitment listings, estimates of work time, reprogramming action and priority ranking of project; associated legislation and copies of hearings or committee reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by project number.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when 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. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Budget

SERIES: 2100

2107-P5

Daily Transaction Register Files

Contents: Records include Input Transaction Register, which is a computer printout listing of all documents input into the fiscal system daily; shows batch number, document reference number, area, agency, location, fiscal year, appropriation, accounting information, description, other identification, and amount of transaction used to correct input errors. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when register is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Budget

SERIES: 2100

2108-P5

Monthly Transaction Register Files

Contents: Records include computer printouts with a line item entry for each transaction by appropriation and activity and show document reference number, area, agency, location, fiscal year, appropriation, activity, cost code, work order number, object class, description, transaction code and amount; general ledger accounts debited or credited date, and Government Auditing Office (GAO) site audit records. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when printout was generated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Budget

SERIES: 2100

2109-P5

Accounts Payable and Undelivered Orders Files

Contents: Records include monthly computer printouts which show document number, area, location, appropriation, activity, cost code, work order number, object class description (number of schedule), other identification, undelivered order amount, accounts payable amount, amount disbursed, transaction code; amount and date of last transaction. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when printout is generated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
2300 Series Contracts		2300 Series Contracts	
Unscheduled		2300a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		2300b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
2301-T0	Bidder Records	Reserved	Refer to GRS 3/5d Solicited and Unsolicited Bids and Proposals Files
2302-T3F	Bid Files	Reserved	Refer to GRS 3/5 Solicited and Unsolicited Bids and Proposals Files
2303-T3F	Unsolicited Proposal Files	Reserved	Refer to GRS 3/5 Solicited and Unsolicited Bids and Proposals Files
2304-T3F	Interagency Agreement Case Files	2304-P5	Interagency Agreement Case Files (Revised)
2305-T3F	Grant/Contract Monitoring Case Files	Reserved	Refer to GRS 3/3a Routine Procurement Files
2306-P3	Indian Self-Determination Grant/Contract Files	Reserved	Refer to 1501-P5 Indian Self-Determination (ISD) Contract Files (New) or 1502-P5 Indian Self-Determination (ISD) Grant Files (New)
2307-T10	Construction Contract Case Files	Reserved	Refer to GRS 3/3a Routine Procurement Files
2308-T10	Architect and Engineering (A&E) Contracts	Reserved	Refer to GRS 3/3a Routine Procurement Files
2309-T10	Indian Self-Determination (PUB. L. 93-638) Audit Files	Reserved	Refer to 1508-P5 Indian Self-Determination (ISD) Audit Files (New)
2310-T10	Service Contracts	Reserved	Refer to GRS 3/3a Routine Procurement Files
2311-T5	Service Contract Audits	2311-P5	Buy Indian Act Contract Audit Files (Revised)
2312-T3F	Contract or Purchase Transaction Files	Reserved	Refer to GRS 3/3a Routine Procurement Files
2313-P3	Indian Child Welfare Act (ICWA) Grants	Reserved	Refer to 3612-P5 Indian Child Welfare Act (ICWA) Grant Files (New)
Unscheduled		2314-P5	Contract Appeals Case Files (New)

REVISED 16 BIAM (2005)

2300 –CONTRACTS

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

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

(New)
2300-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Contract program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Contracts program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superceded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

2301-T0

Bidder Records

Refer to GRS 3/5d Solicited and Unsolicited Bids and Proposals Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

2302-T3F

Bid Files

Refer to GRS 3/5 Solicited and Unsolicited Bids and Proposal Files (use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

2303-T3F

Unsolicited Proposal Files

Refer to GRS 3/5 Solicited and Unsolicited Bids and Proposals Files (use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

2304-P5

Interagency Agreement Case Files

Contents: Records include formal agreements between Federal entities to perform services on a reimbursable basis as well as original copies of pre-award data such as basic interagency agreement, modifications with supporting papers, cost estimates, voucher transfers between appropriations, schedules of withdrawals, credits, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by case or agreement number.

Official File: Record copy maintained at originating contract office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when agreement is superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

2305-T3F

Grant/Contract Monitoring Case Files

Refer to GRS 3/3a Routine Procurement File (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

2306-P3 Indian Self-Determination Grant/Contract Files

Refer to 1501-P5 Indian Self-Determination (ISD) Contract Files or 1502-P5 Indian Self-Determination (ISD) Grant Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

2307-T10

Construction Contract Case Files

Refer to GRS 3/3a Routine Procurement Files (use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

2308-T10 Architect and Engineering (A&E) Contracts

Refer to GRS 3/3a Routine Procurement Files (use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

2309-T10

Indian Self-Determination Pub. Law 93-638 Audit Files

Refer to 1508-P5 Indian Self-Determination (ISD) Audit Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

2310-T10 Service Contracts

Refer to GRS 3/3a Routine Procurement Files (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

2311-P5

Buy Indian Act Contract Audit Files

Contents: Records include documents created in an audit of a contract award regardless of award authority (except PL 93-638) after competitive bidding under the Buy-Indian Act, findings, recommendations and contractor's plan of corrective actions. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by contract number.

Official File: Official record maintained by the Department, Office of the Inspector General.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when all corrective actions are completed or closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

2312-T3F Contract or Purchase Transaction Files

Refer to GRS 3/3a Routine Procurement Files (use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

2313-P3

Indian Child Welfare Act (ICWA) Grants

Refer to 3612-P5 Indian Child Welfare Act (ICWA) Grant Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Contracts

SERIES: 2300

(New)

2314-P5

Contract Appeals Case Files

Contents: Records include contract appeals arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; and final decisions. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

Filing Arrangement: Arrange numerically by case number.

Official File: Record copy maintained at originating contract office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when appeal decision is made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
2400 Series Facilities Management		2400 Series Facilities Management	
Unscheduled		2400a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		2400b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
2401-T3	Plant Management Program Inventory Files	2401-P5	Facilities Management Report Files (Revised)
Unscheduled		2401a-P5	Facilities Management Report Files - Inventory Report Files (Revised)
Unscheduled		2401b-P5	Facilities Management Files - Backlog and Inspection Report Files (Revised)
Unscheduled		2401c-P5	Facilities Management Files - Budget Report Files (Revised)
Unscheduled		2401d-P5	Facilities Management Report Files - Operations and Maintenance (O&M) Report Files (Revised)
Unscheduled		2401e-P5	Facilities Management Report Files - Work Ticket Report Files (Revised)
Unscheduled		2401f-P5	Facilities Management Files - Environmental Report Files (Revised)
Unscheduled		2401g-P5	Facilities Management Files - Law Enforcement Report Files (Revised)
Unscheduled		2401h-P5	Facilities Management Files - Administration Report Files (Revised)
2402a-T0	Plant Management Operations Master File (Printout/paper copies used as record copy)	Reserved	Refer to 2414-P5 Operations and Maintenance Case Files (New)
2402b-T0	Plant Management Operations Master File (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2403a-T0	Plant Management Location File (Printout/paper copies used as record copy)	Reserved	Refer to 2401-P5 Facilities Management Report Files (Revised)
2403b-T0	Plant Management Location Files (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2404a-T0	Microdex Files (Paper copies used as record copy)	Reserved	Refer to GRS 17 Cartographic, Aerial, Photographic, Architectural and Engineering Records
2404b-T0	Microdex Files (Microfilm data)	Reserved	Refer to GRS 17 Cartographic, Aerial, Photographic, Architectural and Engineering Records
2405a-T0	Plant Management Building Files (Printout/paper copies used as record copy)	Reserved	Refer to 2401-P5 Facilities Management Report Files (Revised)
2405b-T0	Plant Management Building Files (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2406-P3	Buildings and Utilities Plans, Drawings and Specifications	Reserved	Refer to 2401-P5 Facilities Management Report Files (Revised)
2407-T3	Building and Utilities (B&U) Evaluation Survey Files	Reserved	Refer to 2401-P5 Facilities Management Report Files (Revised)
2408-T3	Buildings and Utilities Reports	Reserved	Refer to 2401-P5 Facilities Management Report Files (Revised)
2409a-T0	Plant Management Utility Files (Printout/paper copies used as record copy)	Reserved	Refer to 2401-P5 Facilities Management Report Files (Revised)
2409b-T0	Plant Management Utility Files (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2410a-T0	Plant Management Repair and Maintenance Master (Printout/paper copies used as record copy)	Reserved	Refer to 2401-P5 Facilities Management Report Files (Revised)
2410b-T0	Plant Management Repair and Maintenance Master (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2411a-T0	Plant Management Repair and Maintenance Log (Printout/paper copies used as record copies)	Reserved	Refer to 2401-P5 Facilities Management Report Files (Revised)
2411b-T0	Plant Management Repair and Maintenance Log (Magnetic tape data)	Reserved	To Be Determined for Scheduling

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
2412a-T0	Plant Management Major Alterations and Improvement Log (Printout/paper copies used as record copy)	Reserved	Refer to 2415-P5 Facilities Project Management Case Files (New)
2412b-T0	Plant Management Major Alterations and Improvement Log (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2413a-T0	Plant Management Schedule of Services (Printout/paper copies used as record copy)	Reserved	Refer to 2401-P5 Facilities Management Report Files (Revised)
2413b-T0	Plant Management Schedule of Services (Magnetic tape data)	Reserved	To Be Determined for Scheduling
Unscheduled		2414-P5	Operations and Maintenance Case Files (New)
Unscheduled		2415-P5	Facilities Project Management Case Files (New)
Unscheduled		2415a-P5	Facilities Project Management Case Files - Planning Case Files (New)
Unscheduled		2415b-P5	Facilities Project Management Case Files - Design Case Files (New)
Unscheduled		2415c-P5	Facilities Project Management Case Files - Design and Building Case Files (New)
Unscheduled		2415d-P5	Facilities Project Management Case Files - Construction Case Files (New)
Unscheduled			Facilities Project Management Case Files - Department of Justice (DOJ)
Unscheduled		2415e-P5	Requirement for Construction of Detention Center Case Files (New)

REVISED 16 BIAM (2005)

2400 –FACILITIES MANAGEMENT

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

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

(New)
2400-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Facilities Management program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Files created and related to the internal program policy, guidance and regulations of daily operations for the Facilities Management program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

2401-P5 Facilities Management Report Files

a. Inventory Report Files

Contents: Record includes towers, schools, residential housing, and other structures by physical location, construction materials, characteristics, size, general state of repair, use square footage, ownership, and occupant, electro-mechanical equipment, utility systems, warranties, ground inventories, parking lots, sidewalks, game fields, and landscaping. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by region or location number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Backlog and Inspection Report Files

Contents: Record includes printout reports for prioritization, ranking and approval of deferred maintenance deficiencies, development and tracking of health and safety item abatement plans and capital improvement lists, cost estimates, identification of all improvement, repair and construction projects, allocation of funds, and tracking special project initiatives for fire safety, roofing, telecommunications and new constructions. Project Management printout reports include tracking and managing planning, design, and construction phases of projects, fund reports, prioritization and ranking, "what if" analysis, project cost estimates, asset capitalization, monitor reports for new construction, facility improvement and repair activities. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by region, location number, building and backlog number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

(Continuation)

2401-P5

Facilities Management Report Files

c. Budget Report Files

Contents: Record includes U.S. Treasury Federal Finance System (FFS) printout reports on project management funds, budget allotments, expenditures, emergency fund requests, prioritizes and funds minor improvement and repair work, information related to five (5) year strategic plans, and obligations and expenditures for transactions, programs, and projects. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by region, location number, building and backlog number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

d. Operations and Maintenance (O&M) Report Files

Contents: Record includes printout reports for actual location utilities information, student enrollment, regional cost index formula (inflationary factor for each location), custodial models, technology, inventory mapping, location frequency mapping, cost factors, labor rates, funding allocation levels for each location, and distribution schedules for annual O&M funding. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by program and location number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

(Continuation)

2401-P5

Facilities Management Report Files

e. Work Ticket Report Files

Contents: Record includes printout reports for customer-generated work tickets for preventive, unscheduled, and routine maintenance tasks. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by location number and work ticket number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

f. Environmental Report Files

Contents: Record includes printout reports on managing and tracking environmental audits, asbestos in schools, complying with environmental requirements, audit location, environmental findings, photographs, corrective actions, progress, funding method selected, key requirements of the Environmental program, Asbestos Hazard Emergency Response Act (AHERA) 3 Year Re-inspection Reports and other compliance reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by location number and audit number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

(Continuation)

2401-P5

Facilities Management Report Files

g. Law Enforcement Report Files

Contents: Record includes BIA and tribal law enforcement program reviews for detention facilities, program compliance audits, self-audits, program risk factors, risk control objectives, control techniques in place, methods of testing (document reviews, interviews and observations) risk assessments, and findings and recommendations for improvement. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by location number and program and/or management function.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

h. Administration Report Files

Contents: Record includes printout reports on static information (Organization and U.S. Treasury Federal Finance System (FFS) organizations, Inventory Divisions, Sub-divisions and Classifications, and Look-Up tables), personnel certification and user roles, and form definition controls and access rights, and functionality to allow/disallow funding for individual backlogs.

Filing Arrangement: Arrange alphabetically by static information category, alphabetically by last name of personnel, form name and/or location.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

2402a-T0 Plant Management Operations Master Files (Printout/paper copy used as record copy)

Refer to 2414-P5 Operations and Maintenance Case Files

2402b-T0 Plant Management Operations Master Files (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

2403a-T0 Plant Management Location Files (Printout/paper copies used as record copy)

Refer to 2401-P5 Facilities Management Report Files (Use applicable item)

2403b-T0 Plant Management Location Files (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

2404a-T0 Microdex Files (Paper copies used as record copy)

Refer to GRS 17 Cartographic, Aerial Photographic, Architectural and Engineering Records (Use applicable item)

2404b-T0 Microdex Files (Microfilm data)

Refer to GRS 17

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

2405a-T0 Plant Management Buildings File (Printout/paper copies used as record copy)

Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)

2405b-T0 Plant Management Buildings File (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

2406-P3

Buildings and Utilities Plans, Drawings and Specifications

Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

2407-T3 Building and Utilities (B&U) Evaluation Survey Files

Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

2408-T3

Building and Utilities Reports

Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

2409a-T0 Plant Management Utility Files (Printout/paper copies used as record copy)

Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)

2409b-T0 Plant Management Utility Files (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

2410a-T0 Plant Management Repair and Maintenance Master Files (Printout/paper copies used as record copy)

Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)

2410b-T0 Plant Management Repair and Maintenance Master Files (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

2411a-T0 Plant Management Repair and Maintenance Log (Printout/paper copies used as record copies)

Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)

2411b-T0 Plant Management Repair and Maintenance Log (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

2412a-T0 Plant Management Major Alterations and Improvement Log (Printout/paper copies used as record copy)

Refer to 2415-P5 - Facilities Project Management Case Files (Use applicable item)

2412b-T0 Plant Management Major Alterations and Improvement Log (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

2413a-T0 Plant Management Schedule of Services (Printout/paper copies used as record copy)

Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)

2413b-T0 Plant Management Schedule of Services (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

(New)
2414-P5

Operations and Maintenance Case Files

Contents: Record includes Bureau records encompassing all phases of agency, school, dormitory, and detention center facility administration activities on program management, custodial services, site operation support, preventive maintenance, unscheduled maintenance, budgetary funds, quarterly reports, semi-annual reports, needs availability, distribution requests, actual distribution documents, and printouts from the Facility Management Report Files. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange by alphabetically by region, agency, location and project number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when project is funded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

(New)

2415-P5

Facilities Project Management Case Files

a. Planning Case Files

Contents: Record includes progress monitoring, progress schedules, payment requests, cuff accounts, quarterly budget and finance reports, statements of work and application, soil investigation, topography, boundary, utilities condition assessment, Section 106 Consultation Process, Flood Hazard Determination, Environmental Assessment, Site Analysis, Site Plan, A/E Requirement, education specifications & program requirements, and construction cost estimates. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by project name then chronologically by project number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when project is complete or Builder's warranty expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Design Case Files

Contents: Record includes progress monitoring, progress schedules, payment requests, cuff accounts, quarterly budget and finance reports, statements of work and application, site selection, 43 CFR Requirements, master design plans, archaeological and environmental requirements for electrical, Leeds, civil, mechanical, and structural clearances, and construction cost estimates. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by project name then chronologically by project number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when project is complete or Builder's warranty expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

(Continuation)

2415-P5 Facilities Project Management Case Files

c. Design and Building Case Files

Contents: Record includes progress monitoring, progress schedules, payment requests, cuff accounts, quarterly budget and finance reports, statements of work and application, soil investigation, topography, boundary, utilities condition assessment, Section 106 Consultation Process, Flood Hazard Determination, Environmental Assessment, Site Analysis, Site Plan, A/E Requirement, contract modifications and amendments, and submittals. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by project name then chronologically by project number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when project is complete or Builder's warranty expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

d. Construction Case Files

Contents: Record includes progress schedules updates, payment requests, cuff accounts, quarterly control reports for on-site reviews, inspections, commissioning, special testing, contract modification and amendments, and submittals to structure fire protection for sprinkler systems, alarm systems, and other fire-related structure installations. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by project name then chronologically by project number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when project is complete or Builder's warranty expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Facilities Management

SERIES: 2400

(Continuation)

2415-P5

Facilities Project Management Case Files

e. Department of Justice (DOJ) Requirement for Construction of Detention Center Case Files

Contents: Record includes progress monitoring, progress schedules updates, payment requests, cuff accounts, quarterly control reports for on-site reviews, field inspections, commissioning, special testing, contract modification and amendments, and submittals to fire protection for sprinkler systems, alarm systems, and other fire-related structure installations. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by project name then chronologically by project number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when project is complete or Builder's warranty expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
2500 Series Finance		2500 Series Finance	
Unscheduled		2500a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		2500b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
2501a-T1	Accounting Master Files (Monthly tapes)	Reserved	To Be Determined for Scheduling
2501b-T4	Accounting Master Files (Year end final tapes)	Reserved	To Be Determined for Scheduling
2501c-T0	Accounting Master Files (Printout copies)	2501-P5	U.S. Treasury Federal Finance System (FFS) Report Files (Revised)
2502a-T0	Financial Structure, Description and Coding Tables (Printout copies)	Reserved	To Be Determined for Scheduling
2502b-T0	Financial Structure, Description and Coding Tables (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2503-T3F	Accounting Officer Designee	2503-P5	Certifying Officer Designee Files (Revised)
2504-T3F	Certificates of Settlement Files	2504-P5	Certificates of Settlement Files (Revised)
2505-T6.3	Documents Master File	Reserved	No longer used.
2506a-T1	Daily Input Audit Trail Files (Printout/paper copy used as record copy)	Reserved	To Be Determined for Scheduling
2506b-T0	Daily Input Audit Trail Files (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2507a-T1	Daily Input Register Files (Printout/paper copy used as record copy)	Reserved	Refer to 2107-P5 Daily Transaction Register Files (Revised)
2507b-T0	Daily Input Register Files (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2508-T0	Coding Sheet Files	Reserved	No longer used
2509-T3	Employee Travel Voucher Files	Reserved	Refer to GRS 9/1a Commercial Freight and Passenger Transportation Files
2510-T3	Passenger Transportation (Carrier) Files	Reserved	Refer to GRS 9/1a Commercial Freight and Passenger Transportation Files
2511-T3	Freight Carrier Records	Reserved	Refer to GRS 9/1a Commercial Freight and Passenger Transportation Files
2512-T4	Subsidiary Ledger Files	Reserved	Refer to GRS 7/4 Expenditure Accounting Posting and Control Files
2513a-T2	Status of Obligations Files (Printout/paper copy used as record copy)	Reserved	Refer to GRS 7/3 Appropriations Allotment Files
2513b-T0	Status of Obligations Files (Magnetic tape data)	Reserved	Refer to GRS 7/3 Appropriations Allotment Files
2514a-T0	Transaction History Files (Printout/paper copy used as record copy)	Reserved	To Be Determined for Scheduling
2514b-T6.3	Transaction History Files (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2515a-T3F	Monthly Journal of Transaction Files (Printout used as record copy maintained by Central Office Division of Accounting Management)	Reserved	Refer to 2108-P5 Monthly Transaction Register Files (Revised)
2515b-T0	Monthly Journal of Transaction Files (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2515c-T0	Monthly Journal of Transaction Files (Other copies)	Reserved	Refer to 2108-P5 Monthly Transaction Register Files (Revised)
2516-T3F	Statement of Transaction (SF-224) Files	2516-P5	Statement of Transaction (SF-224) Files (Revised)
2517-T3F	Nonexpenditure Transfer Authorization (SF-1151) Files	Reserved	Refer to GRS 6/1b Accountable Officers Files
2518a-T3F	Accounts Payable and Undelivered Orders Files (Printout/papers copies used as record copy; maintained by Central Office Division of Accounting Management)	Reserved	Refer to 2109-P5 Accounts Payable and Undelivered Orders Files

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
2518b-T0	Accounts Payable and Undelivered Orders Files (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2518c-T0	Accounts Payable and Undelivered Orders Files (Other copies)	Reserved	Refer to 2109-P5 Accounts Payable and Undelivered Orders Files
2519-T3F	Public Voucher Files	2519-P5	Public Voucher Files (Revised)
2520-T3F	Journal Voucher Files	2520-P5	Journal Voucher Files (Revised)
2521-T3F	Voucher and Schedule of Payment Files	2521-P5	Voucher and Schedule of Payment Files (Revised)
2522a-T3F	Cash Documents by Appropriation Files (Printout/paper used as record copy; maintained by Central Office Division of Accounting Management)	2522-P5	Cash Documents by Appropriations Files (Revised)
2522b-T0	Cash Documents by Appropriation Files (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2522c-T0	Cash Documents by Appropriation Files (Other copies)	Reserved	Refer to 2522-P5 Cash Documents by Appropriations Files
2523-T3	Daily Disbursement Report Files	2523-P5	Disbursement Report Files (Revised)
2524-T3F	Schedule of Cancelled Checks (SF-1098) Files	2524-P5	Schedule of Cancelled Checks (SF-1098) Files (Revised)
2525-T3F	Apportionment and Reapportionment Schedule Files	Reserved	Refer to GRS 5/4 Budget Apportionment Files
2526-T3F	Appropriation Warrant Files	Reserved	Refer to GRS 6/4 General Fund Files
2527-T3F	Fund Distribution Document Files	Reserved	Refer to GRS 5/3b Accounting Administrative Files
2528a-T3F	Area Allotment Status Report Files (Central office copy)	Reserved	Refer to GRS 7/3 Appropriation Allotment Files
2528b-T2	Area Allotment Status Report Files (Area Office copies)	Reserved	Refer to GRS 7/3 Appropriation Allotment Files
2528c-T0	Area Allotment Status Report Files (Magnetic tape data)	Reserved	Refer to GRS 7/3 Appropriation Allotment Files
2529a-T3F	Agency Allotment Status Report Files (Area copy)	Reserved	Refer to GRS 7/3 Appropriation Allotment Files
2529b-T2	Agency Allotment Status Report Files (Other office copies)	Reserved	Refer to GRS 7/3 Appropriation Allotment Files
2529c-T0	Agency Allotment Status Report Files (Magnetic tape data)	Reserved	Refer to GRS 7/3 Appropriation Allotment Files
2530a-T3F	Operating Budget Files (Record copy maintained by Central Office Division of Accounting Management)	Reserved	Refer to GRS 5/3b Accounting Administrative Files
2530b-T2	Operating Budget Files (Other office copies)	Reserved	Refer to GRS 5/3b Accounting Administrative Files
2530c-T0	Operating Budget Files (Magnetic tape data)	Reserved	Refer to GRS 5/3b Accounting Administrative Files
2531a-T3F	Budget Status Report Files (Record copy maintained by Central Office Division of Accounting Management)	Reserved	Refer to GRS 5/3b Accounting Administrative Files
2531b-T2	Budget Status Report Files (Other office copies)	Reserved	Refer to GRS 5/3b Accounting Administrative Files
2531c-T0	Budget Status Report Files (Magnetic tape data)	Reserved	Refer to GRS 5/3b Accounting Administrative Files
2532-T3F	Budget Administration Files	Reserved	Refer to GRS 5/2 Budget Background Records
2533a-P3F	Budget Estimates (Central Office copy)	Reserved	Refer to GRS 5/2 Budget Background Records
2533b-T0	Budget Estimates (Area and Agency copies)	Reserved	Refer to GRS 5/2 Budget Background Records
2534-T1	Budget Working Files	Reserved	Refer to GRS 5/2 Budget Background Records
2535a-T2	Program Planning and Evaluation Master Files (Printout/paper copies used as record copy)	Reserved	Refer to GRS 5/2 Budget Background Records

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
2535b-T0	Program Planning and Evaluation Master Files (Magnetic tape data)	Reserved	Refer to GRS 5/2 Budget Background Records
2536a-T3F	Imprest Fund (Record copy maintained by Central Office Division of Accounting Management)	Reserved	No longer used
2536b-T2	Imprest Fund (Cashier's copy)	Reserved	No longer used
2537a-T3F	Construction Progress Status Report Files (Printout/paper copies used as record copies)	Reserved	Refer to GRS 3/3a Routine Procurement Files
2537b-T0	Construction Progress Status Report Files (Magnetic tape data)	Reserved	Refer to GRS 3/3a Routine Procurement Files
2538a-T3F	Certificate of Deposit Files (Printout/paper copies used as record copies)	2538-P5	Certificate of Deposit Files (Revised)
2538b-T0	Certificate of Deposit Files (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2539a-T3F	Paid Vouchers Files (Record copy maintained by Central Office Division of Accounting Management)	2539-P5	Paid Voucher Files (Revised)
2539b-T0	Paid Vouchers Files (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2540-T3F	Advice of Collections Files	2540-P5	Advice of Collections Files (Revised)
2541-T3F	Statement of Receipts Files	2541-P5	Statement of Receipts Report Files (Revised)
2542-T3F	Unappropriated Receipts Trial Balance Files	2542-P5	Unappropriated Receipts Trial Balance Files (Revised)
2543-T3F	Special Disbursing Agent Files	Reserved	No longer used
2544-T3F	Trial Balance Files	2544-P5	Trial Balance Files (Revised)
2545-T3F	Reconciliation Statement Files	2545-P5	Reconciliation Statement Files (Revised)
2546a-T3F	Payroll Detail Cost Report Files (Originals of yearly and biweekly printouts maintained for record copy purposes maintained by Central Office of Division of Accounting Management)	Reserved	Refer to GRS 2/22 Payroll Systems Reports
2546b-T0	Payroll Detail Cost Report Files (Magnetic tapes maintained by NTBC)	Reserved	Refer to GRS 2/22 Payroll Systems Reports
2547-T3	Government Charge Cards	Reserved	Refer to GRS 9/4b General Travel and Transportation Files
2548-T3	Debt Collection Files	2548-P5	Debt Collection Files (Revised)
Unscheduled		2549-P5	U.S. Treasury Federal Finance System (FFS) and Infopak Report Files (New)
Unscheduled		2550-P5	Year-end Closing Report Files (New)
Unscheduled		2551-P5	Undisbursed/Receipt Account Report Files (New)
Unscheduled		2552-P5	Intergovernmental Payment and Collection (IPAC) Files (New)
Unscheduled		2553-P5	Impact Credit Card Payment Files (New)

16 BIAM UPDATE

**Bureau of Indian Affairs Records Schedule
Finance**

SERIES: 2500

REVISED 16 BIAM (2005)

2500 –FINANCE

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

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

(New)
2500-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Finance program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files.

Files created and related to the internal program policy, guidance and regulations of daily operations for the Finance program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2501-P5 U.S. Treasury Federal Finance System (FFS) Report Files

Contents: Records include reports from FFS which are used as a source for most Bureau of Indian Affairs (BIA) financial reports and may be used to construct a General Accounting Office (GAO) audit trail. The reports provide the status of: general ledger, accounting transactions, debit credit account balances, monthly, quarterly, and annual financial information. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by the Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2501a-T1 Accounting Master File (Monthly tapes)

To Be Determined for Scheduling

2501b-T4 Accounting Master File (Year end final tapes)

To Be Determined for Scheduling

2501c-T0 Accounting Master File (Printout copies)

Refer to 2501-P5 U.S. Treasury Federal Finance System (FFS) Report Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2502a-T0 Financial Structure, Description, and Coding Tables (Printout copies)

2502b-T0 Financial Structure, Description, and Coding Tables (Magnetic tape data)

RESERVED

To Be Scheduled with Related Electronic System

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2503-P5

Certifying Officer Designee Files

Contents: Records include information relating to the designation and revocation of accountable officers. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence. Signature cards are nullified by withdrawal as requested.

Filing Arrangement: Arrange alphabetically by name.

Official File: Record copy maintained by the Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2504-P5

Certificates of Settlement Files

Contents: Records include information reflecting the settlement of accounts maintained by accountable officers which includes balance or statements of differences and related papers, certificates covering closed settlements, supplemental settlements, and final balance settlements and are not limited to related support documentation such as reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by account or case number.

Official File: Record copy is maintained by originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when settlement is made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2505-T6.3

Documents Master File

No longer used

RESERVED

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Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2506a-T1 Daily Input Audit Trail Files (Printout/paper copy used as record copy)

2506b-T0 Daily Input Audit Trail Files (Magnetic tape data)

RESERVED

To Be Scheduled with Related Electronic System

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2507a-T1 Daily Input Register Files (Printout/paper copy used as record copy)

Refer to 2107-P5 Daily Transaction Register Files

2507b-T0 Daily Input Register Files (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2508-T0

Coding Sheet Files

No longer used

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2509-T3

Employee Travel Voucher Files

Refer to GRS 9/1a Commercial Freight and Passenger Transportation Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2510-T3 Passenger Transportation (Carrier) Files

Refer to GRS 9/1a Commercial Freight and Passenger Transportation Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2511-T3

Freight Carrier Records

Refer to GRS 9/1a Commercial Freight and Passenger Transportation Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2512-T4

Subsidiary Ledger Files

Refer to GRS 7/4 Expenditure Accounting Posting and Control Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2513a-T2 Status of Obligations Files (Printout/paper copy used for record copy)

Refer to GRS 7/3 Appropriations Allotment Files

2513b-T0 Status of Obligations Files (Magnetic tape data)

Refer to GRS 7/3 Appropriations Allotment Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2514a-T0 Transaction History Files (Printout/paper copy used as record copy)

2514b-T6.3 Transaction History Files (Magnetic tape data)

RESERVED

To Be Scheduled with Related Electronic System

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2515a-T3F Monthly Journal of Transaction Files (Printout used as record copy maintained by Central Office Division of Accounting Management)

Refer to 2108-P5 Monthly Transaction Register Files

2515b-T0 Monthly Journal of Transaction Files (Magnetic tape data)

To Be Determined for Scheduling

2515c-T0 Monthly Journal of Transaction Files (Other copies)

Refer to 2108-P5 Monthly Transaction Register Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2516-P5

Statement of Transaction (SF-224) Files

Contents: Records include monthly Statement of Transaction reports which show collections, disbursements, and transfers of funds between appropriations or receipt accounts and documents monthly cash movements. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2517-T3F Nonexpenditure Transfer Authorization (SF-1151) Files

Refer to GRS 6/1b Accountable Officers Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2518a-T3F Accounts Payable and Undelivered Orders Files (Printout/paper copies used as record copy; maintained by Central Office Division of Accounting Management)

Refer to 2109-P5 Accounts Payable and Undelivered Orders Files

2518b-T0 Accounts Payable and Undelivered Orders Files (Magnetic tape data)

To Be Determined for Scheduling

2518c-T0 Accounts Payable and Undelivered Orders Files (Other copies)

Refer to 2109-P5 Accounts Payable and Undelivered Orders Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2519-P5

Public Voucher Files

Contents: Records include Standard Form 1034, Public Voucher for Services other than Personal, used to document disbursements of cash in lieu of invoice. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2520-P5

Journal Voucher Files

Contents: Records include Optional Form 1017-G, Journal Voucher, which documents BIA financial transactions when debiting/crediting accounts. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2521-P5

Voucher and Schedule of Payment Files

Contents: Records include Standard Form 1166, Voucher and Schedule of Payments, which are used to prepare U.S. Treasury checks and show department, bureau, location, agency station, number appropriation summary, voucher number, payee, address, invoice number, amount and disbursing office check number. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2522-P5 Cash Documents by Appropriation Files

Contents: Records include monthly reports which show date, journal voucher or transfer of funds schedule number, and amount of each payment made under each appropriation. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2522a-T3F Cash Documents by Appropriation Files (Printout used as record copy; maintained by Central Office Division of Accounting Management)

Refer to 2522-P5 Cash Documents by Appropriation Files

2522b-T0 Cash Documents by Appropriation Files (Magnetic tape data)

To Be Determined for Scheduling

2522c-T0 Cash Documents by Appropriation Files (Other copies)

Refer to 2522-P5 Cash Documents by Appropriation Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2523-P5

Disbursement Report Files

Contents: Records include reports or summaries of checks written with Julian date, Area, Agency code, check number, schedule number, number of checks, account numbers, debits and credits. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report or summary is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2524-P5 Schedule of Canceled Checks (SF-1098) Files

Contents: Records include Standard Form 1098, Schedule of Canceled Checks, which lists checks for cancellation by the San Francisco Disbursing Office only. The list identifies department, bureau, location, disbursing office symbol, number, and location. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2525-T3F Apportionment and Reapportionment Schedule Files

Refer to GRS 5/4 Budget Apportionment Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule
Finance

SERIES: 2500

2526-T3F

Appropriation Warrant Files

Refer to GRS 6/4 General Fund Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2527-T3F Fund Distribution Documents Files

Refer to GRS 5/3b Accounting Administrative Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2528a-T3F Area Allotment Status Report Files (Central office copy)

Refer to GRS 7/3 Appropriation Allotment Files

2528b-T2 Area Allotment Status Report Files (Area office copies)

Refer to GRS 7/3 Appropriation Allotment Files

2528c-T0 Area Allotment Status Report Files (Magnetic tape data)

Refer to GRS 7/3 Appropriation Allotment Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2529a-T3F Agency Allotment Status Report Files (Area copy)

Refer to GRS 7/3 Appropriation Allotment Files

2529b-T2 Agency Allotment Status Report Files (Other copies)

Refer to GRS 7/3 Appropriation Allotment Files

2529c-T0 Agency Allotment Status Report Files (Magnetic tape data)

Refer to GRS 7/3 Appropriation Allotment Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2530a-T3F Operating Budget Files (Record copy maintained by Central Office Division of Accounting Management)

Refer to GRS 5/3b Accounting Administrative Files

2530b-T2 Operating Budget Files (Other office copies)

Refer to GRS 5/3b Accounting Administrative Files

2530c-T0 Operating Budget Files (Magnetic tape data)

Refer to GRS 5/3b Accounting Administrative Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2531a-T3F Budget Status Report Files (Record copy maintained by Central Office Division of Accounting Management)

Refer to GRS 5/3b Accounting Administrative Files

2531b-T2 Budget Status Report Files (Other office copies)

Refer to GRS 5/3b Accounting Administrative Files

2531c-T0 Budget Status Report Files (Magnetic tape data)

Refer to GRS 5/3b Accounting Administrative Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2532-T3F Budget Administration Files

Refer to GRS 5/2 Budget Background Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

- 2533a-P3F Budget Estimates (Central Office copy)
Refer to GRS 5/2 Budget Background Records
- 2533b-T0 Budget Estimates (Area and Agency copies)
Refer to GRS 5/2 Budget Background Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2534-T1

Budget Working Files

Refer to GRS 5/2 Budget Background Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2535a-T2 Program Planning and Evaluation Master Files (Printout/paper copies used as record copy)

Refer to GRS 5/2 Budget Background Records

2535b-T0 Program Planning and Evaluation Master Files (Magnetic tape data)

Refer to GRS 5/2 Budget Background Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2536a-T3F Imprest Fund (Record copy maintained by Central Office Division of Accounting Management)

No longer used

2536b-T2 Imprest Fund (Cashier's copy)

No longer used

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2537a-T3F Construction Progress Status Report Files (Printout/paper copies used as record copies)

Refer to GRS 3/3a Routine Procurement Files (Use applicable item)

2537b-T0 Construction Progress Status Report Files (Magnetic tape data)

Refer to GRS 3/3a Routine Procurement Files (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2538-P5

Certificate of Deposit Files

Contents: Records include Standard Form 219, Certificate of Deposit, which is maintained in deposit number sequence. These records show date, deposit number, accounting station, symbol, bank name and location, sum, and department or agency name and address. The forms are annotated with batch number, date and are used to show deposits of funds in banks. Also includes printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by deposit number.

Official File: Record copy maintained by the Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when deposit is reconciled. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2538a-T3F Certificate of Deposit Files (Printout/paper copies used as record copies)

Refer to 2538-P5 Certificate of Deposit Files

2538b-T0 Certificate of Deposit Files (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2539-P5 Paid Voucher Files

Contents: Records include purchase orders, invoice, freight bills, and Standard Form 1166, Voucher and Schedule of Payments, which may show voucher number, vendor number, vendor information and amount. Also includes printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by purchase order number.

Official File: Record copy maintained by the Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when payment is made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2539a-T3F Paid Voucher Files (Record copy maintained by Central Office Division of Accounting Management)

Refer to 2539-P5 Paid Voucher Files

2539b-T0 Paid Voucher Files (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2540-P5

Advice of Collections Files

Contents: Records include authorizations to move/deposit funds into various appropriations, which may show the deposit number, date, symbol, appropriation number, description and amount. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by the Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when deposit is moved to the new appropriation. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2541-P5

Statement of Receipts Report Files

Contents: Records include Standard Form 108, which is an annual report for miscellaneous receipts to the Division of Administration in Washington, DC. This report shows receipt symbol, receipt account title; actual funds received and has columns for two fiscal year estimates which are not made at the Administrative Service Center, comments and worksheet information. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by the Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2542-P5 Unappropriated Receipts Trial Balance Files

Contents: Records include U.S. Treasury reports showing deposits of tribal funds. These reports are used to balance the General Ledger. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Official record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when general ledger is balanced. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2543-T3F

Special Disbursing Agent Files

No longer used

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2544-P5 **Trial Balance Files**

Contents: Records include monthly reconciliation of funds in the U.S. Treasury Federal Finance System (FFS) showing trial balance of the general ledger accounts. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically by month.

Official File: Record copy maintained by originating office by the Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when reconciliation is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2545-P5

Reconciliation Statement Files

Contents: Records include information for preparing monthly trial balance with BIA and Treasury opening balances, deposits credited, total, less checks paid, closing balance deposits claimed but not credited, outstanding checks and totals. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when reconciliation is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2546a-T3F Payroll Detail Cost Report Files (Originals of yearly and biweekly printouts maintained for record copy purposes maintained by Central Office Division of Accounting Management)

Refer to GRS 2/22 Payroll Systems Reports

2546b-T0 Payroll Detail Cost Report Files (Magnetic tapes maintained by NTBC)

Refer to GRS 2/22 Payroll Systems Reports

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2547-T3

Government Charge Cards

Refer to GRS 9/4b General Travel and Transportation Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

2548-P5

Debt Collection Files

Contents: Records include material related to the identification of debts owed the government by employees and the collection of payments. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by name.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when final payment for debt is made or cleared. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

(New)
2549-P5

U.S. Treasury Federal Finance System (FFS) & Infopak Report Files

Contents: Records include financial program reports as requested by the Regional Officer. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Official record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

(New)
2550-P5

Year-end Closing Report Files

Contents: Records include year-end annual summarization of U.S. Treasury Federal Finance System (FFS) transactions in the BIA 2108 Report which closes out the fiscal year. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

(New)

2551-P5

Undisbursed/Receipt Account Report Files

Contents: Records include U.S. Treasury Report TFS-6655, print receipt account ledger, print receipt trial balance and print report of unavailable receipt transactions. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

(New)

2552-P5

Intergovernmental Payment and Collection (IPAC) Files

Contents: Records include payment of billing statements for IPAC transactions for General Service Administration (GSA) Federal Supply Service Interface Bill Upload Report, GSA Motor Pool Billings - Federal Finance System (FFS) Upload Summary. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Finance

SERIES: 2500

(New)
2553-P5

Impact Credit Card Payment Files

Contents: Records include billing invoices, original monthly statement of purchases, and Standard Form 1129, Reimbursement Voucher for Local Purchases, which show credit card transactions as disbursements of cash in lieu of a purchase order or impress cash. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
2600 Series Payroll		2600 Series Payroll	
Unscheduled		2600a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		2600b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
2601-T3	Garnishment Case Files	Reserved	Refer to GRS 2/18 Levy and Garnishment Files
2602a-T5	Student Trainee Payroll Files (Printout/paper copies used as record copy)	Reserved	Refer to GRS 2/7 Time and Attendance Source Records
2602b-T0	Student Trainee Payroll Files (Magnetic tape data)	Reserved	Refer to GRS 2/7 Time and Attendance Source Records
2603a-T3	Firefighter Payroll History File (Printout/paper copies used as record copy)	Reserved	Refer to GRS 2/7 Time and Attendance Source Records
2603b-T0	Firefighter Payroll History File (Magnetic tape data)	Reserved	Refer to GRS 2/7 Time and Attendance Source Records
2604a-T0	Employee Address File (Printout/paper copies used as record copy)	Reserved	To Be Determined for Scheduling
2604b-T0	Employee Address File (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2605a-T0	Timekeeper Address File (Printout/paper copies used as record copy)	Reserved	To Be Determined for Scheduling
2605b-T0	Timekeeper Address File (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2606a-T0	Financial Institution Address File (Printout/paper copies used as record copy)	Reserved	Refer to GRS 2/17 Direct Deposit Sign-up Form (SF-1199A)
2606b-T0	Financial Institution Address File (Magnetic tape data)	Reserved	Refer to GRS 2/17 Direct Deposit Sign-up Form (SF-1199A)
2607a-T3	Time and Attendance Files (Printout/paper copies used as record copy)	Reserved	Refer to GRS 2/7 Time and Attendance Source Records
2607b-T1	Time and Attendance Files (Magnetic tape data)	Reserved	Refer to GRS 2/7 Time and Attendance Source Records
2608a-T5	Year-To-Date Pay History File (Printout/paper copies used as record copy)	Reserved	Refer to GRS 2/22b Payroll System Reports
2608b-T0	Year-To-Date Pay History File (Magnetic tape data)	Reserved	Refer to GRS 2/22b Payroll System Reports
2609-T3	IRS Levies	Reserved	Refer to GRS 2/18 Levy and Garnishment Files
2610-T3	Waiver of Claims	Reserved	Refer to GRS 6/11 Waiver of Claims Files
2611-T3	Firefighter W2's	Reserved	Refer to GRS 2/7 Time and Attendance Source Records
2612-T0	Check Issue Listing	Reserved	Refer to GRS 2/22c Payroll System Records
2613-P3	Employee Conversion Case File	Reserved	Refer to GRS 2/23 Payroll Change Files

REVISED 16 BIAM (2005)

2600 –PAYROLL

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

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Payroll

SERIES: 2600

(New)
2600-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Payroll program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Files created and related to the internal program policy, guidance and regulations of daily operations for the Payroll program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Payroll

SERIES: 2600

2601-T3

Garnishment Case Files

Refer to GRS 2/18 – Levy and Garnishment Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Payroll

SERIES: 2600

2602a-T5 Student Trainee Payroll Files (Printout/paper copies used as record copy)

Refer to GRS 2/7 Time and Attendance Source Records

2602b-T0 Student Trainee Payroll Files (Magnetic tape data)

Refer to GRS 2/7 Time and Attendance Source Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Payroll

SERIES: 2600

2603a-T3 Firefighter Payroll History File (Printout/paper copies used as a record copy)

Refer to GRS 2/7 Time and Attendance Source Records

2603b-T0 Firefighter Payroll History File (Magnetic tape data)

Refer to GRS 2/7 Time and Attendance Source Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Payroll

SERIES: 2600

2604a-T0 Employee Address File (Printout/paper copies used as record copy)

No longer used

2604b-T0 Employee Address File (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Payroll

SERIES: 2600

2605a-T0 Timekeeper Address File (Printout/paper copies used as a record copy)

No longer used

2605b-T0 Timekeeper Address File (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Payroll

SERIES: 2600

2606a-T0 Financial Institution Address File (Printout/paper copies used as a record copy)

Refer to GRS 2/17 Direct Deposit Sign-up Form (SF-1199A)

2606b-T0 Financial Institution Address File (Magnetic tape data)

Refer to GRS 2/17 Direct Deposit Sign-up Form (SF-1199A)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Payroll

SERIES: 2600

2607a-T3 Time and Attendance Files (Printout/paper copies used as a record copy)

Refer to GRS 2/7 Time and Attendance Source Records

2607b-T1 Time and Attendance Files (Magnetic tape data)

Refer to GRS 2/7 Time and Attendance Source Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Payroll

SERIES: 2600

2608a-T5 Year-To-Date Pay History File (Printout/paper copies used as a record copy)

Refer to GRS 2/22b Payroll System Reports

2608b-T0 Year-To-Date Pay History File (Magnetic tape data)

Refer to GRS 2/22b Payroll System Reports

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Payroll

SERIES: 2600

2609-T3

IRS Levies

Refer to GRS 2/18 Levy and Garnishment Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Payroll

SERIES: 2600

2610-T3

Waiver of Claims

Refer to GRS 6/11 Waiver of Claims Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Payroll

SERIES: 2600

2611-T3 Firefighter W-2's

Refer to GRS 2/7 Time and Attendance Source Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Payroll

SERIES: 2600

2612-T0

Check Issue Listing

Refer to GRS 2/22c Payroll System Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Payroll

SERIES: 2600

2613-P3 Employee Conversion Case File

Refer to GRS 2/23 Payroll Change Files

RESERVED

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
2700 Series Personnel		2700 Series Personnel	
Unscheduled		2700a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		2700b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
2701-P3	Personnel Security Clearance Case Files	Reserved	Refer to GRS 18/22a Personnel Security Clearance Files
2702-T0	Personnel Security Clearance Status Files	Reserved	Refer to GRS 18/23 Personnel Security Status Files
2703-T3	Personnel-Payroll Master File (Printout/paper copies)	Reserved	Refer to GRS 2/1b Individual Employee Pay Record (paper)
2703b-T0	Personnel-Payroll Master File (Magnetic tape data)	Reserved	Refer to GRS 2/1a Individual Employee Pay Record (electronic)
2704-T1	Final Salary Clearance Files	Reserved	Refer to GRS 1/1 Official Personnel Folders (OPFs)
2705a-P0	Official Personnel Folders (Employees Transferred to Another Agency)	Reserved	Refer to GRS 1/1a Official Personnel Folders (OPFs)
2705b-P0	Official Personnel Folders (Separated Employees)	Reserved	Refer to GRS 1/1b Official Personnel Folders (OPFs)
2706-T1	Official Personnel Folders (Temporary Materials)	Reserved	Refer to GRS 1/10a Temporary Individual Employee Records
2707-T3	Service Record Card Files	Reserved	Refer to GRS 1/2a or b Service Record Cards
2708-T2	Personnel Statistical Reports	Reserved	Refer to GRS 1/16 Personnel Operations Statistical Reports
2709-T2	Notification of Personnel Action Files	Reserved	Refer to GRS 1/14 a or b Notifications of Personnel Actions
2710-T2	Merit Promotion Files	Reserved	Refer to GRS 1/32 Merit Promotion Case Files
2711-T2	Promotion Opportunity Bulletins (POB)	Reserved	No longer used (non-record material)
2712a -T0	Vacant Position File (Printout/paper copies used as record copy)	Reserved	Refer to GRS 1/3 Personnel Correspondence Files
2712b-T0	Vacant Position File (Magnetic tape data)	Reserved	Refer to GRS 1/3 Personnel Correspondence Files
2713-T0	Position Identification Strip Files	Reserved	Refer to GRS 1/11 Position Identification Strips
2714-P0	Personnel Investigative Files	Reserved	Refer to GRS 18/22b Personnel Security Clearance Files
2715-T0	Applicant Supply File - Active	Reserved	Refer to GRS 1/33I (1) Examining and Certification Records
2716-T2	Applicant Supply File - Inactive	Reserved	Refer to GRS 1/33I (2) Examining and Certification Records
2717-T2	Incentive Awards Case Files	Reserved	Refer to GRS 1/12 Employee Award Files
2718-T2	Incentive Awards Report Files	Reserved	Refer to GRS 1/13 Incentive Awards Program Reports
2719-T2	Performance Ratings	Reserved	Refer to GRS 1/23 Employee Performance File System Records
2720-T1	Performance Rating Appeal Files	Reserved	Refer to GRS 1/9 Performance Rating Board Case Files
2721-T5	Position Description Files	Reserved	Refer to GRS 1/7b Position Classification Files
2722-T5	Position Classification Surveys	Reserved	Refer to GRS 1/7c(1) or (2) Position Classification Files
2723-T3	Reorganization Proposals Files	Reserved	Refer to GRS 1/7a thru c Position Classification Files
2724-T3	Classification Appeal Files	Reserved	Refer to GRS 1/7d Position Classification Files
2725a-T2	Reduction-In-Force Files (Retention Registers)	Reserved	Refer to GRS 1/17b Correspondence and Form Files
2725b-T0	Reduction-In-Force Files (Work Cards)	Reserved	Refer to GRS 1/17b Correspondence and Form Files
2725c-P0	Reduction-In-Force Files (Notice to employees and related papers)	Reserved	Refer to GRS 1/17b (1) Correspondence and Form Files
2725d-T2	Reduction-In-Force Files (Placement files)	Reserved	Refer to GRS 1/17b (1) Correspondence and Form Files
2726-T7	Appeals and Grievances Files	Reserved	Refer to GRS 1/30 Administrative Grievance, Disciplinary and Adverse Action Files
2727-T2	Employee Financial Statement Files	Reserved	Refer to GRS 25/2 Financial Disclosure Reporting Files
2728-T0	Employee Interview Files	Reserved	Refer to GRS 1/8 Interview Records

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
2729-T4	Discrimination Complaint (EEO) Case Files	Reserved	Refer to GRS 1/25a, b or c Equal Employment Opportunity Records
	Health Record Case Files (Pre-employment physical exam, Health Qualification Placement Records, disability retirement exam, and fitness for duty exam)	Reserved	Refer to GRS 1/21a or b Employee Medical Folder
2730a-P0	Health Record Case Files (All other papers)	Reserved	Refer to GRS 1/21a or b Employee Medical Folder
2731-T3	Individual Employee Training Files	Reserved	Refer to GRS 1/29b Training Records
2732-T0	Training Report Card Files	Reserved	Refer to GRS 1/29b Training Records
2733-T5	Training Report Files	Reserved	Refer to GRS 1/29a Training Records
2734-T3	Tuition Assistance Files	Reserved	Refer to GRS 1/29b Training Records
2735-T0	Career Development Files	Reserved	Refer to GRS 1/18a Supervisor's Personnel Files and Duplicate OPF Documentation
2736-T5	Training Program Administrative Files	Reserved	Refer to GRS 1/29a Training Records
2737-T3	Health Insurance Files	Reserved	Refer to GRS 1/22 Statistical Summaries
2738a-T0	Bond Master File (Printout/paper copies)	Reserved	Refer to GRS 2/14 Savings Bond Purchase Files
2738b-T3	Bond Master File (Magnetic tape data)	Reserved	Refer to GRS 2/14 Savings Bond Purchase Files
2739a-T0	Personnel Action File (Printout/paper copies)	Reserved	Refer to GRS 1/16 Personnel Operations Statistical Reports
2739b-T3	Personnel Action File (Magnetic tape data)	Reserved	Refer to GRS 1/16 Personnel Operations Statistical Reports

REVISED 16 BIAM (2005)

2700 –PERSONNEL

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

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

(New)
2700-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Program correspondence that are created; received and where action is taken; or have the primary responsibility for the documentation of activities which relate directly to the Personnel program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Files created and related to the internal program policy, guidance and regulations of daily operations for the Personnel program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2701-P3 Personnel Security Clearance Case Files

Refer to GRS 18/22a Personnel Security Clearance Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2702-T0

Personnel Security Clearance Status Files

Refer to GRS 18/23 Personnel Security Status Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2703a-T0 Personnel-Payroll Master File (Printout/paper copies)

Refer to GRS 2/1b (Individual Employee Pay Record)

2703b-T0 Personnel-Payroll Master File (Magnetic tape data)

Refer to GRS 2/1a (Individual Employee Pay Record)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2704-T1

Final Salary Clearance Files

Refer to GRS 1/1 Official Personnel Folders (OPFs) (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2705a-P0 Official Personnel Folders (OPF) (Transferred to Another Agency)

Refer to GRS 1/1a Official Personnel Folders (OPFs)

2705b-P0 Official Personnel Folders (OPF) (Separated Employees)

Refer to GRS 1/1b Official Personnel Folders (OPFs)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2706-T1 Official Personnel Folders (Temporary Materials)

Refer to GRS 1/10a Temporary Individual Employee Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2707-T3

Service Record Card Files

Refer to GRS 1/2a or b Service Record Cards

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2708-T2

Personnel Statistical Reports

Refer to GRS 1/16 Personnel Operations Statistical Reports

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2709-T2

Notification of Personnel Action Files

Refer to GRS 1/14a or b Notification of Personnel Actions (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2710-T2

Merit Promotion Files

Refer to GRS 1/32 Merit Promotion Case Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2711-T2

Promotion Opportunity Bulletins (POB)

No longer used – Non-record Material

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2712a-T0 Vacant Position File (Printout/paper copies)

Refer to GRS 1/3 Personnel Correspondence Files

2712b-T0 Vacant Position File (Magnetic tape data)

Refer to GRS 1/3 Personnel Correspondence Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2713-T0

Position Identification Strip Files

Refer to GRS 1/11 Position Identification Strips

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2714-P0

Personnel Investigative Files

Refer to GRS 18/22b Personnel Security Clearance Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2715-T0

Applicant Supply File - Active

Refer to GRS 1/33I (1) Examining and Certification Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2716-T2

Applicant Supply File - Inactive

Refer to GRS 1/33I (2) Examining and Certification Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2717-T2

Incentive Awards Case Files

Refer to GRS 1/12 Employee Award Files (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2718-T2

Incentive Awards Report Files

Refer to GRS 1/13 Incentive Awards Program Reports

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2719-T2

Performance Ratings

Refer to GRS 1/23 Employee Performance File System Records (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2720-T1

Performance Rating Appeal Files

Refer to GRS 1/9 Performance Rating Board Case Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2721-T5

Position Description Files

Refer to GRS 1/7b Position Classification Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2722-T5

Position Classification Surveys

Refer to GRS 1/7c (1) or (2) Position Classification Files (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2723-T3

Reorganization Proposals Files

Refer to GRS 1/7a through c Position Classification Files (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2724-T3 Classification Appeal Files

Refer to GRS 1/7d Position Classification Files (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

- 2725a-T2 Reduction-in-Force Files (Retention registers)
Refer to GRS 1/17b Correspondence and Forms Files
- 2725b-T0 Reduction-in-Force Files (Work cards)
Refer to GRS 1/17b Correspondence and Forms Files
- 2725c-P0 Reduction-in-Force Files (Notice to Employees)
Refer to GRS 1/17b (1) Correspondence and Forms Files
- 2725d-T2 Reduction-in-Force Files (Placement files)
Refer to GRS 1/17b (1) Correspondence and Forms Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2726-T7

Appeals and Grievance Files

Refer to GRS 1/30 Administrative Grievance, Disciplinary, and Adverse Action Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2727-T2

Employee Financial Statement Files

Refer to GRS 25/2 Financial Disclosure Reporting Files (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2728-T0

Employee Interview Files

Refer to GRS 1/8 Interview Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2729-T4

Discrimination Complaint (EEO) Case Files

Refer to GRS 1/25a, b or c Equal Employment Opportunity (EEO) Records (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2730a-P0 Health Record Case Files (Pre-employment physical examination, Health Qualification Placement Records, disability retirement examination and fitness for duty examination)

Refer to GRS 1/21a or b Employee Medical Folder (Use applicable item)

2730b-T5 Health Record Case Files (All other papers)

Refer to GRS 1/21a or b Employee Medical Folder (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2731-T3

Individual Employee Training Files

Refer to GRS 1/29b Training Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2732-T0

Training Report Card Files

Refer to GRS 1/29b Training Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2733-T5

Training Report Files

Refer to GRS 1/29a Training Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2734-T3

Tuition Assistance Files

Refer to GRS 1/29b Training Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2735-T0

Career Development Files

Refer to GRS 1/18a Supervisors' Personnel Files and Duplicate OPF Documentation

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2736-T5 Training Program Administrative Files

Refer to GRS 1/29a Training Records

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2737-T3

Health Insurance Files

Refer to GRS 1/22 Statistical Summaries

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

2738a-T0 Bond Master File (Printout/paper copies)

Refer to GRS 2/14 Savings Bond Purchase Files (Use applicable item)

2738b-T3 Bond Master File (Magnetic tape data)

Refer to GRS 2/14 Savings Bond Purchase Files (Use applicable item)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Personnel

SERIES: 2700

- 2739a-T0 Personnel Action File (Printout/paper copies)
Refer to GRS 1/16 Personnel Operations Statistical Reports
- 2739b-T3 Personnel Action File (Magnetic tape data)
Refer to GRS 1/16 Personnel Operations Statistical Reports

RESERVED

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
2800 Series Property Management and Procurement		2800 Series Property Management and Procurement	
Unscheduled		2800a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		2800b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
2801-T4	Vehicle Release Files	Reserved	Refer to GRS 10/6 Motor Vehicle Release Files
2802-T2	Government Transportation Request (GTR) Files	Reserved	Refer to GRS 9/4b General Travel and Transportation Files
2803-T3	Government Bills of Lading (GBL) Files	Reserved	Refer to GRS 9/1c Commercial Freight and Passenger Transportation Files
2804-T3	Government Losses In Shipment Act Files	Reserved	Refer to GRS 9/2 Lost or Damaged Shipment Files
2805-T2	Property Receipt Files	Reserved	Refer to GRS 3/3 Routine Procurement Files
2806-T3	Excess Personal Property Files	Reserved	Refer to GRS 4/2 Excess Personal Property Reports
2807-T3	Property Transaction Source Document File	2807-P5	Property Transaction Source Document Files (Revised)
2808-T1	Property Loan Agreement Files	2808-P5	Property Loan Agreement Files (Revised)
2809-T0	Employee Property Issue Files	2809-P5	Employee Property Issue Files (Revised)
2810-T2	Property Inventory Listings	Reserved	Refer to GRS 3/9a Inventory Files
2811-T2	Inventory Control Files	Reserved	Refer to GRS 3/9b Inventory Files
2812a-T3	Board of Survey and Loss or Theft Files (Reports involving pecuniary liability)	Reserved	Refer to GRS 18/15 Personal Property Accountability Files
2812b-T3	Board of Survey and Loss or Theft Files (All other reports)	Reserved	Refer to GRS 18/15 Personal Property Accountability Files
2813-T0	Property Pass Files	Reserved	Refer to GRS 18/12 Property Pass Files
2814a-T0	Personal Property Master File (Printout/paper copies used as a record copy)	2814-P5	Personal Property Report Files (Revised)
2814b-T0	Personal Property Master File (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2815a-T1	Real Property Master File (Printout/paper copies used as a record copy)	2815-P5	Real Property Report Files (Revised)
2815b-T0	Real Property Master File (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2816a-T1	Fedstrip Supplementary Address File (Printout/paper copies used as a record copy)	2816-P5	Fedstrip Supplementary Address Report Files (Revised)
2816b-T0	Fedstrip Supplementary Address File (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2817-T2	Space Allocation and Utilization Files	Reserved	Refer to GRS 11/2a Agency Space Files
2818-T2	Space Reporting Files	Reserved	Refer to GRS 11/2b (1) or (2) Agency Space Files
2819-T1	Quarters Evaluation Files	Reserved	Refer to GRS 15/3 Housing Management Files
2820a-T2	Quarters Assignment Files (Area office files)	Reserved	Refer to GRS 15/4 Housing Lease Files
2820b-T0	Quarters Assignment Files (Agency files)	Reserved	Refer to GRS 15/4 Housing Lease Files
2821-T0	Requests for Work Authorization	Reserved	Refer to GRS 11/5 Building and Equipment Service Files
2822-T0	Key Control Files	Reserved	Refer to GRS 18/16a or b Key Accountability Files
2823a-T0	History Recycle Input Tape (Printout/paper copies used as a record copy)	Reserved	To Be Determined for Scheduling
2823b-T0	History Recycle Input Tape (Magnetic tape data)	Reserved	To Be Determined for Scheduling
2824-T1	Postal Records	Reserved	Refer to GRS 12/5a Post Office and Private Mail Company Records
2825-T3	Mail Sampling Report Files	Reserved	Refer to GRS 12/6b Mail and Delivery Service Control Files
2826-T0	Mailing Lists and Related Materials	Reserved	Refer to GRS 12/6h Mail and Delivery Service Control Files
Unscheduled		2850a-P5	Program Correspondence Files - Official Files (New)

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
Unscheduled		2850b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
2851-T0	Vendor Reference Files	Reserved	No longer used (non-record material)
2852-T6	Procurement Registers	Reserved	No longer used
2853-T3F	Purchase Order Files	Reserved	Refer to GRS 3/3a Routine Procurement Files
2854-T2	Requisition Files	Reserved	Refer to GRS 3/8a Inventory Requisition Files

REVISED 16 BIAM (2005)

2800 - PROPERTY MANAGEMENT AND PROCUREMENT

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

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule Property Management and Procurement

(New)
2800-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Program correspondence that are created; received and where action is taken; or have the primary responsibility for the documentation of activities which relate directly to the Property Management program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Files created and related to the internal program policy, guidance and regulations of daily operations for the Property Management program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2801-T4

Vehicle Release Files

Refer to GRS 10/6 Motor Vehicle Release Files

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2802-T2

Government Transportation Request (GTR) Files

Refer to GRS 9/4b General Travel and Transportation Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Property Management and Procurement

SERIES: 2800

2803-T3

Government Bill of Lading (GBL) Files

Refer to GRS 9/1c Commercial Freight and Passenger Transportation Files

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2804-T3

Government Losses in Shipment Act Files

Refer to GRS 9/2 Lost or Damaged Shipment Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Property Management and Procurement

SERIES: 2800

2805-T2

Property Receipt Files

Refer to GRS 3/3 Routine Procurement Files

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2806-T3

Excess Personal Property Files

Refer to GRS 4/2 Excess Personal Property Reports

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule Property Management and Procurement

2807-P5

Property Transaction Source Document Files

Contents: Records include Bureau of Indian Affairs (BIA) Form 4310, Property Accountability Transaction, and BIA Form 4312, Property Invoice, which are accumulated in controlling and accounting for nonexpendable personal property in the BIA and reflect the acquisition, assignment, transfer and disposition of property. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by location then numerically by property identification number.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Property Management and Procurement

SERIES: 2800

2808-P5

Property Loan Agreement Files

Contents: Records include documents of accountability for Government-owned real or personal property loaned to individuals as well as records which have arisen as a result of an individual's misuse of or damage to the loaned property. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by name.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when loaned property is returned. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule Property Management and Procurement

2809-P5

Employee Property Issue Files

Contents: Records include card file, known as Department of Interior Form 105, Receipt for Property, used for documenting loan of property. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by name.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when all loaned items are returned and/or a new card is issued. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2810-T2

Property Inventory Listings

Refer to GRS 3/9a Inventory Files

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2811-T2

Inventory Control Files

Refer to GRS 3/9b Inventory Files

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule Property Management and Procurement

- 2812a-T3 Board of Survey and Loss or Theft Files (Reports involving pecuniary liability)
Refer to GRS18/15 Personal Property Accountability Files (use applicable item)
- 2812b-T3 Board of Survey and Loss or Theft Files (All other reports)
Refer to GRS18/15 Personal Property Accountability Files (use applicable item)

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2813-T0 Property Pass Files

Refer to GRS 18/12 Property Pass Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Property Management and Procurement

SERIES: 2800

2814-P5

Personal Property Report Files

Contents: Records include reports from the electronic master file reflecting all accountable property items throughout the Bureau of Indian Affairs (BIA). These reports reflect action codes, document reference numbers, area, agency, unit, and nomenclature codes; BIA identification numbers; book or purchase values; make or other identification, serial numbers, and nomenclature descriptions. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained at Central Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Property Management and Procurement

SERIES: 2800

2814a-T0 Personal Property Master Files (Printout/paper copies used as record copy)

Refer to 2814-P5 Personal Property Report Files

2814b-T0 Personal Property Master Files (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule Property Management and Procurement

2815-P5

Real Property Report Files

Contents: Records include reports pertinent to real property items under the jurisdiction of the Bureau of Indian Affairs. These reports reflect area/agency codes, activities, unit designations, holding agency designations, usage codes, year acquired, assigned building numbers, property codes, General Services Administration (GSA) locations, cost, ownership codes, size of property, and card codes. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by location.

Official File: Record copy maintained at Central Office.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Property Management and Procurement

SERIES: 2800

2815aT1 Real Property Master Files (Printout/paper copies used as record copy)

Refer to 2815-P5 Real Property Report Files

2815b-T0 Real Property Master Files (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule Property Management and Procurement

2816-P5

Fedstrip Supplementary Address Report Files

Contents: Records include reports which contain the basic address codes for each office location within the Bureau of Indian Affairs. These reports reflect supplementary addresses, mailing addresses, area and/or agency codes, General Services Administration (GSA) location codes and date established. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2816a-T1 Fedstrip Supplementary Address Files (Printout/paper copies used as record copy)

Refer to 2816-P5 Fedstrip Supplementary Address Report Files

2816b-T0 Fedstrip Supplementary Address Files (Magnetic tape data)

To Be Determined for Scheduling

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2817-T2

Space Allocation and Utilization Files

Refer to GRS 11/2a Agency Space Files

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2818-T2

Space Reporting Files

Refer to GRS 11/2b (1) and/or (2) Agency Space Files

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2819-T1

Quarters Evaluation Files

Refer to GRS 15/3 Housing Management Files

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2820a-T2 Quarters Assignment Files (Area Office files)

Refer to GRS 15/4 Housing Lease Files

2820b-T0 Quarters Assignment Files (Agency files)

Refer to GRS 15/4 Housing Lease Files

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2821-T0

Request for Work Authorization

Refer to GRS 11/5 Building and Equipment Service Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Property Management and Procurement

SERIES: 2800

2822-T0

Key Control Files

Refer to GRS 18/16a and/or b Key Accountability Files

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2823a-T0 History Recycle Input Tape (Printout/paper copies used as a record copy)

2823b-T0 History Recycle Input Tape (Magnetic tape data)

RESERVED

To Be Scheduled with Related Electronic System

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2824-T1

Postal Records

Refer to GRS 12/5a Post Office and Private Mail Company Records

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2825-T3

Mail Sampling Report Files

Refer to GRS 12/6b Mail and Delivery Service Control Files

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2826-T0

Mailing Lists and Related Materials

Refer to GRS 12/6h Mail and Delivery Service Control Files

RESERVED

REVISED 16 BIAM (2004)

2850 - PROCUREMENT

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

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Property Management and Procurement

SERIES: 2800

(New)
2850-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of activities which relate directly to the Procurement program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Files created and related to the internal program policy, guidance and regulations of daily operations for the Procurement program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Property Management and Procurement

SERIES: 2800

2851-T0

Vendor Reference Files.

No longer used (non-record material)

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2852-T6

Procurement Registers

No longer used

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

SERIES: 2800

2853-T3F

Purchase Order Files

Refer to GRS 3/3a Routine Procurement Files

RESERVED

16 BIAM UPDATE

SERIES: 2800

Bureau of Indian Affairs Records Schedule
Property Management and Procurement

2854-T2

Requisition Files

Refer to GRS 3/8a Inventory Requisition Files

RESERVED

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
2900 Series Safety		2900 Series Safety	
Unscheduled		2900a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		2900-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
2901-T3	Safety and Security Inspection Case Files	Reserved	Refer to GRS 18/9 Survey and Inspection Files (Government-Owned Facilities)
2902-T3	Safety and Health Inspection Reports	Reserved	Refer to GRS 18/9 Survey and Inspection Files (Government-Owned Facilities)
2903-T5	Emergency Planning Case Files	Reserved	Refer to GRS 18/27 Emergency Planning Case Files
2904a-T5	Emergency Test and Exercise Files (Consolidated or comprehensive reports reflecting agency results of tests conducted under emergency plans. Maintained in Central Office)	Reserved	Refer to GRS 18/28 Emergency Operations Test Files
2904b-T3	Emergency Test and Exercise Files (Other papers accumulating from emergency operations tests such as instructions to participants, staff assignments, messages, tests of communications and facilities, and copies of reports)	Reserved	Refer to GRS 18/28 Emergency Operations Test Files
2905-T3	Motor Vehicle Operator Files	Reserved	Refer to GRS 10/7 Motor Vehicle Operator Files
2906-T6	Motor Vehicle Accident Report Files	Reserved	Refer to GRS 10/5 Motor Vehicle Accident Files
2907-T3	Employee Personal Injury Case Files	Reserved	Refer to GRS 1/31 Personal Injury Files
2908a-P3	Safety Management Information Files (Documents supporting the issuance of SF-46, Motor Vehicle Identification Cards to Employees)	Reserved	Refer to GRS 10/7 Motor Vehicle Operator Files
2908b-P3	Safety Management Information Files (Employee claims submitted to the office of Workman's Compensation (OWC))	Reserved	Refer to GRS 1/34 Occupational Injury and Illness Files
2908c-P3	Safety Management Information Files (Case files with supporting documents pertaining to Tort Claims filed by an individual against the U.S. Government)	Reserved	Refer to GRS 6/10a Administrative Claims Files
2908d-P3	Safety Management Information Files (Records concerning individuals which have arisen as a result of that individuals misuse or damage to Government-owned or Government-leased motor vehicles, other equipment, facilities and salary overpayments as a result of misuse of leave relating to OWC claims deemed invalid)	Reserved	Refer to GRS 6/10b Administrative Claims Files

REVISED 16 BIAM (2005)

2900 –SAFETY

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

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Safety

SERIES: 2900

(New)
2900-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Program correspondence that are created; received and where action is taken; or have the primary responsibility for the documentation of activities which relate directly to the Safety program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Files created and related to the internal program policy, guidance and regulations of daily operations for the Safety program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule
Safety

SERIES: 2900

2901-T3 Safety and Security Inspection Case Files

Refer to GRS 18/9 Survey and Inspection Files (Government-owned Facilities)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Safety

SERIES: 2900

2902-T3

Safety and Health Inspection Reports

Refer to GRS 18/9 Survey and Inspection Files (Government-owned Facilities)

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Safety

SERIES: 2900

2903-T5

Emergency Planning Case Files

Refer to GRS 18/27 Emergency Planning Case Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Safety

SERIES: 2900

2904a-T5 Emergency Test and Exercise Files (Consolidated or comprehensive reports reflecting agency results of tests conducted under emergency plans and maintained in Central Office)

Refer to GRS 18/28 Emergency Operations Test Files

2904b-T3 Emergency Test and Exercise Files (Other papers accumulating from emergency operations tests such as instructions to participants, staff assignments, messages, tests of communications and facilities, and copies of reports)

Refer to GRS 18/28 Emergency Operations Test Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Safety

SERIES: 2900

2905-T3

Motor Vehicle Operator Files

Refer to GRS 10/7 Motor Vehicle Operator Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Safety

SERIES: 2900

2906-T6

Motor Vehicle Accident Report Files

Refer to GRS 10/5 Motor Vehicle Accident Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Safety

SERIES: 2900

2907-T3 Employee Personal Injury Case Files

Refer to GRS 1/31 Personal Injury Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Safety

SERIES: 2900

- 2908a-P3 Safety Management Information Files (Documents supporting the issuance of SF-46, Motor Vehicle Identification Cards to Employees)
Refer to GRS 10/7 Motor Vehicle Operator Files
- 2908b-P3 Safety Management Information Files (Employee claims submitted to the office of Workman's Compensation (OWC))
Refer to GRS 1/34 Occupational Injury and Illness Files
- 2908c-P3 Safety Management Information Files (Case files with supporting documents pertaining to Tort Claims filed by an individual against the U.S. Government)
Refer to GRS 6/10a Administrative Claims Files
- 2908d-P3 Safety Management Information Files (Records concerning individuals which have arisen as a result of that individual's misuse or damage to Government-owned or Government-leased motor vehicles, other equipment, facilities and salary overpayments as a result of misuse of leave relating to OWC claims deemed invalid)
Refer to GRS 6/10b Administrative Claims Files

RESERVED

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
3200 Series Acknowledgement		3200 Series Acknowledgement	
Unscheduled		3200a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		3200b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
3201-P10	Acknowledgement Files	3201-P5	Acknowledgement Files (Revised)
3202-P7	Indian Judgment Funds Claims Case Files	3202-P5	Indian Judgment Funds Claims Case Files (Revised)

REVISED 16 BIAM (2005)

3200 –ACKNOWLEDGEMENT

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

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Acknowledgement

SERIES: 3200

(New)
3200-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Acknowledgement program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Acknowledgement program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Acknowledgement

SERIES: 3200

3201-P5

Acknowledgement Files

Contents: Records include documents associated with groups applying for federal recognition as an Indian tribe. Files contain the letter of petition, responses to criteria for service eligibility (25 CFR § 83.7a-g), findings for/against acknowledgement of the group and final determination reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

Filing Arrangement: Group by the status of application, then alphabetically by tribe.

Official File: Record copy maintained at Central Office.

Disposition Instructions: Cut off at fiscal year end when final determination of application is made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Acknowledgement

SERIES: 3200

3202-P5

Indian Judgment Funds Claims Case Files

Contents: Records include tribal claims against the U.S. filed pursuant to the Indian Claims Commission Act. Documents include the effective Secretarial plan, legislation authorizing distribution of funds, socioeconomic reports resolutions/constitutions, Area Office recommendations, results of Bureau of Indian Affairs research report which identifies who will share in the award and transcript of hearing record. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

Filing Arrangement: Arrange alphabetically by tribe.

Official File: Record copy maintained at Central Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
3300 Series Employment Assistance		3300 Series Employment Assistance	
Unscheduled		3300a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		3300b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
3301a-P5F	Employment Assistance Case Files (Eligible applicants receiving services)	3301-P5	Employment Assistance Case Files (Revised)
3301b-T2	Employment Assistance Case Files (Applicants ineligible for services or services determined not needed)	3301a-P5	Employment Assistance Case Files - Eligible (Revised)
3302-P3	Employment Assistance Reports	3302-P5	Employment Assistance Report Files - Ineligible or cancelled (Revised)
3303-T3	Client Register Log	3303-P5	Client Register Log Files (Revised)
3304-T3	Work Order Register Log	3304-P5	Work Order Register Log Files (Revised)
Unscheduled			Job Placement/Training Information Collection Requirement (ICR)
		3305-P5	Regulation Files (New)

REVISED 16 BIAM (2005)

3300 – EMPLOYMENT ASSISTANCE

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

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Employment Assistance

SERIES: 3300

(New)
3300-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Employment Assistance program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Employment Assistance program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Employment Assistance

SERIES: 3300

3301-P5

Employment Assistance Case Files

a. Employment Assistance Case Files - Eligible

Contents: Records include information relating to an individual Indian given assistance for direct employment or adult vocational training. Includes application and financial assistance record, training objective, course, counsel and guidance service, housing, employment referral and placement record. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange by case number.

Official File: Official record copy maintained at office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when eligible applicant case is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-23).

b. Employment Assistance Case Files - Ineligible or Canceled

Contents: Records include on-site applications relating to an individual Indian requesting assistance for direct employment or adult vocational training that are determined ineligible or have been canceled. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange by case number.

Official File: Official record copy maintained at office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end in which applicant is determined ineligible to receive services or application has been canceled. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Employment Assistance

SERIES: 3300

3302-P5

Employment Assistance Report Files

Contents: Records include consolidated annual narrative and statistical report showing: program plan, objective, activity and progress of the Bureau-wide program. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Official record maintained by Central Office, Office of Economic Development.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Employment Assistance

SERIES: 3300

3303-P5

Client Register Log Files

Contents: Records include a list of clients by case number and fiscal year. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Employment Assistance

SERIES: 3300

3304-P5

Work Order Register Log Files

Contents: Records include a list of assigned work order number for client payments by fiscal year. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

(New)
3305-P5

Job Placement/Training Information Collection Requirement (ICR) Regulation Files

Contents: Records include draft documents of revisions and approvals relating to ICR requirements and clearance of "Application for Training" or "Employment Assistance" form(s). Collection requirement in accordance with 25 CFR Part 26 – Employment assistance for adult Indians and 25 CFR Part 27 – Vocational training for adult Indians. Office work file is part of National Performance Review (NPR) requirement. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange appropriately.

Official File: Official ICR record is maintained by Central Office, Office of Management and Administration.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when process is completed and the Office of Management and Budget approves. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
3400 Series Housing		3400 Series Housing	
Unscheduled		3400a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		3400b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
3401-P5	Home Improvement Program (HIP) Applicant Case Files	3401-P5	Home Improvement Program (HIP) Applicant Case Files (Revised)
3402-P3	Home Improvement Program (HIP) Reports	3402-P5	Consolidated Home Improvement Program (HIP) Report Files (Revised)

16 BIAM UPDATE

**Bureau of Indian Affairs Records Schedule
Housing**

SERIES: 3400

REVISED 16 BIAM (2005)

3400 –HOUSING

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

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Housing

SERIES: 3400

(New)
3400-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Housing program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Housing program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Housing

SERIES: 3400

3401-P5

Home Improvement Program (HIP) Applicant Case Files

Contents: Records include tribal enrollment information; condition of existing housing, family size and composition, income, inability of applicant to secure housing from other sources, and evidence that applicant has not received HIP assistance after July 1, 1975. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by case number.

Official File: Record copy maintained by originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Housing

SERIES: 3400

3402-P5

Consolidated Home Improvement Program (HIP) Report Files

Contents: Records include the consolidated annual periodic narrative and statistical report on the Bureau-wide Housing Improvement Program. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Central Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
3600 Series Social Services		3600 Series Social Services	
Unscheduled		3600a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		3600b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
3601-T5	General Assistance Case Files	3601-P5	General Assistance Case Files (Revised)
3602-T5	Child Welfare Case Files	3602-P5	Child Assistance (Child Welfare) Case Files (Revised)
3603-P5	Indian Child Adoption Records	3603-P5	Indian Adoption Record Files (Revised)
3604-P3	Social Service Reports	3604-P5	Social Services Report Files (Revised)
3605-T5	Services Only (Non-Cash Assistance) Files	3605-P5	Social Services Only (Non-Cash Assistance) Files (Revised)
3606-T3	ICWA Application Review Files	3606-P5	Indian Child Welfare Act (ICWA) Review Files (Revised)
Unscheduled		3607-P5	Regional Disbursing Office (RDO) Report Files (New)
Unscheduled		3608-P5	Miscellaneous Assistance Case Files (New)
Unscheduled		3609-P5	Child Abuse and Neglect Report Files (New)
Unscheduled		3610-P5	Social Services Invoice Payment Files (New)
Unscheduled		3611-P5	Social Services Information Collection Requirement (ICR) Files (New)
2313-P3	Indian Child Welfare Act (ICWA) Grants	3612-P5	Indian Child Welfare Act (ICWA) Grant Files (Revised)
Unscheduled		3613-P5	Indian Child Welfare Inquiry Files (New)
Unscheduled		3614-P5	Child Protective Services Files (New)
Unscheduled		3615-P5	Child Welfare Administrative Review Files (New)
Unscheduled		3616-P5	Alcohol and Substance Case Files (New)
Unscheduled		3617-P5	Alcohol and Substance Report Files (New)

REVISED 16 BIAM (2005)

3600 Series – SOCIAL SERVICES

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

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

(New)
3600-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Social Services program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Files created and related to the internal program policy, guidance and regulations of daily operations for the Social Services program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

3601-P5

General Assistance Case Files

Contents: Records include names, family profiles, client/contact reports, budget forms, Certificate of Indian Blood, address and assurance of residence on or near a reservation, application for assistance, correspondence regarding eligibility for assistance and type of assistance given. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

Filing Arrangement: Arrange numerically by case number.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end in which the case closes. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

3602-P5

Child Assistance (Child Welfare) Case Files

Contents: Records include application for services, acceptance or rejection of application, notice of applicant, Certificate of Degree of Indian Blood, address or assurance of residence on or near a reservation, case plans, court order, and narrative entries of contacts with client. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

Filing Arrangement: Arrange numerically by case number or alphabetically by name.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when case closes. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

3603-P5

Indian Adoption Record Files

Contents: Records include final adoption decrees; name and tribal affiliation of child; name and addresses of biological parents; identity of any agency having files or information relating to such adoptive placement; and any affidavits relating to the adoption. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by individual.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when adoption case is final. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

3604-P5

Social Services Report Files

Contents: Records include period or special reports on activities which reflect case load trends and track expenditures, analysis of funds, child abuse neglect report, monthly statistical reports, quarterly and annual reports, and annual quality control reviews. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. Files include narrative and statistical reports.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

3605-P5

Social Services Only (Non-Cash Assistance) Files

Contents: Records include family profile, client-contact reports, treatment/service plans, correspondence regarding eligibility for assistance and type of assistance given. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by case number or name.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

3606-P5

Indian Child Welfare Act (ICWA) Review Files

Contents: Records include documents relating to the approval of and Indian Child Welfare Act application and award of a grant. Include review forms, scoring and ranking/rating sheets, and correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange by fiscal year.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when application grant cycle is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

(New)

3607-P5

Regional Disbursement Office (RDO) Report Files

Content: Records include annual RDO report listing eligible clients to receive payment benefits. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.

Filing Arrangement: Arrange appropriately.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

(New)

3608-P5

Miscellaneous Assistance Case Files

Content: Records include documents relating to disaster assistance, emergency transportation which includes name, family profile, client/contract report, budget form, Certificate of Indian Blood (CIB), address and assurance of residence on or near the reservation, correspondence regarding eligibility for assistance and type of assistance provided. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

Filing Arrangement: Arrange alphabetically.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when financial assistance is provided to client. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

(New)

3609-P5

Child Abuse and Neglect Report Files

Content: Records include reports of abuse and neglect as required by Public Law 99-570 as amended. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange appropriately.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

(New)

3610-P5

Social Services Invoice Payment Files

Content: Records include report showing client name, address, vendor information for residential or other facilities and amount of funds approved for payment from the Regional Disbursement Office. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

Filing Arrangement: Arrange alphabetically.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

(New)

3611-P5

Social Services Information Collection Requirement (ICR) Files

Content: Records include copies of drafts for Information Collection Requirement (ICR) approving forms for the collection of personal information and cleared by the Office of Management and Budget (OMB). Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange appropriately.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when approved by OMB. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

(New)

3612-P5 **Indian Child Welfare Act (ICWA) Grant Files**

Contents: Records include official grant made to a tribe under the Child Welfare Act (ICWA), Public Law 95-608, 92 Statute 3075, 25 U.S.C. § 1901. Grant file includes application, correspondence, instrument award, special conditions, fiscal program review check list, adjustment notice, financial and narrative progress report, financial payment record monitoring report, Model Grant and Annual Funding Agreements, and modifications and/or amendments. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by grant number.

Official File: Record copy maintained by originating ISD office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when final payment is made and grant is officially closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

(New)
3613-P5

Indian Child Welfare Inquiry Files

Contents: Records include requests received from state court or agencies and/or adoption agencies requesting information regarding tribal membership or possible tribal membership of a child(ren) or parent(s) to determine applicability of the ICWA, requests received and agency response. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically by date received.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

(New)
3614-P5

Child Protective Services Files

Content: Records include child abuse reports, name of individuals involved, statement of nature, contact information, tribal affiliation/membership, and any documents supporting the allegation. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically by date received.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

(New)

3615-P5

Child Welfare Administrative Review Files

Content: Records include correspondence related to client/provider appeals, copies of investigative reports, case narratives, court orders, and child/family identifying information. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange by agency then in alphabetically by client's name.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end in which the administrative review is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

(New)
3616-P5

Alcohol and Substance Abuse Case Files

Contents: Records include documents relating to the identification of an individual with alcohol and/or substance abuse and treatment thereof. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by individual.

Official File: Maintained by office of origin.

Disposition Instructions: PERMANENT. Cut off when treatment is refused or completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Social Services

SERIES: 3600

(New)
3617-P5

Alcohol and Substance Abuse Report Files

Contents: Records include printout of information and reports required by the alcohol and substance abuse program. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by location.

Official File: Record copy maintained by Central Office.

Disposition Instructions: PERMANENT. Cut off at end of fiscal year. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
3700 Series Tribal Government		3700 Series Tribal Government	
Unscheduled		3700a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		3700b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
3701-P3	Tribal Customs and History Files	3701-P5	Tribal Customs and History Files (Revised)
3702-P5	Tribal Corporate Charters and Constitutions	3702-P5	Tribal Corporate Charter and Constitution Files (Revised)
3703-P3	Tribal Council/Community Meeting Files	3703-P5	Tribal Council Minutes and Resolution Files (Revised)
3704-P5	Tribal Membership Rolls	3704-P5	Tribal Membership Rolls Files (Revised)
3705-T3F	Tribal Fund Ledgers	Reserved	Refer to 3706-P5 Tribal Budget and Allotment Files (Revised)
3706-P3	Tribal Budget and Allotment Files	3706-P5	Tribal Budget and Allotment Files (Revised)
3707-P3	Tribal Attorney Contracts	3707-P5	Tribal Attorney Contract Files (Revised)
3708-P5	Traders License Files	3708-P5	Trader License Files (Revised)
3709a-P5	Alaska Native Enrollment Files (Printout/paper copies of Master file used as record copies)	3709-P5	Alaska Native Enrollment Case Files (Revised)
3709b-T0	Alaska Native Enrollment Files (Magnetic tape data)	Reserved	To Be Determined for Scheduling
3709c-T4	Alaska Native Enrollment Files (Recovery tape used to show each transaction)	Reserved	To Be Determined for Scheduling
3710a-P5	Navajo Membership Files (Printout/paper copies of Master file)	3710-P5	Navajo Membership Case Files (Revised)
3710b-T0	Navajo Membership Files (Magnetic tape master file data)	Reserved	To Be Determined for Scheduling
3710c-T4	Navajo Membership Files (Recovery tape used to show each transaction)	Reserved	To Be Determined for Scheduling
3711a-P5	Judgment Roll System Files (Printout/paper copies of final payments used as record copies)	3711-P5	Judgment Roll Case Files (Revised)
3711b-T3	Judgment Roll System Files (Magnetic tape data produced for final payments)	Reserved	To Be Determined for Scheduling
3711c-T1	Judgment Roll System Files (Regional Disbursing Office Tape)	Reserved	To Be Determined for Scheduling
3712a-P5	Per Capita Membership Master Files (Printout/paper copies used as record copy)	3712-P5	Per Capita Membership Case Files (Revised)
3712b-T0	Per Capita Membership Master Files (Magnetic tape of Master file)	Reserved	To Be Determined for Scheduling
3712c-T1	Per Capita Membership Master Files (Regional Disbursing Office tape used to produce checks)	Reserved	To Be Determined for Scheduling
3713-P10	Per Capita Payment Records	3713-P5	Per Capita Payment Record Files (Revised)
3714-P3	Indian Court Records	3714a-P5	Civil Case Files (Revised)
Unscheduled		3714b-P5	Criminal Case Files (New)
Unscheduled		3714c-P5	Juvenile Case Files (New)
Unscheduled		3714d-P5	Appeal Case Files (New)
3715-P5	Enrollment Appeals	3715-P5	Enrollment Appeal Case Files (Revised)
3716-P5	Blood Degree Appeals	3716-P5	Blood Degree Appeal Case Files (Revised)
3717-P5	Judgment (Per Capita) Appeals	3717-P5	Judgment (Per Capita) Appeal Case Files (Revised)
3718-P5	Liquor Ordinance Case Files	3718-P5	Tribal Ordinance Files (Revised)
3719-P5	Taxation Case Files	Reserved	Refer to 3718-P5 Tribal Ordinance Files (Revised)
3720-P5	Abuse Investigation Case Files	Reserved	Refer to 3614-P5 Child Protective Services Files (New)

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
3721-P5	Tribal Enrollment Applications	Reserved	No longer used
3722-T2	Enrollment Verification Files	3722-P5	Enrollment Verification Case Files (Revised)
3723-P3	Tribal Census File	3723-P5	Tribal Census Files (Revised)
Unscheduled		3724-P5	Alaska Native Claims Settlement Act (Public Law 92-203) (ANCSA) Files (New)
Unscheduled		3725-P5	Alaska Native Claim Settlement Act (ANCSA) Enrollment Files (New)
Unscheduled		3726-P5	Alaska Native Claims Settlement Act (ANCSA) Eligibility Determination for Land Benefits Files (New)
Unscheduled		3727-P5	Indian Judgment Fund Claims Case Files (New)
Unscheduled		3728-P5	Indian Service Population and Labor Force Estimate Report Files (New)
Unscheduled		3729-P5	Stock Ownership Purchase Files (New)
Unscheduled		3730-P5	Gaming Management Files (New)
Unscheduled		3731-P5	Tribal Election Files (New)
Unscheduled		3732a-P5	Tribal Enrollment Case Files - Individual (New)
Unscheduled		3732b-P5	Tribal Enrollment Case Files - Adoptees (New)
Unscheduled		3732c-P5	Tribal Enrollment Case Files - Court and Adoption Agencies (New)
Unscheduled		3733-P5	Indian Labor Force Report Files (New)

REVISED 16 BIAM (2005)

3700 –TRIBAL GOVERNMENT

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

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

(New)

3700-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Tribal Government program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Files created and related to the internal program policy, guidance and regulations of daily operations for the Tribal Government program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superceded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3701-P5

Tribal Customs and History Files

Contents: Records include studies and reports concerning tribal customs and history. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe then chronologically.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when study or report is issued. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3702-P5

Tribal Corporate Charter and Constitution Files

Contents: Records include tribal corporate charter, constitutions, Indian Board of Indian Appeals (IBIA) decisions, amendments, election procedures, voting results, and petition for incorporation. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when decision on incorporation is made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3703-P5

Tribal Council Minutes and Resolution Files

Contents: Records include official record copy of tribal council meeting minutes and resolutions and council membership. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3704-P5

Tribal Membership Rolls Files

Contents: Record include list of tribal members showing name, reservation, agency, sex, degree of blood, residence, allotment status, and general dockets for tribal citizenship courts, births, marriage, per capita rolls, and death records. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when tribal membership roll is complete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3705-T3F

Tribal Fund Ledgers

Refer to 3706-P5 – Tribal Budget and Allotment Files

RESERVED

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3706-P5

Tribal Budget and Allotment Files

Contents: Records include printouts of the status of tribal fund in the U.S. Treasury Federal Finance System (FFS) which give descriptions of the transactions, debits, credits, and current balances, annual estimates of income, and budgets prepared by the tribes and approved by the Area Director. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe.

Official File: Record copy maintained at Area.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3707-P5

Tribal Attorney Contract Files

Contents: Records include approved contracts between attorneys and Indian tribes for general counsel, special counsel, or claims purposes. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by attorney's name or numerically by contract number.

Official File: Record copy maintained by Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when contract expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3708-P5

Trader License Files

Contents: Records include case files on individual traders, applications, bond forms, and copies of licenses. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically by case number or alphabetically.

Official File: Record copy maintained Agency.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when license expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3709-P5

Alaska Native Enrollment Case Files

Contents: Records include ancestry, vital information, eligibility criteria for Alaska Natives, and covers applicants who: reside in Alaska and claim residence; reside in Alaska and claim out-of-state residence; reside outside Alaska and claim residence, and reside outside of Alaska and claim out-of-state residence. Maintain files to allow updating of individual records with information such as appeal decisions, changes in residence, changes as a result of administrative finds, and to produce Certificates of Indian Blood (CIB). Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by individual.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when enrollment period is complete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3709a-P5 Alaska Native Enrollment Files (Printout/paper copies of Master file used as record copies)

Refer to 3709-P5 Alaska Native Enrollment Case Files

3709b-T0 Alaska Native Enrollment Files (Magnetic tape data)

To Be Determined for Scheduling

3709c-T4 Alaska Native Enrollment Files (Recovery tape used to show each transaction)

To Be Determined for Scheduling

RESERVED

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3710-P5

Navajo Membership Case Files

Contents: Records include files pertaining to each Navajo Tribal member residing on the Navajo reservation, tribal enrollment information showing tribe, individual and family identification number; relation to family head; type of roll; area, agency, state, and reservation code; resident status; parent and tribe identification number; sex code; date of birth and death; Indian status code; blood degree; and name. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by individual.

Official File: Record copy maintained by Regional Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end in which enrollment is updated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3710a-P5 Navajo Membership Files (Printout/paper copies of final payment used as record copy)

Refer to 3710-P5 Navajo Membership Case Files

3710b-T0 Navajo Membership Files (Magnetic tape Master File data)

To Be Determined for Scheduling

3710c-T4 Navajo Membership Files (Recovery tape used to show each transaction)

To Be Determined for Scheduling

RESERVED

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3711-P5

Judgment Roll Case Files

Contents: Records include distribution of monies to Indian tribes or descendants of Indian tribes. The files show judgment identification code; the dollar amount of each payment; individual name; sex; identification number; Social Security Number (SSN); address; enrollment date, date of birth (DOB), date of death (DOD), ancestor name and roll number; status code, and may include Indian blood quantum. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe or individual.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when enrollment period is complete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3711a-P5 Judgment Roll System Files (Printout/paper copies of final payment used as record copies)

Refer to 3711-P5 Judgment Roll Case Files

3711b-T3 Judgment Roll System Files (Magnetic tape data produced for final payment)

To Be Determined for Scheduling

3711c-T1 Judgment Roll System Files (Regional Disbursing Office tape)

To Be Determined for Scheduling

RESERVED

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3712-P5

Per Capita Membership Case Files

Contents: Records include enrollment information showing tribal, individual, and family identification number; area, agency, state, and reservation code; resident status, allotment number, parent, and tribe identification numbers; sex code; date of birth and death; resolution data; Indian status code; blood degree; maiden name; and family history. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe or individual.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end in which membership is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3712a-P5 Per Capita Membership Master Files (Printout/paper copies used as record copy)

Refer to 3712-P5 Per Capita Membership Case Files

3712b-T0 Per Capita Membership Master Files (Magnetic tape of Master file)

To Be Determined for Scheduling

3712c-T1 Per Capita Membership Master Files (Regional Disbursing Office tape used to produce checks)

To Be Determined for Scheduling

RESERVED

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3713-P5

Per Capita Payment Record Files

Contents: Records include annuity payrolls and other records reflecting the distribution of payment to members of Indian tribes, applications for payments, disbursement returns including ledger books, supporting vouchers, exhibits, schedules, changes of address, returned notices/mail when addressee has moved, and materials related to stop payments of checks issued and cancelled checks as appropriate. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by individual.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when per capita payments are disbursed to tribal members. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3714-P5 Indian Court Record Case Files

a. Civil Case Files (New)

Contents: Record includes individual case file involving civil litigation under 25 CFR § 13 – Tribal re-assumption of jurisdiction over child custody proceedings relating to divorce, guardianship, name change, marriage licenses issued and other related issues and information. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by case number.

Official File: Record copy maintained at CFR Court having jurisdiction.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Criminal Case Files (New)

Contents: Record includes criminal case file involving an individual of a misdemeanor offense committed under 25 CFR § 11 – Law and order on Indian Reservations. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by case number.

Official File: Record copy maintained at CFR Court having jurisdiction.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

(Continuation)

3714-P5

Indian Court Records Case Files

c. Juvenile Case Files (New)

Contents: Records include case files involving minor in juvenile court under 25 CFR § 11 – Law and order on Indian Reservations. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by case number.

Official File: Record copy maintained at CFR Court having jurisdiction.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

d. Appeal Case Files (New)

Contents: Records include Court of Indian Appeals case filed under 25 CFR § 11 – Law and order on Indian Reservations, and appeal decision in a Court of Indian Offenses at Agencies within the jurisdiction of the Regional Office. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by case number.

Official File: Record copy maintained at CFR Court having jurisdiction.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3715-P5

Enrollment Appeal Case Files

Contents: Record includes individual's appeal of a decision regarding denial of enrollment. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by case number.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when decision is rendered. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3716-P5

Blood Degree Appeal Case Files

Contents: Record includes individual's appeal of a decision regarding blood degree or quantum. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by individual.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when decision is rendered. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3717-P5

Judgment (Per Capita) Appeal Case Files

Contents: Record includes individual's appeal of a decision regarding a per capita distribution. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by individual.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when decision is rendered. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3718-P5

Tribal Ordinance Files

Contents: Record includes Tribal Ordinances and related ordinance documents passed by tribal governing bodies. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by ordinance number.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when ordinance is superseded or cancelled. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule
Tribal Government

SERIES: 3700

3719-P5

Taxation Case Files

Refer to 3718-P5 Tribal Ordinance Files

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule
Tribal Government

SERIES: 3700

3720-P5

Abuse Investigation Case Files

Refer to 3614-P5 Child Protective Services Files

RESERVED

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3721-P5

Tribal Enrollment Applications

No longer used

RESERVED

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3722-P5

Enrollment Verification Case Files

Contents: Record includes material related to requests for and verification of tribal enrollment, membership, or blood quantum of individuals. Requests are generally for the purpose of verifying eligibility for a service/benefit or similar program. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by individual.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

3723-P5

Tribal Census Files

Contents: Record includes books, ledgers, and other material related to the historical records of individuals for tribal census information. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when census is complete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

(New)

3724-P5

Alaska Native Claims Settlement Act (Public Law 92-203) (ANCSA) Files

Contents: Record include Bureau's functions in carrying out its administrative and legal responsibilities for land benefit, land entitlement, protection of Native rights and determination of the Bureau's administrative land requirement from the public land surveyed under ANCSA. Includes studies, survey, investigation and other research project relating to the Bureau's responsibility to the Alaska Native under ANCSA. This series used only for functional areas not described in Parts 3725 through 3728. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by land tract number.

Official File: Record copy maintained at Alaska Regional Office (Juneau).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when settlement or project is complete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

(New)
3725-P5

Alaska Native Claims Settlement Act (ANCSA) Enrollment Files

Contents: Record includes information pertaining to the Bureau's Alaska Native Enrollment requirement and documents used to establish eligibility for benefits under this Act. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by individual.

Official File: Record copy maintained at Alaska Regional Office (Juneau).

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

(New)
3726-P5

Alaska Native Claims Settlement Act (ANCSA) Eligibility Determination for Land Benefits Files

Contents: Record includes documents created to carry out the Bureau's function to determine eligibility of ANCSA Village, Native Group, Primary Place of Residence, Cemetery Site and Historical Places, information printouts of site location and related transaction for land conveyance pursuant to this Act, field investigation report, finding of fact, certification, and any subsequent appeals. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by village or native group.

Official File: Record copy maintained at Alaska Regional Office (Juneau).

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

(New)

3727-P5

Indian Judgment Fund Claims Case Files

Contents: Record include documents on a tribal claim against the U.S. Government pursuant to the Indian Claims Commission Act, effective Secretarial plan, legislation that authorized distribution of funds, socio-economic report on tribe, tribal resolution and constitution, final report of BIA research identifying who will share in the award, and transcripts of hearing. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe or legislation name.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when plan/legislation is effective. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

(New)

3728-P5

Indian Service Population and Labor Force Estimate Report Files

Contents: Record includes report showing estimated population and percentage employed per Tribe, Indian service area population, employment statistics, Indian Claims Commission (ICC) and US Court of Claims. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe.

Official File: Record copy maintained at by Central Office, Division of Tribal Services.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

(New)
3729-P5

Stock Ownership Purchase Files

Contents: Record includes stock purchases in various Indian associations by individuals, tribes, or other business entity. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange as alphabetically by individual or tribe.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

(New)

3730-P5

Gaming Management Files

Contents: Records relating to the Bureau of Indian Affairs' approval of contracts between tribes and organizations for the management of gaming operations. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by contract number.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when contract is superseded or expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

(New)

3731-P5

Tribal Election Files

Contents: Record includes election procedures and voting results. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end after election year. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

(New)
3732-P5

Tribal Enrollment Case Files

a. Individual Case Files

Contents: Record includes correspondence related to the request, supportive documents such as a family tree chart, birth, marriage, or death records for an individual(s) and/or ancestors, and individual's Certificate of Degree of Indian Blood (CDIB). Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by individual's name.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at the close of the calendar year of issuance of CDIB. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Adoptee Case Files

Contents: Record include confidential documents obtained from the state court or adoption agency providing birth parent names and other biological family history data, family tree chart, birth, marriage, or death records of biological family, and copy of individual's CDIB. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by individual's name.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at the close of the calendar year of issuance of CDIB. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

(Continuation)

3732-P5

Tribal Enrollment Case Files

c. Court and Adoption Agency Case Files

Contents: Record includes correspondence related to the request, family tree charts, birth, marriage, or death records for individuals and ancestors, may also contain confidential documents from the court or adoption agency identifying birth parent(s), and notification of non-identification of Indian ancestry. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by individual's name.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end in which notification is issued. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Tribal Government

SERIES: 3700

(New)

3733-P5

Indian Labor Force Report Files

Contents: Record includes labor market information on the Indian labor force collected from the tribes biennially pursuant to Public Law 102-477. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically; then alphabetically by tribe.

Official File: Record copy maintained at Agency or Region.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to the Updated 16 BIAM (2005 Version)

16 BIAM (1989 Version)		16 BIAM (2005 Version)	
SERIES	TITLE	SERIES	TITLE
4200 Series Credit		4200 Series Credit	
Unscheduled		4200a-P5	Program Correspondence Files - Official Files (New)
Unscheduled		4200b-P5	Program Policy/Directives Master Set with Case History Files - Official Files (New)
4201a-P3F	Indian Business Development (IBD) Grant/Contract Case Files Area Case Files	4201a-P5	Indian Business Development Grant (IBDG) Contract Files - Approved (Revised)
4201b-T2	Indian Business Development (IBD) Grant/Contract Case Files Other Copies	4201b-P5	Indian Business Development Grant (IBDG) Contract Files - Unapproved (Withdrawn, declined, or cancelled) (Revised)
4202a-T3	Indian Loan Case Files	4202a-P5	Indian Revolving Loan Files - Approved (Revised)
4202b-T3	Indian Loan Case Files	4202b-P5	Indian Revolving Loan Files - Unapproved (Withdrawn, declined, or cancelled) (Revised)
4203-P5	Credit Loan History Card Files	Reserved	No longer used
4204-T3F	Schedules of Credit Loan Collection Files	Reserved	No longer used
4205-T1	Credit Financing Reports - Working Papers	Reserved	No longer used
4206-P3	Credit Operations Report Files	4206-P5	Credit Operations Report Files (Revised)
4207-T3	Credit Operations Audit Reports	4207-P5	Credit Operations Audit Report Files (Revised)
4208-T3F	Stock Purchases Files	Reserved	Refer to 3729-P5 Stock Ownership Purchase Files (New)
4209-P3	Gaming Management Files	Reserved	Refer to 3730-P5 Gaming Management Files (New)
Unscheduled		4210a-P5	Individual/Tribal Management and Technical Assistance Grants - Approved (New)
Unscheduled		4210b-P5	Individual/Tribal Management and Technical Assistance Grants - Disapproved (New)
Unscheduled		4211-P5	Tribal Loan/Re-lending Program Loan Files (New)
Unscheduled		4212-P5	Trust Mortgage Loan Files (New)
Unscheduled		4213-P5	Individual Indian/Tribal Economic Report Files (New)
Unscheduled		4214-P5	Outstanding Receivables (Due From Public) Files (New)
Unscheduled		4215-P5	Annual Credit and Finance Report Files (New)
Unscheduled		4216-P5	Loan Service Files (New)
Unscheduled		4217-P5	Treasury Loan Transaction Files (New)
Unscheduled		4218a-P5	Indian Loan Guaranty Files - Approved (New)
Unscheduled		4218b-P5	Indian Loan Guaranty Files - Disapproved (New)
Unscheduled		4219-P5	Credit Program Evaluation Report Files (New)

REVISED 16 BIAM (2005)

4200 –CREDIT

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

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

(New)
4200-P5

Program Correspondence and Policy/Directives Files

a. Program Correspondence Files – Official Files

Program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Credit program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Files created and related to the internal program policy, guidance and regulations of daily operations for the Credit program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superceded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Bureau of Indian Affairs Records Schedule
Credit

SERIES: 4200

4201-P5

Indian Business Development Grant (IBDG) Contract Files**a. Indian Business Development Grant (IBDG) Contract Files - APPROVED**

Contents: Record includes application, approval letter, agreement, legal organization documents, evidence of Indian ownership, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange by grant number.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when final payment is made and grant is officially closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Indian Business Development Grant (IBD) Contract Files – UNAPPROVED (Withdrawn, declined, or cancelled)

Contents: Record includes application, disapproval letter to include evidence of withdrawal, declination or cancellation, agreement, legal organization documents, evidence of Indian ownership, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements, balance sheets, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange appropriately.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when notification of withdrawn, decline or cancellation is determined. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Bureau of Indian Affairs Records Schedule
Credit

SERIES: 4200

4202-P5

Indian Loan Files**a. Indian Revolving Loan Files – APPROVED**

Contents: Record includes application, approval letter, agreement, legal organization documents, evidence of Indian ownership, commercial credit reports, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, loan payment history, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange by loan number.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when loan is terminated or paid off. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Indian Revolving Loan Files – UNAPPROVED (Withdrawn, declined or cancelled)

Contents: Record includes application, disapproval letter to include evidence of withdrawal, declination or cancellation, agreement, legal organization documents, evidence of Indian ownership, commercial credit reports, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, loan payment history, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange appropriately.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when notification of withdrawal, decline or cancellation is determined. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

4203-P5

Credit Loan History Card Files

No longer used

RESERVED

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

4204-T3F Schedules of Credit Loan Payment Collection Files

No longer used

RESERVED

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Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

4205-T1

Credit Financing Reports - Working Papers

No longer used

RESERVED

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Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

4206-P5

Credit Operations Report Files

Contents: Report includes reimbursable collections and summary of fiscal year transactions; annual credit report including profit/loss statements, reconciliation sheet, individual statements of loan delinquencies; and periodic narrative and statistical reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically by reporting fiscal year.

Official File: Record copy maintained in office of origin.

Disposition Instructions: 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. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

4207-P5

Credit Operations Audit Report Files

Contents: Record includes narrative reports on the status of re-lending program operations from monies borrowed from the revolving loan fund (25 C.F.R. 101) that include information on loan accounts receivable, loan delinquencies, and recommendations and/or corrective action. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained in office of origin.

Disposition Instructions: 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. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

4208-T3F

Stock Purchase Files

Refer to 3729-P5 Stock Ownership Purchases Files

RESERVED

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Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

4209-P3 Gaming Management Files

Refer to 3730-P5 Gaming Management Files

RESERVED

Bureau of Indian Affairs Records Schedule
Credit

SERIES: 4200

(New)
4210-P5Individual/Tribal Management and Technical Assistance Grant Files**a. Individual/Tribal Management and Technical Assistance Grant Files – APPROVED**

Contents: Record includes management and technical assistance Grants approved under 25 CFR Part 101 – Loans to Indians from the Revolving Loan Fund and 25 CFR 286 – Indian Business Development Program. Records consist of application, letter or approval, agreement, legal organization documents, evidence of Indian ownership, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange by grant number.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end in which final payment is made or grant is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Individual/Tribal Management and Technical Assistance Grant Files – DISAPPROVED

Contents: Record includes management and technical assistance grants withdrawn, declined or cancelled under 25 CFR Part 101 – Loans to Indians from the Revolving Loan Fund and 25 CFR 286 – Indian Business Development Program, application, evidence of withdrawal, declination or cancellation, agreement, legal organization documents, evidence of Indian ownership, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange by grant number.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

(New)
4211-P5

Tribal Loan/Re-lending Program Loan Files

Contents: Record include Tribal Loan/Re-lending Programs files whereby the proceeds of these loans are used to re-pay a loan or loans made to tribes/tribal corporations/enterprises from the Loans to Indians from the Revolving Loan Fund (25 CFR 101). Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by case file number.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when loan is terminated or paid off. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

(New)
4212-P5

Trust Mortgage Loan Files

Contents: Record includes approval of trust mortgage used to secure loan by individual, application, letter of approval, agreement, legal organization documents, evidence of Indian ownership, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by case file number.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when loan is terminated or paid off. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

**Bureau of Indian Affairs Records Schedule
Credit**

SERIES: 4200**(New)
4213-P5****Individual Indian/Tribal Economic Report Files**

Contents: Record includes the Bureau of Indian Affairs (BIA) publications that report the progress and development of individual Indians and tribal economic development from financial assistance obtained from the Indian Financing Act of 1974, as amended, and other Federal/State agencies, and commercial lending institutions that provide information on Individual Indians/Tribal Economic Development. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arranged alphabetically by tribe or individual.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

(New)
4214-P5

Outstanding Receivables (Due from Public) Files

Contents: Record includes the Bureau of Indian Affairs (BIA) quarterly reports to the U.S. Treasury on new bills, outstanding bills, collections, aged delinquency report, employee payroll deductions, status reports, trial balance, and analytical spreadsheets. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arranged chronologically.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

(New)
4215-P5

Annual Credit and Finance Report Files

Contents: Record includes annual report which provides status report, active notes listing, aged delinquency reports, transaction history, projected collections, accruals and trial balances in accordance with OMB A-129, Administration of Federal Credit Programs. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arranged chronologically.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

(New)
4216-P5

Loan Service Files

Contents: Record includes promissory notes and other loan documents, copies of receipts, amortization schedules, copies of demand letters, checks, and money orders. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

Filing Arrangement: Arranged chronologically.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

Bureau of Indian Affairs Records Schedule
Credit

SERIES: 4200

(New)
4217-P5Treasury Loan Transaction Files

Contents: Record includes documents borrowing funds from the U.S. Treasury to fund direct loans and to payoff defaulted guaranteed loans. The records support the general ledger balances and contain Voucher and Schedule of Withdrawals and Credit and Non-expenditure Transfer Authorizations. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arranged chronologically.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

(New)
4218-P5

Indian Loan Guaranty Files

a. Indian Loan Guaranty Files - APPROVED

Contents: Record includes Loan Guaranty or Insured loans to Indian organizations, groups, or individuals, application, approval letter, agreement, legal organization documents, evidence of Indian ownership, commercial credit reports, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, loan payment history, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.

Filing Arrangement: Arrange numerically by loan number.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when loan is terminated or paid off. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

b. Indian Loan Guaranty Files - DISAPPROVED

Contents: Record includes Loan Guaranty or Insured loans to Indian organizations, groups, or individuals, application, evidence of withdrawal, declination or cancellation, agreement, legal organization documents, evidence of Indian ownership, commercial credit reports, pro forma financial statements, profit/loss statements, plan of operation, annual operating statements and balance sheets, loan payment history, and reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence. **NOTE: IF RECORDS ARE TRUST RELATED, USE THE INDIAN FIDUCIARY FINANCIAL TRUST DECISION TREE AND RECORD SCHEDULE.**

Filing Arrangement: Arrange numerically by loan number.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when notification of disapproval is determined. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

16 BIAM UPDATE

Bureau of Indian Affairs Records Schedule Credit

SERIES: 4200

(New)
4219-P5

Credit Program Evaluation Report Files

Contents: Record includes narrative reports on the status of re-lending program operations from monies borrowed from the revolving loan fund (25 C.F.R. 101) that include information on loan accounts receivable, loan delinquencies, recommendations and/or corrective action. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.