

Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST

SERIES: 6000

(New)

TR-6012-P2

Indian Services Special Disbursing Agent (ISSDA) Case Files

a Daily Check Case Files

Contents: Record includes Check Lists, Query Builder Reports, Preliminary Daily Disbursement Records (DDR), Check Accountability Forms, Check-In Worksheets, ARP Check Registers, \$10,000 and over/Out of Country Reports, Requests from Accounting Services for voids, labels, inserts, lease reversal disbursement lists, miscellaneous paperwork, notes referencing this check date, Check Verification Forms (CVF), Machine Count forms, Mailing Information (copy of permit forms, Mail Receipts, Registered Mail Lists, Green Cards), Verification Lists (VT Report), Final Daily Disbursement Reports (DDR), Osage Quarterly Annuity (sub-file), and Osage Lake Fund (sub-file, quarterly 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 subject then chronologically

Official File: Office of Record

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of two 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 United States Department of the Interior and the National Archives and Records Administration.

b Oil and Gas Case Files

Contents: Record includes Check Accountability Forms, Requests from Accounting Services for miscellaneous paperwork, notes referencing this check date, Stage VI Reports, Production Schedules, Individual Region files, ITS Reports, Requests from Accounting Services for voids, labels, inserts, lease reversal disbursement lists, Check Verification Forms (CVF), Postage Reports, Registered Lists, Verification Lists (VT Report) and Final Daily Disbursement Records (DDR). 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 of Record

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of two 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 United States Department of the Interior and the National Archives and Records Administration.

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c Wind River Per Capita Case Files

Contents: Record includes Check Accountability Forms, Check-In Worksheets, Check Registers, \$10,000 and over/Out of Country Reports, Requests from Accounting Services for voids, labels, inserts, lease reversal disbursement lists, Federal Express labels, Check Verification Forms (CVF), Verification Lists (VT Report), Daily Disbursement Records (DDR), and Faxed DDR w/remaining postage. 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 of Record

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of two 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 United States Department of the Interior and the National Archives and Records Administration

d Post Office and Private Mail Company Records

Contents: Record includes return receipts, reports of loss and mistreatment of mail, metered mail reports and permit 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 subject then chronologically.

Official File: Office of Record

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of two 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 United States Department of the Interior and the National Archives and Records Administration

e Tracking and Control Records

Contents: Record includes logs, registers, and other records used to control and document ISSDA mailings, including invoice/advice registers, IIM and Tribal statement worksheets and check logs. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence

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SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT.

Conversion Chart
Unscheduled Records Crosswalked to the
Indian Affairs Records Schedule (IARS)

Unscheduled Record Series		Indian Affairs Records Schedule	
SERIES	TITLE	SERIES	TITLE
Office of the Special Trustee for American Indians (OST)		6000 Series Office of the Special Trustee for American Indians (OST)	
Unscheduled	ISSDA Daily Check Case Files	TR-6012a-P2	Indian Services Special Disbursing Agent (ISSDA) Case Files a Daily Check Case Files
Unscheduled	ISSDA Oil and Gas Case Files	TR-6012b-P2	Indian Services Special Disbursing Agent (ISSDA) Case Files b Oil and Gas Case Files
Unscheduled	ISSDA Wind River Per Capita Case Files	TR-6012c-P2	Indian Services Special Disbursing Agent (ISSDA) Case Files c Wind River Per Capita Case Files
Unscheduled	ISSDA Post Office and Private Mail Company Records	TR-6012d-P2	Indian Services Special Disbursing Agent (ISSDA) Case Files d Post Office and Private Mail Company Records
Unscheduled	ISSDA Tracking and Control Records	TR-6012e-P2	Indian Services Special Disbursing Agent (ISSDA) Case Files e Tracking and Control Records