

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-75-86-1	
1 FROM (Agency or establishment) U. S. Department of the Interior		DATE RECEIVED 7-15-86	
2 MAJOR SUBDIVISION Bureau of Indian Affairs		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Office of Administration - Div. of Mgmt. Res. & Eval.			
4 NAME OF PERSON WITH WHOM TO CONFER Sarah Hawkins	5 TELEPHONE EXT 202-343-3576	DATE 8/14/86	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☒ is unnecessary

8 DATE 7/14/86	9 SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	10 TITLE Records Mgmt Officer
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION
	<p align="center"><u>HEADQUARTERS RECORDS</u></p> <p>This is a one time disposition request for the records created in the Bureau of Indian Affairs during 1958-77 * and covered by Records Control Schedule 43 IAM 3.1 and Files Classification 43 IAM 3.5. There will be approximately 1100 cubic feet that will be transferred in increments of 100 - 200 cubic feet in one or two-year time segments. They will include all subject file classification codes listed in the attached handbooks.</p>	
1.	<p align="center"><u>PERMANENT RECORDS</u></p> <p>Retire immediately to the Federal Records Center. Hold in Federal Records Center then offer to the National Archives and Records Administration in five year blocks when 30 years old.</p>	
2.	<p align="center"><u>TEMPORARY RECORDS</u></p> <p>Those subject file classification codes that are to be kept for 15 years and then destroyed.</p> <p align="center"><u>DISPOSITION: TEMPORARY</u></p> <p>Retire immediately to the Federal Records Center. Destroy when 15 years old.</p>	
	* Date has been revised to 1958-77 to cover all records found in BIA headquarters offices. 1/7/87 csp	3 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 2 OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
3.	<p><u>INDIAN TRUST ACCOUNTING (ITA) FREEZE RECORDS</u></p> <p>Those subject file classification codes that must be held under the provisions of the initial ITA freeze imposed in 1977 and all subsequent freeze actions on post-1951 BIA records.</p> <p><u>DISPOSITION : TEMPORARY</u></p> <p>Retire immediately to the Federal Records Center. Hold until the ITA freeze on the disposition of financial records relating to Indian matters has been removed. Then destroy in accordance with the provisions of 43IAM3.1.</p>		

GENERAL INFORMATION

This Records Control Schedule covers primarily the program records of BIA, and combines the three separate Schedules which were previously issued as reprints of the "Request for Authority to Dispose of Records" (Standard Form 115) approved by Congress on July 8, 1954. The Conversion Table (Appendix B) cross-references Items in the old and the new Schedules.

In only a few instances are records included in the BIA Schedule which are also in the General Records Schedules issued by General Services Administration, and these are shown in the Index (Appendix C). Unless otherwise indicated, the provisions of the BIA Schedule apply, where there is a difference in retention periods.

Items in this Schedule are numbered consecutively except that, at the end of each group of records, numbers have been reserved for addition of Items for existing or future records not now covered.

"Perm." = Permanent - records to be indefinitely retained, either in BIA offices or in Federal Records Centers (FRC). Transfers (Trf.) to FRC should be made upon expiration of the periods indicated, unless the records are actually needed in the offices for frequent use.

"Temp." = Temporary - records to be destroyed after the periods stated, unless for specific reasons they are needed longer.

Changes in BIA organization have occurred since the original Schedules were developed. At that time Credit and Extension were one branch; Forestry and Range were one branch, etc. In the new Schedule the Items have been separated along present organizational lines, and have been made as complete as is feasible within the legal authority of the old Schedules. Certain Items for activities that have been discontinued (Health, for example) are included to cover records that may not yet have been destroyed or transferred.

In some instances, a type of records may be shown at only one jurisdictional level (Central Office, Area Office, or Agency), when it is also to be found at one or both of the others. These records may be filed in the general subject-classified files at the other levels, or the Schedule may need revision to show them correctly.

"Agency, etc." as used in the third column of the Schedule, includes all installations under Area Office jurisdiction (agencies, subagencies, area field offices, district offices, work units, projects, schools, dormitories, etc.); also, agencies directly under the Central Office. Offices outside of metropolitan Washington, D. C., performing Central Office functions are covered under the "Central Office" column, unless otherwise noted - Plant Design and Construction in Albuquerque, Plant Management in Denver, Missouri River Basin Investigations Project in Billings, and the Employment Assistance and Industrial Development Field Offices, for example.

In some jurisdictions, the Agency may have the only copy of a type of record shown only in the Area Office column, or vice versa; and, if so, the retention period shown for the Area Office applies to the Agency record, or vice versa.

CSR 1131419

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ITEM NO.	DESCRIPTION OF RECORDS	RETENTION PERIOD AND INSTRUCTIONS		
		Central Office	Area Office	Agency, etc.
	A. GENERAL AND ADMINISTRATIVE RECORDS			
1.	<u>Correspondence and Subject Files</u> (Except those portions specifically covered by other Items in this BIA Schedule, or by the GSA General Records Schedules.) The main files of BIA, maintained according to the subject-classification code system (43 IAM 3.2 - 3.5, Filing Systems for Central and Field Offices), contain correspondence and related material documenting the policies, procedures, activities, and special problems of BIA. In the Central Office and in some field offices, most of these records are maintained in central files; otherwise, in the unit that creates and uses them. Subject-classified files at all organizational levels, both in central files and the decentralized files maintained in operating units, may contain records of continuing value as well as records of temporary value. Until such files <u>in the field offices</u> can be re-evaluated, it is necessary to designate them as a whole for indefinite retention (Perm.). At the same time, it is possible to dispose of most of the records of temporary value, where there are significant quantities of them that are easily segregable, by applying the disposal authorizations of this Schedule, and the General Records Schedules. NOTE , however, that the General Records Schedules do not cover (a) GAO site-audit records, (b) fiscal records relating to trust funds, or (c) any records dated prior to 1921. Nonrecord papers should be removed from files when they have served their purpose or have been superseded, and files should be purged of such material before they are transferred to Federal Records Centers (FRC). As indicated above, records falling under certain subject classifications are described in following Items in this Schedule and in General Records Schedules, and are assigned specific retention periods because of their significant volume or informational content.	Perm. Break files every 5 yrs. and Trf. to FRC 1 yr. later. (Certain subject classifications are authorized for disposal after 8 yrs., and others after 15 yrs. See Appendix A to this Schedule.)	Perm. Break files every 5 yrs. (or sooner, if volume and activity warrant), and Trf. closed files to FRC after 5 yrs.	Perm. Break files every 5 yrs. (or sooner, if volume and activity warrant), and Trf. closed files to FRC after 5 yrs., <u>except</u> land correspondence.

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	<u>GENERAL AND ADMINISTRATIVE RECORDS - Cont'd</u>			
2.	<u>Chronological Files</u> Convenience copies of correspondence retained in other files. (This is the main set in central files or superintendent's office, for example. All other sets disposable at option of holding offices.)	Temp. Destroy after 2 yrs.	Temp. Destroy after 5 yrs.	Temp. Destroy after 5 yrs.
3.	<u>Individual Indian "Contact" (006) Files</u> Records reflecting contact or assistance activity with respect to individual Indians. Counterparts of material in these case files may be found in various other case files at Area or Agency level (IIM, Allotment, Education, etc.) Dependent on extent of completeness of these files, they provide a central point of reference on particular individuals.	---	---	Perm. Trf. to FRC 5 yrs. after becoming inactive.
4.	<u>Administrative Copy Files</u> These are copies of administrative records (dated 1921 and later) kept for convenience of reference by preparing or approving unit - branch, agency, school, or other subordinate office. (Main, official record copies are in other offices - payroll, personnel, accounting, procurement, budget, etc.) Included are such records as: Time and attendance reports Check and bond lists and receipts Superseded withholding tax certificates Travel authorizations, vouchers, etc. Inactive unofficial personnel folders (except for employees separated 1940 & prior - send these to St. Louis FRC) Requests for & notifications of personnel actions Requisitions & purchase orders & related papers Bills of lading & registers 1959 & later - keep registers prior to 1959 10 years Tax exemption certificates Telephone toll slips Motor vehicle records (such as DI-120) Budget working papers Property inventory cards (superseded) Field receipts (such as Collector's copy of Form 5-777 - if audited and account cleared) (See NOTE on next page)	Temp. Destroy after 4 yrs.	Temp. Destroy after 4 yrs.	Temp. Destroy after 4 yrs.

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		Central Office	Area Office	Agency, etc.
	GENERAL AND ADMINISTRATIVE RECORDS - Cont'd			
4.	<u>Administrative Copy Files - Cont'd</u> NOTE: Records described above, in this Item, are covered by separate items in General Records Schedules (GRS); but some offices do not maintain sets of the GRS, and this Item is included to cover the "convenience copies" of all such records, with a uniform retention period of 4 years (which is the longest period prescribed for any of them in the GRS). Where shorter retention periods are shown in the GRS, these may be applied, if desired.			
5.	<u>Reference Files</u> These include working, information, and reference papers maintained at all levels consisting of nonrecord or extra copies of mimeographed or otherwise reproduced directives, circular letters, and administrative issuances of which official copies are retained as records; extra copies of documents maintained for purposes of reference such as information copies of reports; tickler, suspense, follow-up, or advice copies of correspondence; identical duplicate copies of documents maintained in the same file; work papers such as preliminary drafts of correspondence and reports and shorthand notes or notebooks that have been transcribed; temporary forms or papers used to control or facilitate internal work in progress; and published material such as catalogs, bulletins, pamphlets, magazines, Federal Register, Congressional Record, etc.	Temp. Destroy after superseded or obsolete.	Temp. Destroy after superseded or obsolete.	Temp. Destroy after superseded or obsolete.
6.	<u>Organizational Files</u> A record set is maintained, at each level, of its organizational and functional charts and statements, including superseded charts, organizational directories, and correspondence, studies, and special reports relating to organizational problems of BIA or its component parts.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.

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		Central Office	Area Office	Agency, etc.
	<u>GENERAL AND ADMINISTRATIVE RECORDS - Cont'd</u>			
7.	<u>Administrative Issuances Files</u> Record sets are maintained at all levels of BIA manuals, technical manuals, circular letters, notices, Secretary's orders, and other administrative issuances. NOTE: The Central Office maintains the record set of its issuances, and field offices maintain the record sets of their own issuances. Record sets include related correspondence, studies, and reports concerning the issuance system. All other copies of issuances received from other levels within BIA are disposable as reference files when superseded or revoked (see Item 5).	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
8.	<u>Publications and Press Releases</u> A record set of its own printed or processed publications and press releases, insofar as they are extant, shall be maintained by each office. These record copies should be so stamped, accumulated, and made a part of the official files. (For other copies, see Item 5. See also Items 7, 86, & 87.)	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
9.	<u>Public Information Reference Files</u> These contain information on a variety of subjects related to Indian affairs and activities, such as clippings, photographs, books, pamphlets, etc. They are used as a source for replying to requests for information.	Temp. Destroy when superseded or obsolete.	---	---
10.	<u>Photographic Files</u> These are Kodachrome slides and photographic negatives and prints of various phases of BIA activities used for visual education within BIA and elsewhere, and for reproduction purposes.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
11.	<u>Reports of Area Directors to Central Office</u> These are narrative reports with related data.	Perm. (See Item 1.)	Temp. Trf. to FRC after 10 yrs.; destroy 15 yrs. later.	---

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	<u>GENERAL AND ADMINISTRATIVE RECORDS - Cont'd</u>			
12.	<u>Arts and Crafts General Files</u> These records consist of correspondence and related papers filed alphabetically by area and agency. They reflect the general work of BIA required by a special Act of Congress to promote arts and crafts among the Indians, find markets for their products, and thus promote their economic welfare. BIA serves in an advisory capacity.	Perm. Trf. to FRC when inactive.	---	---
13.	<u>Property Loan Agreements Files</u> These are agreements covering loan of Government property to individual Indians.	---	---	Temp. Destroy 1 yr. after property is returned.
14.	<u>Property Release Files</u> This is a notification to payroll office that employee has no property charged against him and may be cleared for final salary payment.	Temp. (See GRS 2, Item 13 b.)	Temp. (See GRS 2, Item 13 b.)	Temp. Destroy after 1 yr.
	(Items 15 - 19 reserved for future use)			

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	<u>GENERAL AND ADMINISTRATIVE RECORDS - Cont'd</u>			
	<u>FISCAL RECORDS</u>			
	Items 20-27 cover fiscal records peculiar to BIA, which are not covered by the General Records Schedules because they concern trust funds.			
20.	<u>Tribal Fund Ledgers</u> These show status of tribal funds in the U. S. Treasury, giving descriptions of the transactions, reference to source documents, listing of debits and credits, and current balances.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.	---
21.	<u>Per Capita Payment Records</u> These are annuity payrolls and other records reflecting the distribution of payments made from tribal and appropriated funds to members of Indian tribes after appropriate identification has been made of living members and/or of heirs. Appropriated fund payments include those arising from provisions of treaties. Copies of all annuity payrolls were sent to Central Office prior to 1950, but this is no longer being done. Included also are such materials as applications for payments; disbursement returns including ledger books, supporting vouchers, exhibits, schedules, and related card records and papers; and all other records incident to the application for payment, determination of recipients, and payment of same.	Perm. (See Item 1.)	Perm. Trf. to FRC after 10 yrs.	Perm. Trf. to FRC after 10 yrs.
22.	<u>Security Account Files</u> These files include statements of income-producing security accounts such as stocks and bonds, and supporting papers and related correspondence. Originals are in Central Office.	Perm. (See Item 1.)	Perm. Trf. to FRC 3 fiscal yrs. after account is closed.	---
23.	<u>Tribal Budgets and Allotments</u> These are annual estimates of income and budgets prepared by the tribes and approved by the Area Director, covering expenditure of tribal funds for purposes of operating tribal government and annual tribal projects; and allotments from tribal treasury funds.	Perm. (See Item 1.)	Perm. (Main record copy.) Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.

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	<u>GENERAL AND ADMINISTRATIVE RECORDS</u>			
	<u>FISCAL - Cont'd</u>			
24.	<u>Tax Assistance Files</u> These are records created as a result of helping Indians prepare and file income, estate, land, and other tax returns with other Government agencies.			
	a. <u>Certificates and related records, including indexes, designating tax exempt lands.</u>	---	---	Temp. Destroy after certificate no longer valid or needed for further tax returns.
	b. <u>All other records, including copies of tax returns, notices of delinquent taxes, ad valorem tax files, and related indexes.</u>	---	---	Temp. Destroy after 6 yrs.
	<u>Individual Indian Money Records</u> Items 25-27 cover accounting records created in the course of acting as trustee in handling funds of individual Indians (and some non-appropriated tribal funds and related special deposits and trust funds). Individual Indian moneys include such funds as proceeds from sales of real and personal property of individual Indians; rentals of allotments; shares of per capita payments not paid direct; voluntary deposits; pupils' funds; coupon bonds and similar securities; interest credited to accounts; and collections from miscellaneous sources. Such moneys are received, accounted for, and disbursed in accordance with specific authorities set out by law and regulations issued by the Central Office.			

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		Central Office	Area Office	Agency, etc.
	<u>GENERAL AND ADMINISTRATIVE RECORDS</u>			
	<u>FISCAL</u>			
	<u>Individual Indian Money - Cont'd</u>			
25.	<u>Case Files</u> (Filed by name of Indian) At Central Office these files contain requests by Indians to spend individual funds and replies thereto, copies of applications for surplus funds, and related correspondence (for certain tribes, such as Osage). At Agencies these are "money folders" constituting a history of the management of an individual Indian's money. Included are receipts for moneys collected, authorities for disbursement, copies of purchase orders, vouchers, royalty and production statements, heirship data, etc. NOTE: These are not the "allotment" folders (see Item 210), and should not contain non-fiscal material such as leases, permits, etc., pertaining to grazing, forestry, and other activities.	Perm. Trf. to FRC when inactive	---	Perm. Trf. closed files to FRC 5 yrs. after probate and other actions completed.
26.	<u>Ledgers and Cards</u>			
	a. <u>Originals</u> These include general ledgers showing collections, deposits, and withdrawals of funds belonging to individual Indians or Indian Credit Associations; and the original subsidiary ledger cards or sheets for individual accounts. An individual's ledger card or sheet is used until completely filled, or his account is closed.	---	---	Perm. Trf. completed cards or sheets to FRC 5 yrs. after last posting.
	b. <u>Duplicates</u> These are copies of individual ledger sheets (Form 5-796) retained by the Agency for safe-keeping (by one-year groups) in a building separate from that in which originals are maintained. (The third copy is given to the individual Indian at the end of each year.)	---	---	Temp. Destroy after 5 yrs., <u>except</u> sheets for individuals whose estate probates are pending - retain until completion of probate.

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	<u>GENERAL AND ADMINISTRATIVE RECORDS</u>			
	<u>FISCAL</u>			
	<u>Individual Indian Money - Cont'd</u>			
27.	<u>Posting and Control Media</u>			
	a. <u>Original Records</u>	---	---	Perm.
	These comprise the Agency's <u>official record copy</u> (whether original or carbon) of all records related to, identified with, and posted to ledger cards or sheets, documenting receipt and disbursement of the individual Indian's funds. Included are:			Trf. to FRC after 5 yrs., provided they have been audited by BIA auditors.
	(1) Collection vouchers (Collection copy of "Official Receipt" form, or equivalent)			
	(2) Journal vouchers			
	(3) Check copies			
	b. <u>Duplicates</u>	---	---	Temp.
	These include extra copies of records covered in Item 27 <u>a</u> above, and worksheets relating to them.			Destroy after 3 yrs.
	<u>NOTE:</u> Records described in Item 27 <u>a</u> do <u>not</u> include:			
	a. Original accounts and supporting documents provided for GAO on-site audit.			
	b. Schedules of collection, certificates of deposit, and similar accounting documentation. Even though some or all items on them cover IIM funds, these are not considered supporting documents to, and need not be transferred with IIM material to FRC's. These are regular accounting records, to be transferred or destroyed as follows:			
	(1) <u>Official record copies</u> of these documents, at Area Office or other accounting station subject to GAO on-site audit, are part of the GAO records (paragraph <u>a</u> of this Note), and are to be transferred according to GAO Manual, Title 8, Section 3030.35.			
	(2) <u>Other copies</u> of these documents, retained at Agencies, may be destroyed after 4 years (General Records Schedule 6, Items 1 <u>b</u> and 5), <u>provided</u> they have been audited by BIA auditors.			
	(Items 28 - 29 reserved for future use)			

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		Central Office	Area Office	Agency, etc.
	B. JUDICIAL AND LEGAL RECORDS			
30.	<u>Legislation Files and Indexes</u> These are records containing history of bills relating to BIA activities from their inception to final passage, including research papers, studies, surveys, and related correspondence. A card index in the Central Office lists actions on each bill. Another index lists bills by the Congress and subject.	Perm. Trf. to FRC when inactive.		
	a. <u>If not duplicated in Central Office</u>	---	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
	b. <u>If duplicated in Central Office</u>	---	Temp. (See Item 5.)	Temp. (See Item 5.)
31.	<u>Probate Files and Related Indexes</u> Case files relating to estates of deceased Indians, containing lists of persons receiving notice of hearings, depositions by relatives and friends before examiners, wills, notice of hearing to determine heirs or probate wills, listings and appraisals of inherited interests possessed by the deceased, summary of family history, order determining heirs, examiners' notice of determination to heirs, guardianship papers, final settlement, and related correspondence. Index to probate cases contains name, allotment number, date of death, date of determination of heirs, and file number.	Perm. (See Item 1.)	Perm. Trf. to FRC when inactive.	Perm. (Filed separately, or as part of allottee case files.)
32.	<u>Heirship Files</u> Proofs of heirship extracted from case files of individual Indians.	Perm. (Included in Item 31.)	Perm. Trf. to FRC when inactive.	Perm. (Included in Item 31.)
33.	<u>Twenty-Day Case Files</u> Records relating to BIA representation of restricted Indians in matters concerning their estates, in State and Federal Courts. In certain cases BIA has the right to petition for transfer of cases from State to Federal Court jurisdiction, within 20 days after filing of case.	Perm. (See Item 1.)	Temp. Destroy 5 yrs. after case is closed.	---

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		Central Office	Area Office	Agency, etc.
	JUDICIAL AND LEGAL RECORDS - Cont'd			
34.	<u>Claims Case Files</u> Case files of claims against Government handled by administrative hearings conducted by BIA examiners. Include such material as testimony, affidavits, and related papers pertaining to various types of claims such as damage, land, and trespass.	Perm. (See Item 1.)	Temp. Destroy 20 yrs. after case is closed.	---
35.	<u>Legal Activity Reports to Central Office</u> Periodic reports on legal activities.	Perm. (See Item 1.)	Temp. Destroy after 5 yrs.	---
(Items 36 - 39 reserved for future use)				

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		Central Office	Area Office	Agency, etc.
	C. TRIBAL OPERATIONS RECORDS			
	The major part of these files result from an Act of Congress authorizing tribes to adopt constitutions for their self-government and ratifying charters of incorporation governing their economic affairs. (See Items 20-23 for tribal fiscal records.)			
40.	<u>Tribal Customs and History Files</u> These are studies and reports concerning tribal customs and history. * If not duplicated or summarized in reports to Central Office.	Perm. (See Item 1.)	Perm. * Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
41.	<u>Treaty Files</u> These are files pertaining to treaties between the Government and the various tribes.	Perm. (See Item 1.)	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
42.	<u>Tribal Charters, Constitutions, & By-Laws</u> Included are copies of the tribal charters, constitutions, and by-laws; related correspondence concerning election procedures for adoption of these; voting results; petitions for incorporation; and Solicitor's opinions.	Perm. (See Item 1.)	Perm. Trf. to FRC when inactive.	Perm. (Main record copy.)
43.	<u>Tribal Group Meetings Files</u> These include minutes, resolutions, and ordinances of tribal councils, executive committees, business councils, and similar tribal groups; tribal council election files, including lists of members comprising council and correspondence re elections; also records of meetings held by BIA representatives with tribal delegations, including subjects discussed and conclusions reached.	Perm. (See Item 1.)	Temp. Destroy after 5 yrs.	Perm.
44.	<u>Special Tribal Records</u> These include such files as personal correspondence and other records of Indian Chiefs, special or other representatives, and attorneys for tribes.	Perm. (See Item 1.)	Perm. Trf. to FRC after 5 yrs.	Perm. Trf. to FRC when inactive.

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	<u>TRIBAL OPERATIONS RECORDS - Cont'd</u>			
45.	<u>Withdrawal Program Files</u> These are records concerning projected withdrawal of Federal supervision over trust property and of other services rendered to Indians. They serve as working tool in drawing up programs; source of information to interested parties, and on accomplishments to date; and as basis for reporting system. They contain drafts and other material on proposed legislation concerning the program.	Perm. (See Item 1.)	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
46.	<u>Enrollment Records</u> Included are such materials as enrollment rolls and books, applications for enrollment and tribal citizenship, tribal census records, petitions, citizenship record books, general dockets for tribal citizenship courts, and related indexes and other material. These records establish tribal membership insofar as eligibility for Federal Government land allotments to tribes and individuals are concerned.			
	a. <u>Tribal Census Rolls, Cards, and Books</u> These list every Indian by tribe, showing name, reservation, agency, sex, degree of blood, residence, wardship status, and allotment status.	Perm. Trf. to FRC when inactive.	---	Perm. Trf. to FRC when inactive.
	b. <u>Birth, Marriage, and Death Records</u> These include copies of birth, marriage, and death certificates and reports, and registers of vital statistics. Copies are also at hospitals and county courthouses.	---	---	Perm.
47.	<u>Attorney Contracts</u> These are contracts between attorneys and Indian tribes for general counsel and claims purposes (originals of contracts approved prior to 1962 are in Central Office; later originals are in Area Offices); also related correspondence, including that regarding fees and expenses.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.	---
	(Items 48 - 49 reserved for future use)			

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	<p>D. BUILDINGS AND UTILITIES RECORDS</p> <p>The records in this group relate to (1) design and construction of new buildings and utilities (except communication), specifically provided for by appropriated funds and (2) plant management, which includes construction of communications facilities; repair and maintenance of buildings and utilities; operation of physical plant facilities and services; and major alterations and improvements. Certain of the records pertaining to the respective Central Office functions are maintained in (1) Branch of Plant Design and Construction, Albuquerque, and (2) Branch of Plant Management, Denver.</p>			
50.	<p><u>B & U Evaluation Survey Files</u></p> <p>These are data sheets comprising an inventory of and containing pertinent information on every building and utility of BIA. The data sheet and photograph for each building and utility are filed in looseleaf binders. Data include such items as type of building, agency, dimensions, cubic footage, cost, construction plan number, current evaluation, type of construction, and utilities. Area Office is responsible for maintaining surveys, furnishing copies to P.D.&C., Albuquerque; Plant Management, Central Office; and Agencies for buildings under their jurisdiction.</p>	Perm.	Perm.	Perm.
51.	<p><u>Plans, Drawings, and Specifications</u></p> <p>These include original drawings of construction plans on tracing paper or cloth, of buildings and utilities; also tracings and prints of plats; improvements to buildings; building projects; water, sewage, and electrical power distribution systems; and other construction projects.</p>	Perm.	<p>Perm.</p> <p>Trf. to FRC after buildings are destroyed or custody transferred from BIA.</p>	<p>Perm.</p> <p>Trf. to FRC after buildings are destroyed or custody transferred from BIA.</p>

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52.	<u>Project Case Files</u> These include cost estimates, specifications, shop drawings, blueprints, bids, copies of contracts, construction reports, and related correspondence and other material pertaining to construction, major alterations and improvements, and/or repair and maintenance of buildings and utilities such as radio communications, heating, electric, water, and sewage systems. The papers are filed by project number or Plant Management order number.	Temp. Destroy 10 yrs. after termination of project.	Temp. Destroy 5 yrs. after termination of project.	Temp. Destroy 5 yrs. after termination of project.
53.	<u>Pole and Land-Line Case Files</u> These are records relating to the construction and maintenance of communication poles and land-line facilities, including such information on telephone lines as pole number; plotting; span; length and class; kind; and date set, reinforced, and removed.	---	Temp. Destroy 5 yrs. after relocation or removal of poles & facilities, or 2 yrs. after agency is terminated.	Temp. Destroy after telephone lines are destroyed.
54.	<u>Construction Contract Files</u> These include nonrecord copies of material which is in the construction project files and copies of correspondence between the Central Office and Area and field offices relating to construction matters. These files were created solely as a convenience in expediting the various projects, and have no value once the project is terminated, nor do they contain any record material not already in the construction project files.	Temp. Destroy upon termination of the project.	---	---
55.	<u>AIA (American Institute of Architects) Files</u> These are reference files, including catalogs, publications, plans, and other construction data, most of which are nonrecord.	Temp. Destroy when superseded or obsolete.	Temp. Destroy when superseded or obsolete.	Temp. Destroy when superseded or obsolete.

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56.	<u>Civilian Conservation Corps Project Files</u> These are case files on CCC projects such as construction of roads and dams, and drilling of wells. They are used to obtain information as to easements and permits.	---	---	Perm. Trf. to FRC when inactive.
57.	<u>Construction Project Status Reports</u> Monthly report to Central Office for each agency.	Perm.	Temp. Destroy after 5 yrs.	
58.	<u>Other B & U Records and Reports</u> These are records and reports not otherwise covered in this Schedule.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC after 5 yrs.	Perm. Trf. to FRC after 5 yrs.
59.	<u>Quarters Evaluation Reports</u> These are surveys and appraisals made every three years (on Form 5-1151, 5-1152, or equivalent) to establish a basis for rental rates for Federally-owned facilities occupied by BIA employees in the field. Information includes description and location of quarters and evaluation data.	Temp. Destroy old reports after new ones are received.	Temp. Destroy all except current and next preceding reports.	Temp. Destroy old report 6 months after quarters are re-evaluated.
60.	<u>Quarters Assignment Files</u> These contain information on quarters, as approved schedule of deductions, assignments to such quarters, vouchers and requisitions for property, and current receipted inventories of quarters.	---	Temp. Destroy 2 yrs. after new deductions are placed in effect.	Temp. Destroy 6 mo. after tenant vacates quarters.
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	E. <u>COMMUNITY SERVICES RECORDS</u>			
	<u>EDUCATION RECORDS</u>			
70.	<u>School Program Files</u> These include correspondence and related material pertaining to administration of the BIA school program, documenting its policies, procedures, and objectives.	Perm. (See Item 1.)	Perm. Trf. to FRC when inactive.	Perm. . Trf. to FRC when inactive.
71.	<u>School History Card Folders</u> These give the school name, location, climate conditions, size of school reservation, date and authority school reservation established, drainage and irrigation features in vicinity, date school established, present status, number of employees, narrative history of school, listing of buildings, legal description and ownership of land, and related correspondence concerning school's history.	Perm.	---	---
72.	<u>Student Application File</u> This file contains applications for enrollment at schools, notice of approval of application, copies of scholastic reports, and related correspondence. Student's record is at school.	---	Temp. Destroy after 2 yrs.	---
73.	<u>Student Case Files</u> These are case files of student records including such material and forms as applications for and notifications of admission, grades, medical certificate, enrollment and attendance record, applicant's program for expenditure of tribal benefit funds, permanent school census card, classification test, vocational information, and related correspondence. NOTE: If permanent school census cards are maintained in a separate group, rather than in student folders, the same retention instructions apply.	---	---	Perm. Trf. to FRC 10 yrs. after student graduates or leaves school.

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	<u>EDUCATION</u> - Cont'd			
74.	<u>Student Family Case Files</u> These are individual family folders used to assist the school staff in such problems as relating students' problems to home conditions.			
	a. <u>Families with problems of particular sociological interest.</u>	---	---	Perm. Trf. to FRC when inactive.
	b. <u>All others</u>	---	---	Temp. Destroy after no children of the family attend school or are eligible to attend.
75.	<u>Material Duplicating Student Case Files</u> These are separate files including such material as duplicate school census card file and enrollment and attendance records, which are duplicated in students' case files.	---	---	Temp. Destroy after 2 yrs.
76.	<u>Education Loan and Grant Case Files</u> These are loan and grant case files for scholarship aid including such material as application for loan or grant, copy of loan agreement, loan recommendation, borrower's scholastic progress, receipts of payment, and related card records and correspondence.	Temp. Destroy 2 yrs. after settlement or cancellation of loan.	---	Temp. Destroy 5 yrs. after loan is repaid or otherwise settled.
77.	<u>Education Loan Record File</u> These are records of delinquent loans.	---	Temp. Destroy after clearance of delinquency.	---
78.	<u>Student Activity Account Files</u> These are fiscal files of student organizations and activities and include invoices, canceled checks, bank statements, and copies of deposit slips.	---	---	Temp. Destroy 2 yrs. after audit.

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79.	<u>Education Contract Files</u> These are Education copies of contracts with States concerning the education of Indians in public schools, and related material. (Main record copies are in Area Finance offices.)	Perm. (See Item 1.)	Temp. Destroy 5 yrs. after completion of contract.	---
80.	<u>Federal Education Aid Fund Records</u>			
	a. <u>Applications for Federal Funds</u> These are copies of Area Office summary applications to Central Office for approval of Federal funds for aid to public schools attended by Indian children, and separately filed basic and detailed applications from the school districts to the Area Office.	---	Temp. Destroy after 2 fiscal yrs.	Temp. Destroy after 5 fiscal yrs.
	b. <u>Federal Contribution Records</u> These include such material as school enrichment records and final report of expenditures. (These records have been superseded by those described in Item 79.)	---	Temp. Destroy after 5 fiscal yrs.	---
81.	<u>School Census Cards</u> Data are summarized in periodic school census reports to Area and Central Offices. (These are <u>not</u> the permanent school census cards - see Item 73.)	---	---	Temp. Destroy after superseded by new census.
82.	<u>Daily and Monthly Attendance Records</u> These do not include attendance records and reports in students' case files.	---	---	Temp. Destroy 1 school yr. after end of current school yr.
83.	<u>Annual School Census and Attendance Reports</u> Attendance reports (Form 5-246 or equivalent) show school, location, type of enrollment, attendance, and age and grade breakdowns. Annual school census (Form 5-255 or equivalent) from each agency show number of children by age and sex enrolled in the various types of schools.	Perm. (See Item 1.)	Temp. Destroy after 5 yrs.	Temp. Destroy after 5 yrs.

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	<u>EDUCATION - Cont'd</u>			
84.	<u>Periodic Educational Reports</u> These are (a) day and boarding school reports and related correspondence, including weekly and quarterly activity reports, teachers' summaries of health record, monthly progress reports, monthly school census reports, and annual school reports summarizing information in reports not going beyond the agency or other field office level; and (b) Area Office reports to the Central Office, and other reports containing such information as type of school, location, and number of enrollees.	---	Temp. Destroy after 5 yrs.	Temp. Destroy after 5 yrs.
85.	<u>Special Educational Surveys and Reports</u>			
a.	<u>Copies of surveys sent to Central Office in summary or detailed form.</u>	Perm. (See Item 1.)	Temp. Destroy after 5 yrs.	Temp. Destroy after 5 yrs.
b.	<u>Surveys and special reports not sent to Central Office, or not otherwise covered in this Schedule.</u>	---	Perm. Trf. to FRC after inactive.	Perm. Trf. to FRC after inactive.
86.	<u>School Publication Files</u> This is a record set of school bulletins, school newspapers, and examples of pamphlets prepared and issued by schools in the Area. (See also Item 8.) NOTE: If the requirements of the Federal Records Act of 1950, Sec. 507(a)(2) are met, these files may be transferred to public or educational institutions or associations for preservation, instead of to FRC's.	---	Perm. Trf. to FRC after 5 yrs. (See NOTE)	---
87.	<u>Publications Material</u> A complete set of publications printed by the Indian print shops in the field and of the newsletter "Indian Education" distributed to educators are included in this material.	Perm.	---	---

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	<u>EDUCATION - Cont'd</u>			
88.	<u>Manuscripts</u> These include manuscripts printed by the Indian print shops and some unpublished manuscripts dealing with Indian education. a. <u>Published</u> b. <u>Unpublished</u>	Temp. Destroy 1 yr. after publication.	---	---
89.	<u>Veterans Administration Contracts</u> These are copies of contracts with VA, containing basic requirements of instruction, tuition, and similar information.	---	---	Perm. Trf. to FRC after VA training program is terminated.
90.	<u>Veterans' Training Case Files</u> These include such material as classroom attendance; authorization of training and subsistence allowance; annual inventory of livestock, marketing, and grain; application for course of institutional on-farm training; declaration as to marital status; report of income; plot record of farm; and veteran farm training record.	---	---	Perm. Trf. to FRC after VA training program is terminated.
91.	<u>Fiscal Reports to Veterans Administration</u> These include reports containing information on value of supplies, books, and magazines furnished, and on personal service costs such as mileage and salaries.	---	---	Temp. Destroy after 2 yrs.
92.	<u>Adult Education Program Files</u> These records pertain to the BIA program of education for adult Indians on the reservations, and include such material as monthly and annual reports, records on individual students and group projects, and related correspondence. (Items 93 - 99 reserved for future use)	Perm. (See Item 1.)	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.

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	<u>EMPLOYMENT ASSISTANCE RECORDS</u>			
100.	<u>Employment Assistance Case Files</u> These are case files, and related indexes, for individual Indians who are given assistance in connection with direct employment service or adult vocational training. They include such material as applications for assistance; departure and arrival schedules; records documenting financial assistance; training plans, objectives, and courses pursued; contact sheets recording counseling and guidance service provided (which includes community living orientation, housing, etc.), employment referral and placement records, and reports on progress.	---	Perm. Trf. to FRC 5 yrs. after they become inactive.	Perm. Trf. to FRC 5 yrs. after they become inactive.
101.	<u>Inquiries and Applications</u> These are inquiries not resulting in applications, and applications not resulting in scheduling for direct employment or training.	---	Temp. Destroy after 2 yrs.	Temp. Destroy after 2 yrs.
102.	<u>Financial Assistance Grant Records</u> These are unit ledger sheets and control registers documenting allotments, commitments, and disbursements of funds granted to Indians who are provided direct employment service and adult vocational training.	---	Perm. Trf. to FRC after 5 yrs.	Perm. Trf. to FRC after 5 yrs.
103.	<u>Reports on Employment Assistance</u> These include periodic (monthly, quarterly, semi-annual, and annual) and special narrative and statistical reports showing program plans, objectives, activities, and progress.	Perm. Break files every 5 yrs. and Trf. to FRC 2 yrs. later.	Perm. Break files every 5 yrs. and Trf. to FRC 2 yrs. later.	Perm. Break files every 5 yrs. and Trf. to FRC 2 yrs. later.
104.	<u>State Employment Service Reports</u> These are reports received from State Employment Service offices covering individual Indian applications and extent of clearance activity. They include such information as name, address, reservation, and occupational title and code, number of referrals, and total number placed. (See NOTE on next page)	---	Temp. Destroy after 2 yrs.	Temp. Destroy after 2 yrs.

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	<u>COMMUNITY SERVICES RECORDS</u> <u>EMPLOYMENT ASSISTANCE</u> - Cont'd NOTE: A supplemental Records Retention and Disposal Schedule has been developed and furnished the <u>Field Employment Assistance Offices</u> , covering specifically all of their records (administrative as well as program), keyed in with the file code numbers. Those offices have been authorized to use the Central Office filing code rather than the Field Office system.			
	(Items 105 - 109 reserved for future use)			

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	<u>LAW ENFORCEMENT RECORDS</u>			
110.	<u>Law Enforcement Case Files & Related Indexes</u> These are case reports prepared by law enforcement officers involving all types of police cases such as murder, suicide, and liquor violations. They include full information on cases such as statements of witnesses, statutes involved, place and nature of offense, evidence seized, photographs, and final disposition report. Other record copies are in U.S. Attorney's office, and in some instances in the Central Office. Proceedings of any cases brought to court for trial are in relevant court records.	Perm. (See Item 1.)	Temp. Destroy after 5 yrs.	Perm. Trf. to FRC 5 yrs. after case is closed.
111.	<u>Indian Court Records</u> These are records of Courts of Indian Offenses, under 25 CFR 11. (Records of Tribal courts belong to the Tribe and are not covered by this Schedule.)	---	---	Perm.
112.	<u>Law and Order Reports</u> These are periodic reports of the law and order officers in the field, including police and special officers; and periodic statistical and other reports by Area Offices to Central Office containing such information, by agency or installation, as number of Indian court civil and criminal cases; number and type of offenses; number arrested, convicted, or otherwise disposed of, and penalties imposed.	Temp. Destroy after 3 yrs.	Temp. Destroy after 5 yrs.	Perm. Trf. to FRC after 5 yrs.
113.	<u>Traders' License Files</u> These are case files on individual traders including such material as applications, bond forms, copies of licenses, and related correspondence. (They are no longer forwarded to the Central Office.)	Perm. (See Item 1.)	Perm. Trf. to FRC 5 yrs. after case becomes inactive.	Perm. Trf. to FRC 5 yrs. after case becomes inactive.
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	<u>COMMUNITY SERVICES RECORDS</u> - Cont'd			
	<u>WELFARE RECORDS</u>			
120.	<u>General Welfare Files</u> These are records concerning welfare activities involving Indians, including assistance to groups or tribes, documenting such assistance over a period of time. Included are correspondence, special studies, and related material.	Perm. (See Item 1.)	Perm. Trf. to FRC after 5 yrs.	Perm. Trf. to FRC after 5 yrs.
121.	<u>Welfare Case Files</u> These are case files and related card files giving history of social services and direct assistance to individual Indians. Case files include such material as family histories, a report on each contact, and correspondence regarding eligibility and assistance given. Separate card files include a card for each individual giving such information as name, address, and type of service and assistance given. Such files are maintained in Area Offices having case workers directly attached; otherwise they are at the agency or subagency.	---	Perm. Trf. inactive files to FRC 5 yrs. after case is closed.	Perm. Trf. inactive files to FRC 5 yrs. after case is closed.
122.	<u>Rehabilitation Project Files</u> These are records relating to discontinued programs for providing such material aids to individual Indians as poultry sheds, wells, etc.	---	---	Temp. Destroy 5 yrs. after close of project.
123.	<u>Work Relief Time Sheets</u> These are time sheets on work performed in return for assistance received. Information is posted in case files.	---	---	Temp. Destroy after 1 fiscal yr.

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	<u>WELFARE</u> - Cont'd			
124.	<u>Welfare Reports</u> These are periodic and special reports on various aspects of welfare activity giving high-lights of field work, in narrative and statistical form. They also contain general information on status of Indians, their relationship with the States, what services are available to them, and the growth of the program. The reports are of value in showing the problems, what has been done for Indians from a welfare standpoint, and what remains to be done. They are also used to justify budget requests, and are of value in drawing up future programs.			
	a. <u>Annual, Quarterly, and Monthly Reports</u>	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC after 5 yrs.	Perm. Trf. to FRC after 5 yrs.
	b. <u>Inspection Reports</u> (By Area staff officers on welfare activities at field installations, including such information as purpose of visit, problems encountered, assistance rendered, and recommendations.)	---	Perm. Trf. to FRC when inactive.	---
	c. <u>Special Reports</u>	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
	d. <u>All Other Reports</u>	Perm. Trf. to FRC	Perm. Trf. to FRC	Temp. Destroy after 1 fiscal yr.
	(Items 125 - 129 reserved for future use)			

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	<u>HEALTH RECORDS</u>			
	NOTE: Items 130-133 cover records concerning health services to Indians, other than those in current Welfare activity files. Although health services have been provided by the Public Health Service of the Department of Health, Education, and Welfare since 1955, these Items are included for reference and because such records may still be found at some field offices. Any of these records in which PHS is interested should be transferred to that Service, instead of being destroyed or transferred to a Federal Records Center.			
130.	<u>Medical Contract Files</u> These are copies of contracts for health services to Indians under various Acts of Congress, with individual doctors and with private, local, and State hospitals for general hospital care; also related correspondence. Original contract was in Area Office fiscal files.	Perm.	Temp. Destroy 1 yr. after completion of contract.	---
131.	<u>Reports - Medical, Dental, Nursing, & Health</u>			
	a. <u>Annual Reports</u>	Perm. Trf. to FRC	Perm. Trf. to FRC	Perm. Trf. to FRC
	b. <u>Other Periodic Reports</u> (and related correspondence)	Temp. Destroy after 2 yrs.	Temp. Destroy after 5 yrs.	Temp. Destroy after 1½ yrs.
	c. <u>Inspection Reports - Medical & Sanitary</u>	---	Temp. Destroy after 3 yrs.	---
	d. <u>Special Health Surveys</u>	---	---	Perm. Trf. to FRC.
	e. <u>Other Non-Periodic or Special Reports</u> (not otherwise covered in this Item)	Perm. Trf. to FRC	---	---

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	<u>HEALTH - Cont'd</u>			
132.	<u>Student (Cadet) Nurse Training Case Files</u> These files contain applications, certificates, and records of student nurses during training.	---	---	Perm. Trf. to FRC
133.	<u>Individual Medical Records</u> Included are such records as: In-Patient Case Files and related Data, Indexes, Registers, and Journals; Out-Patient Records; Pupils' Health Case Files; Dental Examination Card Files; Field Nurse Case Files and Related Records; X-ray Files; Biological and Immunization Files; Dispensary or Ward Narcotic Files.	---	Temp. Destroy after 1 yr.	Temp. Destroy after 10 yrs.
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	<u>RESOURCES RECORDS - Cont'd</u>			
	<u>CREDIT RECORDS</u>			
140.	<u>Loan Contract Files and Related Records</u> These files contain loan agreements and supporting documents, including modifications and other actions, made between U.S. and Indian organizations or individuals, and between Indian organizations and their members under BIA's revolving credit program and old credit programs in process of liquidation (so-called reimbursable and repayment cattle). Original loan agreements by U.S. are filed for on-site audit by GAO at respective BIA accounting offices. Case files at Area and field offices also may contain correspondence. Related card records, use of which is optional, contain pertinent data on purpose, terms, advances, and repayments on each loan. On loans by U.S., original and copy of files are maintained at Central Office relative to Cherokee and Seminole Agencies, and at Area Offices relative to agencies under their jurisdiction except where Superintendent has final approval authority. a. <u>Original agreements by U.S. under revolving credit program</u> (See explanation above; transfer to FRC according to GAO instructions.) b. <u>Card records and other files</u>	Perm. (See Item 1.) Perm. (Some are under Item 1.)	Perm. Temp. Destroy 7 yrs. after loan paid, cancelled, or otherwise disposed of.	Perm. Temp. Destroy 5 yrs. after loan paid, cancelled, or otherwise disposed of.
141.	<u>Schedules of Loan Collections</u> These are listings of payments on various loans. Information is used for posting on the loan cards and for other credit purposes. Although payments are recorded on cards, these schedules would be referred to in case of questions.	Temp. Destroy upon termination of credit program.	---	---

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	<u>RESOURCES RECORDS</u>			
	<u>CREDIT - Cont'd</u>			
142.	<u>Stock Purchase Records</u> These are records of purchase of stock in various Indian associations by individuals.	---	Temp. Destroy 3 yrs. after disposal of stock.	---
143.	<u>Reports on Credit Operations</u> These are periodic reports and related correspondence on various aspects of credit operations, including: (a) annual report on revolving cattle pool; (b) annual (formerly quarterly) report of delinquent borrowers; (c) report of reimbursable collections and adjustments and summary of fiscal year transactions; (d) annual credit report including such attachments as balance sheet, profit and loss statement, reconciliation sheet, and individual statements of loan delinquencies and loans in process of liquidation.	Perm. (See Item 1.)	Temp. Destroy after 10 yrs.	Temp. Destroy after 5 yrs.
	a. <u>Work Papers for Reports</u>	Temp. Destroy after 1 yr.	Temp. Destroy after 1 yr.	Temp. Destroy after 1 yr.
144.	<u>Area Office Reports on Agency Credit Operations</u> (This report is no longer prepared. Area summaries of agency reports are covered in Item 143.)	Perm. (See Item 1.)	Temp. Destroy after 5 yrs.	---
145.	<u>Audit Reports on Credit Operations</u> These are reports prepared by BIA auditors or by public accountants on credit operations, and related correspondence.	Perm. (See Item 1.)	Temp. Destroy after 5 yrs.	Temp. Destroy after 5 yrs.
146.	<u>Other Credit Records and Reports</u> (not otherwise covered in this Schedule)	Perm. (See Item 1.)	Perm. Trf. to FRC after 3 yrs.	Perm. Trf. to FRC after 5 yrs.
	(Items 147 - 149 reserved for future use)			

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	<p><u>RESOURCES RECORDS - Cont'd</u></p> <p><u>EXTENSION RECORDS</u></p> <p>Items 150-153 cover periodic and other reports prepared or received by BIA offices, containing narrative, statistical, and photographic data on various aspects of agricultural and home extension operations. The reports give information on program objectives, procedures, and accomplishments, and are used for historical reference and in answering inquiries about agricultural pursuits among Indians.</p>			
150.	<p><u>Annual Extension Reports</u></p> <p>a. <u>By BIA and State Extension Agents</u></p> <p>Annual programs of work and narrative reports by these Agents for 1961 and later are retained at Area Offices. Prior to that they were forwarded to Central Office.</p> <p>b. <u>By Area Offices</u></p> <p>These include such reports as: (1) the Extension activity portion of the annual Branch of Land Operations Report, summarizing activities and accomplishments, and incorporating data from the BIA and State Extension Agents' annual reports; and (2) annual consolidation of statistical data from these Agents' monthly reports, prepared at the end of the calendar year and forwarded to the Central Office.</p>	<p>Perm. (Prior to 1961.)</p> <p>Perm. Trf. to FRC when inactive.</p>	<p>Perm. (1961 and later) Trf. to FRC after 5 yrs.</p> <p>Temp. (Prior to 1961) Destroy after 10 yrs.</p> <p>Temp. Destroy after 5 yrs.</p>	<p>Temp. Destroy after 5 yrs.</p> <p>---</p>

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	<u>EXTENSION</u> - Cont'd			
151	<u>Monthly Extension Reports</u>			
	a. <u>By BIA and State Extension Agents</u>	---	Temp.	Temp.
	These reports, beginning with January, 1961, are retained at Area Offices, and summarized as described in Item 150 b.		Destroy after 2 yrs.	Destroy after 5 yrs.
	b. <u>By Others</u>	Perm. (See Item 1.)	Temp. Destroy after 5 yrs.	Temp. Destroy after 5 yrs.
152	<u>All Other Extension Reports</u>	Perm. (See Item 1.)	Temp. Destroy after 10 yrs., <u>if</u> duplicated in C.O.; otherwise: <u>Perm.</u> Trf. to FRC when inactive.	Temp. Destroy after 5 yrs., <u>if</u> duplicated in Area or C.O.; otherwise: <u>Perm.</u> Trf. to FRC when inactive.
153	<u>Work Papers</u>	Temp. Destroy after 1 yr.	Temp. Destroy after 1 yr.	Temp. Destroy after 1 yr.
154	<u>Other Extension Records</u> (not otherwise covered in this Schedule)	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC after 3 yrs.	Perm. Trf. to FRC after 3 yrs.
	(Items 155 - 159 reserved for future use)			

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	<u>RESOURCES RECORDS - Cont'd</u>			
	<u>FORESTRY RECORDS</u>			
160.	<u>Timber Sale Contracts</u> These records concern commercial cutting operations and include the Forestry activity copies of contracts together with related correspondence, sales plans, and other documents attached to and forming a part of the contracts. Included are the following numbered forms (or their equivalents): Contracts 5-481, 5-487, 5-489, 5-489a, 5-611, 5-611A, 5-612; contract provisions and regulations 5-612 (formerly 5-502); proposal 5-499; bond 5-488; power of attorney 5-491; certificate of completion 5-500a. (A copy of each contract is also prepared for GAO, and retained according to GAO instructions.)	Perm. (See Item 1.)	Perm. Trf. to FRC 10 yrs. after completion of contract or litigation, whichever is later.	Perm. Trf. to FRC 10 yrs. after completion of contract or litigation, whichever is later.
161.	<u>Records Supporting Timber Sale Contracts</u> Records described in this Item support the timber sale contracts, but are maintained separately from them.			
	a. <u>Timber Sale Data</u> These cards (Form 5-487a) give an abstracted history of timber cutting, and are used for quick reference concerning timber contracts, from which data are taken. Data include reservation, purchaser, seller, contract number, amount of bond, information on bids, volumes and rates of timber cut, amounts received, and stumpage data which is adjusted as changes occur.	Perm.	Temp. Use and disposition optional.	Temp. Use and disposition optional.
	b. <u>Scale Report</u> This 10-day report (on Form 5-473, or equivalent - formerly 5-496) is prepared and retained at Agencies.	---	---	Perm. Same as Item 160.

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	<u>RESOURCES RECORDS</u>			
	<u>FORESTRY - Cont'd</u>			
161.	<u>Records Supporting Timber Sale Contracts - Cont'd</u>			
	c. <u>Monthly Report of Timber Cut</u> This report (on Form 5-486, or equivalent) summarizes the Scale Reports, giving monthly cut and cumulative total for each contractor, and is used as a check on the cutter's compliance with the terms of his contract.	Perm. Trf. to FRC 3 yrs. after becoming inactive.	Perm. Trf. to FRC 5 yrs. after completion of contract or litigation, whichever is later.	Perm. Trf. to FRC 10 yrs. after completion of contract or litigation, whichever is later.
	d. <u>Check Scale Report</u> This report (on Form 5-486c, or equivalent) is prepared at Agencies monthly, with an annual summary, to check the work of scalers and certify its accuracy.	Perm. (See Item 1.)	Perm. Same as c above.	Perm. Same as c above.
	e. <u>Timber Sales Ledgers</u> These Timber Money Record and Timber Scale Record sheets are maintained in two ledgers - by Controlling Account (on Form 5-503), and by Scaling Unit (on Form 5-504), to summarize all timber sale transactions. Value and volume of timber cut, by ownership, is shown for each contract.	---	---	Perm.
	f. <u>Log Scale Books</u> These are records of amount of timber removed from each tribal section or allotment of each logging unit. Data are summarized in other records (see b, c, d, and e above).	---	---	Perm. Trf. to FRC with related contracts

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	<u>RESOURCES RECORDS</u>			
	<u>FORESTRY - Cont'd</u>			
162.	<u>Timber Cutting Permits</u> (except Cherokee, North Carolina) These are special permits, not formal contracts. Data are summarized in Agency and Area forest management reports. Included are the numbered forms indicated (or their equivalents), with related correspondence and other records: a. <u>Special Allotment Cutting Permits</u> (Form 5-613)	Perm. (See Item 1.)	Temp. Destroy 5 yrs. after completion of permit or litigation, whichever is later.	Perm. Trf. to FRC 5 yrs. after completion of permit or litigation, whichever is later.
	b. <u>Timber Cutting Permits</u> (Forms 5-924, 5-924a)	---	---	Temp. Destroy after 5 yrs.
163.	<u>Timber Management Plans</u> These are overall plans for the conservation and utilization of forests under jurisdiction of BIA. They are revised periodically to show volume of timber growth, potentials under different forms of management, and allowable annual cut under sustained yield management. a. <u>Timber Resource Data</u> This form (5-482, or equivalent) formerly served as a worksheet for, and was summarized in, revisions of the Timber Management Plans (now obsolete).	Perm. (See Item 1.) Temp. Destroy when superseded.	Perm. Trf. to FRC when inactive. Temp. Destroy when superseded.	Perm. Trf. to FRC when inactive. Temp. Destroy when superseded.

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	<u>RESOURCES RECORDS</u>			
	<u>FORESTRY - Cont'd</u>			
164.	<u>Annual Financial and Operating Statements for Indian Sawmills</u> These are ledger sheets, including profit and loss statements and balance sheets, detailed operating statements, inventory lists, analysis by species of various wood, footage cut, market price, and payroll classification. They are used for a yearly comparative analysis of operations and to determine per capita payments to Indians on timber sales.	Perm. (See Item 1.)	Perm. Trf. to FRC when inactive.	Perm. (At mill)
	<u>Financial Statements of Lumber Companies</u> These are maintained for reference use.	Perm. (See Item 1.)	Perm. Trf. to FRC after 10 yrs.	Perm. Trf. to FRC after 10 yrs.
	<u>Maps</u> These include such material as prints of each reservation's forest areas; fire organization maps; blueprint, black-and-white print, and linen copies of allotment plat books for Indian lands.			
	a. <u>Manuscript or annotated material</u>	Perm.	Perm.	Perm.
	b. <u>All Others</u> (including worksheets such as Form 5-478a and 5-478b, Topographer's Map Sheets, when not attached to record map)	Temp. Destroy when superseded or obsolete.	Temp. Destroy when superseded or obsolete.	Temp. Destroy when superseded or obsolete.
167.	<u>Agency Fire Control Plans</u>	---	Temp. Destroy 5 yrs. after plan ceases to be in effect.	Temp. Destroy 5 yrs. after plan ceases to be in effect.

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	<u>RESOURCES RECORDS</u>			
	<u>FORESTRY - Cont'd</u>			
	<u>Reports</u>			
	The following 6 Items (168-173) describe periodic reports on various aspects of forest management operations, including related correspondence.			
168.	<u>Analysis of Expenditures</u>	Perm.	Perm.	Perm.
	This analysis, prepared at the Agency (on Form 5-492, or equivalent) summarizes obligations and expenditures each fiscal year for each forest management activity, by type of funds and object, with further breakdowns for personal services. Subsidiary reports so summarized are described in <u>a</u> , <u>b</u> , and <u>c</u> below.	(See Item 1.)	Trf. to FRC after 10 yrs.	Trf. to FRC after 10 yrs.
	<u>a. Agency Time Distribution Sheets</u>	---	Temp.	Temp.
	Employee Time Distribution Summaries are consolidated, for all forestry employees at the Agency, showing total time and funds spent on each activity during the fiscal year.		Destroy after 5 yrs.	Destroy after 5 yrs.
	<u>b. Employee Time Distribution Summary</u>	---	---	Temp.
	The Time Distribution Sheets for each employee are summarized on Form 5-483-1, or equivalent, showing time and funds spent on each activity during the fiscal year.			Destroy after 5 yrs.
	<u>c. Employee Time Distribution Sheet</u>	---	---	Temp.
	A time sheet (on Form 5-483, or equivalent) is prepared for each employee each pay period, showing time spent on each activity.			Destroy 1 yr. after Annual Analysis is prepared.
169.	<u>Individual Fire Report</u>	---	Temp.	Temp.
	(Form 5-483 B, or equivalent)		Destroy after 5 yrs.	Destroy after 10 yrs., unless needed for a specific program.
	<u>Weekly Fire Danger Report</u>	---	---	Temp.
	(No longer required.)			Destroy after 3 yrs.

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	<u>RESOURCES RECORDS</u>			
	<u>FORESTRY - Cont'd</u>			
171.	<u>Agency Annual Report</u> (On Form 5-490, or equivalent)	Perm. (See Item 1.)	Perm. Trf. to FRC after 10 yrs.	Perm. Trf. to FRC after 10 yrs.
172.	<u>Area Annual Report</u> (On Form 5-490A, or equivalent)	Perm. (See Item 1.)	Perm. Trf. to FRC after 10 yrs.	---
173.	<u>Comparative Statement of Expenditures and Administrative Deductions</u> This summary shows expenditures and deductions for each fiscal year, from Federal and Tribal funds, at each reservation:			
	a. <u>Cumulative</u> A sheet for each reservation (Form 5-614, or equivalent) contains postings for each fiscal year, showing current and accumulated totals.	Perm. (See Item 1.)	Perm.	Perm.
	b. <u>Annual</u> Data are prepared (on Form 5-614-1, or equivalent) at each Agency, at the end of each fiscal year, and forwarded to Area and Central Offices for posting to permanent Cumulative sheet.	Temp. Destroy 5 yrs. after posting to Form 5-614.	Temp. Destroy 5 yrs. after posting to Form 5-614.	Temp. Destroy 5 yrs. after posting to Form 5-614.
	(Items 174 - 179 reserved for future use)			

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	<u>RESOURCES RECORDS - Cont'd</u>			
	<u>HOUSING DEVELOPMENT RECORDS</u>			
180.	<u>Miscellaneous Records</u> These are records documenting the policies, objectives, and accomplishments of the BIA program, in collaboration with other Government agencies, to improve housing facilities for Indians on the reservations by such means as construction of individual homes on a self-help basis, low-rent housing projects, urban renewal, and construction of nursing homes and housing for the elderly. Included are documents required by the Public Housing Administration such as copies of tribal ordinances establishing a tribal housing authority and tribal programs for community development; accounting records concerning the self-help program; status and other reports; and related correspondence. <u>NOTE:</u> Until further experience in this new program has been gained, all official record material is designated for indefinite retention (Perm.) at each organizational level.	Perm. (See Item 1.)	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
	(Items 181 - 189 reserved for future use)			

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	<u>RESOURCES RECORDS - Cont'd</u>			
	<u>INDUSTRIAL DEVELOPMENT RECORDS</u>			
190.	<u>Miscellaneous Records</u> These are records documenting the policies, objectives, and accomplishments of the BIA program to improve the economic condition of Indians by expansion of existing or development of new industry on or near reservations to increase employment opportunities of Indian people in economically depressed reservation areas. Included are such records as statistical data and related information concerning the reservation areas developed through economic and labor resource surveys and investigations, and through liaison activities with industry, government (Federal, State, and community), and other organizations; and related correspondence.	Perm. (See Item 1.)	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
	<u>Annual Reports</u>			(See NOTE * below.)
	a. <u>Field Office</u> Statistical and narrative reports prepared by each Industrial Development Field Office and forwarded to the Central Office, summarizing its activities for the year.	Perm. (See Item 1.)	---	Perm. * Trf. to FRC after 5 yrs.
	b. <u>Central Office</u> Statistical and narrative reports prepared by the Central Office reflecting the overall accomplishments of the program for the year, and future program goals.	Perm. (See Item 1.)	---	---
192.	<u>Monthly Narrative Reports</u> These are reports by Field and Area Industrial Specialists, forwarded to the Central Office, summarizing their activities including field trips, meetings attended, and contacts with industry, government, and other organizations.	Perm. (See Item 1.)	Perm. Trf. to FRC after 5 yrs.	Perm. * Trf. to FRC after 5 yrs.
193.	<u>Industrial Contact Reports</u> These are reports by Field and Area Industrial Specialists covering each separate contact with industry, forwarded with the monthly narrative reports.	Perm. (See Item 1.)	Perm. Trf. to FRC when inactive.	Perm. * Trf. to FRC when inactive.

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	<u>RESOURCES RECORDS</u>			
	<u>INDUSTRIAL DEVELOPMENT</u> - Cont'd			
194.	<u>Staff Officers' Reports</u> These are reports prepared by Field and Area Industrial Development Specialists at the conclusion of each field trip on an individual agency or office basis, giving a summary of activities and conclusions reached. <u>NOTE:</u> Until further experience in this relatively new program has been gained, all official record material is designated for indefinite retention (Perm.) at each organizational level. * Reports designated "Perm." are those in the Field Industrial Development Offices. Copies furnished Agencies or other local field offices are for information (see Item 5).	Perm. (See Item 1.)	Perm. Trf. to FRC after 5 yrs.	Perm. Trf. to FRC after 5 yrs.
	(Items 195 - 199 reserved for future use)			

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	<u>RESOURCES RECORDS - Cont'd</u>			
	<u>IRRIGATION RECORDS</u>			
200.	<u>River Basin Investigation Reports</u> These contain studies on irrigation, economic conditions, and resources at Indian reservations in the river basins (such as the Missouri River Basin), to be used in drawing up programs for the area. Basin programs involve development and coordination of BIA programs with those of other agencies in river basins, and the transfer of Indian population to other lands when parts of reservations are flooded by water development projects.	Perm. (Some are in Billings MRBI Project Office)	---	---
201.	<u>Irrigation Project Case Files</u> These include such material as copy of agreement for lease of land for the project, description and summary, maps, range resources studies, water storage data, operation and maintenance plans, summary of costs, finance plan, programs of work, and related correspondence.	Perm. (See Item 1.)	Temp. Destroy 5 yrs. after completion of project.	Perm.
202.	<u>Survey Books, Irrigation Project Maps, Drawings, Plans, and Blueprints</u> <u>Water Rights and Legal Case Files</u> These are files of contracts and related papers granting permanent water rights to individuals, and legal case files involving irrigation matters.	---	Temp. Destroy after superseded.	Perm. Main record copy.
204.	<u>Assessment Order Modifications</u> These are files of correspondence relating to modification of operation and maintenance assessment orders.	Perm. (See Item 1.)	Perm.	---
205.	<u>Maps</u> This is a record set (one copy of each version) of maps showing irrigated areas, land proposed for restoration, and water drainage.	Perm.	Perm.	Perm.
(Items 206 - 209 reserved for future use)				

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	<u>RESOURCES RECORDS</u> - Cont'd			
	<u>LAND RECORDS</u> These are records pertaining to the management of Indian lands, described in the items below. Some of these papers are duplicated in the Bureau of Land Management.	(See Item 1, for general correspondence)		
210.	<u>Land Allotment and Assignment Records</u> These records document the allotment and assignment of Federal Government land to tribes and individual Indians, and their subsequent custody by the Indians, under Acts of Congress, treaty rights, and other agreements. They are still used to establish Indian rights and titles to land. Included are such records as allotment books or schedules and case files; allotment or estate record cards; tribal land assignment files; land registers and record books; records of contested land allotment cases; and related indexes, correspondence, and other papers such as heirship card indexes. Of major importance are: (1) Allotment books or schedules, which are journal books listing Indians who have been given public lands under the various Acts. They give allottee's name, allotment number, age, sex, and family history; legal description of land and approval of the schedule by the Secretary of the Interior, with citation of legal authority for the allotment. (2) At Agencies only, allotment case files ("allotment folders"), including copies of birth certificates, family records, social and economic surveys, applications and receipts for patents in fee, lease records, petitions for sale of inherited lands, reports of probate findings, and related correspondence.	Perm. NOTE: The official record copies are (or will be) in the Area Title Plant when records for a given reservation are transferred to it.	Perm. (See NOTE under Central Office.)	Perm. Trf. to FRC when inactive.
211.	<u>Plat Books</u> These show parcels of land allotted to Indians, and other items such as townsites, reclamation withdrawals, reservoirs, agency and school reserves, etc.; also plat number, township, range, and meridian. Notations on the plats indicate boundaries of land allotted and allotment number of the allottee, and indicate any further changes in land ownership.	Perm. (See NOTE, Item 210.)	Perm. (See NOTE, Item 210.)	Perm.

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	<u>RESOURCES RECORDS</u>			
	<u>LAND - Cont'd</u>			
212.	<u>Land Transaction Files</u> These are numbered case files covering land transactions such as exchanges between tribe and non-Indians, sales made to non-Indians, exchanges between Indians by deed or patent in fee, and conveyances made to another Indian or tribe by an order transferring inherited interest in Indian land. Included is such material as resolutions from tribes agreeing to exchange, appraisal reports (formerly certificates), correspondence justifying transactions, title opinions by legal counsel, letters to Bureau of Land Management to issue patents in fee to non-Indians, petitions for sale, reports by agency superintendents, certificates of indebtedness, original bids, abstracts of bids, copies of advertisements, written consent of heirs to sell, and related correspondence and alphabetical indexes to case files. Separate groups of files may be maintained for acquisitions, exchanges, and sales.			
	a. <u>Records documenting the acquisition, exchange, and sale of Indian lands</u>	Perm. (See Item 1.)	Perm. Trf. to FRC with related indexes after 10 yrs.	Perm.
	b. <u>Aborted petitions to sell, transfer, or otherwise alienate rights or property</u>	---	---	Temp. Destroy when 5 yrs. old.

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	RESOURCES RECORDS			
	<u>LAND - Cont'd</u>			
213.	<u>Tract Books and Related Indexes</u> These are journal books showing transactions relating to particular tracts of land. Shown is legal description of land (subdivision, section, township, range, and acreage); Indian and English names of allottee; date tract is reported to Secretary of the Interior for patent; date of approval; date and number of patent; Indian's allotment number; file number of heirship; and a listing of any further transactions relating to the tract.	Perm. (See NOTE, Item 210.)	Perm. (See NOTE, Item 210.)	Perm.
214.	<u>Title Files - Deeds</u> These are copies of deeds issued to Indians, conveying land (allotted and unallotted), and similar or related documents giving evidence of land ownership such as: abstracts; homestead patents; record books of conveyance of deed; title examiners' reports; and related indexes. Original is normally sent to Agency after Area Office approval for delivery to the Indian, or held in safe-keeping for him. Deeds are in bound volumes or binders. The earlier books contain manuscript copy of deed handwritten into the book, while later ones consist of typewritten carbon copies of deeds bound into books or filed loose in book-type boxes.	Perm. (See NOTE, Item 210.)	Perm. (See NOTE, Item 210.)	Perm. Trf. to FRC 5 yrs. after restrictions are removed and/or trusts terminated.
215.	<u>Acquired Sub-Marginal Land Books</u> These are journal books listing lands acquired from the Dept. of Agriculture, which purchased them under Acts of Congress between 1933 and 1937. Entries include tract number, name of grantor, legal description of land, date of approval by the Attorney General, date of deed, and purchase price.	Perm.	---	---
216.	<u>Records on Removal of Restrictions</u> These are case files containing applications for removal of restrictions, records of action taken, and related papers and indexes.	Perm. (See Item 1, and NOTE, Item 210.)	Perm. (See NOTE, Item 210.)	Perm.

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RECORDS CONTROL SCHEDULE

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ITEM NO.	DESCRIPTION OF RECORDS	RETENTION PERIOD AND INSTRUCTIONS		
		Central Office	Area Office	Agency, etc.
	<u>RESOURCES RECORDS</u>			
	<u>LAND - Cont'd</u>			
217.	<u>Field Notes of Land Surveys</u> These are notebooks containing the initial observations of an engineer or other specialist from which he later precisely established the metes and bounds of a specific piece of land, or pinpointed and analyzed one or more of its resources.	---	---	Perm.
218.	<u>Maps, Plans, and Related Indexes</u>			
	a. <u>Township Maps and Plats and Town Plans</u> These include township maps and plats (other than those described in Items 211 and 213) and town plans, giving such detailed information as section, township, and range of land and, in some cases, ownership of various tracts and changes in ownership, together with related tracings, documents, and indexes.	Temp. (Information copies, except those in Item 1.)	Perm.	Perm.
	b. <u>Right-of-Way Map Files</u> These are maps showing rights-of-way or easements granted over Indian lands for roads, power lines, railroads, communication lines, irrigation ditches, canals, pipelines, etc.; also related tracings, blueprints, and indexes. The only collected set of maps and complete index (giving file and map numbers, brief of map, and date of approval) is in the Central Office. The Bureau of Land Management has a tracing and print of each right-of-way map.	Perm. (See NOTE, Item 210.)	Perm. (See NOTE, Item 210.)	Perm.
	c. <u>Land Acquisition Map Books</u> These include original maps and copies of public maps used as base maps and annotated. They show the location of land purchased under the Indian Reorganization Act, indicating the township in which located and such items as Indian reservations and irrigation projects. Although these files contain some nonrecord material, most of the maps in the Central Office are not duplicated elsewhere.	Perm.	---	---

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ITEM NO.	DESCRIPTION OF RECORDS	RETENTION PERIOD AND INSTRUCTIONS		
		Central Office	Area Office	Agency, etc.
	RESOURCES RECORDS			
	<u>LAND - Cont'd</u>			
219.	<u>Lease Files and Related Indexes</u> These are mineral, oil and gas, business, and farming and grazing leases; land office ledgers; and sand and gravel permits. Leases are often in case files, including such related material as estimates, appraisals, restrictions, affidavits, and correspondence. (Copies of oil and gas leases are forwarded to Central Office, General Accounting Office, and Geological Survey; except that none for Oklahoma areas have been furnished Central Office since 1950.) (See Item 244 for Grazing Permits, and Items 160-162 for Timber Contracts and Permits.)			
	a. <u>Mineral leases over \$25,000 (Including oil & gas)</u> These files contain such material as copy of lease, lease bond, transmittal form for lease and bond, Geological Survey report, statement and certificate of awards, lease assignments, related correspondence, and other supporting papers.	Perm. (See Item 1.)	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
	b. <u>Oklahoma oil and gas leases over \$25,000, 1950 and later</u>	---	---	Perm.
	c. <u>All other leases</u>	---	---	Temp. Destroy 7 yrs. after termination of lease (unless needed for specific purpose).
220.	<u>Lease Accounting Files and Related Indexes</u> These are accounting records relating to the availability, collection, custody, and deposit of royalties, rentals, and other funds derived from leases of Indian land or mineral or other resources rights, and records of the disbursement of such funds.	---	---	Perm. Trf. to FRC after 5 yrs.

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ITEM NO.	DESCRIPTION OF RECORDS	RETENTION PERIOD AND INSTRUCTIONS		
		Central Office	Area Office	Agency, etc.
	<u>RESOURCES RECORDS</u>			
	<u>LAND - Cont'd</u>			
221.	<u>Oil Well Records</u> These include well logs, plugging records, production reports, and lease status reports. They are useful for possible future secondary recovery of oil.	---	---	Perm.
222.	<u>Town Lot Use Permits</u> These are records concerning use of restricted lands, or land for which it has been impossible to secure clear legal title, and related material.			
	a. <u>Copies of rent receipts</u>	---	---	Temp. Destroy after 1 yr.
	b. <u>All other records</u>	---	---	Temp. Destroy 1 yr. after permit expires.
223.	<u>Real Property Insurance Policies</u> These are insurance policies on restricted real property, and related card records.	---	---	Temp. Destroy 5 yrs. after policy is cancelled or terminated
224.	<u>Reports</u> These are periodic reports and related data and correspondence, on all phases of real property management. They contain such information as number of cases, acreage, valuation, production and income for each type of ownership (tribal, individual, or Government) covering: acquisitions and disposals of land; surface leases and permits; oil-and-gas and other mining leases and permits; and real estate appraisals.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
	(Items 225 - 239 reserved for future use)			

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ITEM No.	DESCRIPTION OF RECORDS	RETENTION PERIOD AND INSTRUCTIONS		
		Central Office	Area Office	Agency, etc.
	<u>RESOURCES RECORDS - Cont'd</u>			
	<u>RANGE AND WILDLIFE RECORDS</u>			
240.	<u>Range and Soil Surveys</u> These are studies of the irrigation and cultivation potential of the soil in particular areas, and of the grazing potential of particular range areas, including a determination of such factors as water availability, type of forage, fencing, and topography.	---	Perm.	Perm.
241.	<u>Range Management Plans</u> These are periodic plans for the conservation and utilization of the range lands under jurisdiction of BIA.	---	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
242.	<u>Maps</u> These files include such material as prints of each reservation's forest and forage areas, range unit maps, and blueprint, black-and-white print, and linen copies of allotment plat books for Indian lands.			
	a. <u>Manuscript or annotated material, and one copy of each version (a record set)</u>	Perm. (See Item 1.)	Perm.	Perm.
	b. <u>All Others</u>	Temp. Destroy after superseded or obsolete.	Temp. Destroy after superseded or obsolete.	Temp. Destroy after superseded or obsolete.
243.	<u>Range Unit Records</u> In ledger form, these give information on range permits, including name of permittee, area of the range, authorized stocking, grazing season, grazing value, number of livestock grazed, reservation, permit period, etc. They are used to keep account of the grazing land and in making decisions on grazing permit matters.	Perm.	Temp. Destroy after 5 yrs.	Perm. Trf. to FRC after 5 yrs.

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ITEM NO.	DESCRIPTION OF RECORDS	RETENTION PERIOD AND INSTRUCTIONS		
		Central Office	Area Office	Agency, etc.
	RESOURCES RECORDS			
	<u>RANGE AND WILDLIFE - Cont'd</u>			
244.	<u>Grazing Permit Case Files</u> These include such material as bidder's proposal for grazing privileges; statement and certificate of award; grazing permit and modifications, if any; penal or surety bond; schedule of lands; listing of individual Indian moneys and tribal enterprises; and related correspondence. If arranged numerically, there is a related alphabetical index.	---	Temp. Destroy 3 yrs. after expiration of permit.	Perm. Trf. to FRC 3 yrs. after expiration of permit.
245.	<u>Grazing Permit Bid Files</u> These files include abstracts of bids, supporting advertising copy, and related correspondence.	Perm. (See Item 1.)	Temp. Destroy 2 yrs. after GAO audit.	Perm. Trf. to FRC 2 yrs. after GAO audit.
246.	<u>Authority to Grant Grazing Privileges</u> This is authority from the individual Indian to BIA to grant grazing privileges on allotted land.			
	a. <u>Copy in allotment (or other case) folder</u>	---	---	Perm.
	b. <u>All other copies</u>	---	---	Temp. Destroy after superseded or obsolete.
247.	<u>Reports</u> These are periodic and special reports on various phases of range operations and on outdoor recreation and wildlife; and related correspondence.			
	a. <u>Annual Reports and Summaries</u> Agency annual reports are summarized at the Area and a consolidated report forwarded to the Central Office.	Perm.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC after 5 yrs.
	b. <u>Other (Special) Reports</u>	Perm.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
	(Items 248 - 249 reserved for future use)			

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ITEM NO.	DESCRIPTION OF RECORDS	RETENTION PERIOD AND INSTRUCTIONS		
		Central Office	Area Office	Agency, etc.
	<u>RESOURCES RECORDS - Cont'd</u>			
	<u>ROADS RECORDS</u>			
250.	<u>Maps</u> These include such material as tracings, blueprints, and profiles of road and bridge construction projects, reservation road system maps, Government and commercially printed maps showing roads and highways on Indian lands, and related descriptions of routes.	Perm. (Some are under Item 1.)	Perm. Trf. inactive materials to FRC.	Perm. (Main record set.)
251.	<u>Survey Books and Survey Field Notes</u> These are the original notes.	---	Perm.	Perm.
252.	<u>Road Construction Project Files</u> These are project case files relating to the construction and maintenance of roads and bridges including proposals, operating schedules, estimates of proposed road construction, plans, cost estimates, progress reports, final statements or summaries of project costs, correspondence, and other related material.	---	Perm. Trf. to FRC 5 yrs. after completion of project.	Perm. Trf. to FRC 5 yrs. after completion of project.
253.	<u>Road Program Files</u> These include such material as estimates of proposed road construction program projects and related materials. Copies are at Bureau of Public Roads.	Perm. (See Item 1.)	Temp. Destroy obsolete files 5 yrs. after revised program approved.	Temp. Destroy after 10 yrs.
254.	<u>Roads Reports</u> These are periodic reports and related correspondence on road construction and maintenance activities, containing such information as work program status; annual summary of road construction completed during year, with unit cost; annual road inventory giving classification of the roads system and miles under maintenance; control and public works schedules; proposed projects; record of work program; and projects and obligations.	Perm. (See Item 1.)	Temp. Destroy after 5 fiscal yrs.	Temp. Destroy when 10 yrs. old.
	(Items 255 - 259 reserved for future use)			

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ITEM NO.	DESCRIPTION OF RECORDS	RETENTION PERIOD AND INSTRUCTIONS		
		Central Office	Area Office	Agency, etc.
	<u>RESOURCES RECORDS - Cont'd</u>			
	<u>SOIL AND MOISTURE CONSERVATION RECORDS</u>			
260.	<u>Soil and Range Surveys</u> These are studies of the irrigation and cultivation potential of the soil in particular areas, and of the grazing potential of particular range areas, including a determination of such factors as water availability, type of forage, fencing, and topography.	Perm.	Perm.	Perm. (Partial duplication of Area Office files.)
261.	<u>Long Term Cropping Plans</u> These are plans for crop rotation on particular lands covering a relatively long period. They include also a crop history of the land, giving the crops that have been grown on the land and the yield obtained for each.	---	Perm.	Perm.
262.	<u>Farm Plans and Related Papers</u> These are conservation plans for individual farms based on preliminary surveys and, at times, on relatively long term plans.	---	Temp. Destroy 5 yrs. after plan completed.	Perm. Trf. to FRC when inactive.
263.	<u>Maps</u> This is a record set (one copy of each version) of various maps pertaining to soil conservation including annotated base maps showing erosion condition, technical survey maps showing types of soil, index maps showing where surveys were made, land proposed for restoration, and water drainage. These maps are used to make recommendations as to proper land use and erosion control.	Perm.	Perm.	Perm.

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ITEM NO.	DESCRIPTION OF RECORDS	RETENTION PERIOD AND INSTRUCTIONS		
		Central Office	Area Office	Agency, etc.
	<u>RESOURCES RECORDS</u>			
	<u>SOIL AND MOISTURE CONSERVATION - Cont'd</u>			
264.	<u>Soil and Moisture Conservation Reports</u> These include periodic and special reports, narrative and statistical, prepared at all levels.			
	a. <u>Annual Statistical</u> (on Form 5-302)	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
	b. <u>Quarterly Reports</u>	---	Temp. Destroy after 1 fiscal yr.	Perm. Trf. to FRC when inactive.
	c. <u>All Other Reports</u>	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.	Perm. Trf. to FRC when inactive.
	(Items 265 - 269 reserved for future use)			

SUPPLEMENTAL DISPOSAL LIST FOR CENTRAL OFFICE FILES

Correspondence files, in the Central Office only, classified under the subject codes listed below are authorized (by Job No. II-NNA 2157, approved July 10, 1956) for disposal after the period indicated.

I. Destroy 8 years after date on file cover:

Subject Code	Title	Subject Code	Title
012	Proclamations	504.1	Bills of Lading
041	Publications - Newspapers	504.4	Delays & Losses in Transit
043	Interviews & Introductions	504.5	Shipping Directions
045	Addresses & Speeches	505	Transfer of Surplus Property from School to School
046	Advertising	510	<u>Maintenance</u>
111	Executive Orders (Printed)	511	Rations
138	Locations - Addresses of Persons	512	Clothing, Dry Goods, Shoes, Flags, etc.
141	Mail Matters	513	Food Stuffs & Ice As a Supply
141.1	Penalty Envelopes	514	Fuel & Lighting Supplies
143	Telegraph Service & Rates	515	Soaps & Cleaning Compound
144	Telephone Service & Rates	516	Leather - Mail Bags
145	<u>Communication</u> - Correspondence	517	Food Conservation
147	Newspaper Clippings	520	<u>Repair Material</u> & Irregular Labor - Irrigation Labor
152	Inspection of Supplies & Stock	521	Lumber - Flag Poles
160.1	Official Signatures of Officers & Employees	522	Bricks, Stone, Asphaltum, Shingles, etc.
160.2	Details & Visits	523	Lime & Cement
160.5	Itinerary of Traveling Officials	524	Paintstuffs & Oil - Except Fuel & Lighting & Floor Oil
164	Leaves of Absence	525	Hardware, Electrical Appliances, & Plumbing
166	Hours of Labor	526	Sawdust
167	Efficiency Reports	530	<u>Household Supplies</u>
176	Notaries Public	531	<u>Furniture</u>
203	<u>Finance & Accounts</u> - Banks, Control of	532	Hangings & Draperies - Awnings
206	Board & Lodging	533	Floor Coverings
220.2	Statement of Funds	534	Crockery - Tableware
220.3	Deposit of Funds - Certificates of Deposit	535	Stoves & Kitchen Utensils
221	Checks - Warrants & Drafts	536	Sewing Machines
222	Money Orders	537	Blankets, Mattresses, etc.
230	Interest on Funds, Loans - Usury	540	<u>Office Supplies</u>
252	Vouchers for Approval	541	Stationery, Blanks, & Forms, Printer's Ink, Varnishes, etc.
280.1	Penalty for Non-Fulfillment of Contract	542	Writing & Adding Machines - Mimeograph
419	Playgrounds, Tennis Courts, Landscaping, etc.	543	Furniture - Watchman's Clocks
500	<u>Supplies & Stock</u>	544	Printed Books - Printing & Binding
501	Annual Lettings & Estimates		
501.1	Changes in Specifications		
502	Bids & Awards		
504	Transportation of Supplies & Stock		

Cont'd

I. Central Office 8-Year Disposal List - Cont'd

Subject Code	Title	Subject Code	Title
550	<u>Stable Supplies</u> - Rock Salt	572	Instruments, Field Glasses, etc.
551	Grain Feed	572.1	Surgical Instruments - Safety Devices
552	Forage	572.2	Musical Supplies - Radio
553	Harness & Blankets	572.3	Surveyor's Instruments
560	<u>Farm Stock</u> & Supplies & Labor	573	Artificial Limbs, Eyes, etc.
562	Seeds, Trees, Shrubbery, Sprays for Trees	575	Athletic Goods & Supplies - School Supplies - Magazines
563	Sheep Dip & Cattle Dip - Dipping Plants	576	Scales
567	Hides	577	Equipment for Field Officers
571	Drugs & Medicals - Insect Powders	579	Dental Supplies
		804	Education - Text Books

II. Destroy 15 years after date on file cover:

Subject Code	Title	Subject Code	Title
043	Photographs - Moving Pictures, Films, etc.	413	Shops - Laundries, etc.
142	Post Offices	414	Mills
160.4	Boarding Clubs & Messes	415	Stables, Barns, etc.
161	Bonds of Officers & Employees	416	Portable Buildings & Tents
205	<u>Finance & Accounts</u> - Traveling Expenses	418	Wharves, Warehouses, Docks, etc.
207	Fees, Witness, etc. - Registration Fees	421	<u>Equipment</u> - Fire Extinguishers & Protection
223	Bonds Covering Funds, Checks, etc.	422	Machinery & Tools - Heating Systems - Lighting Plants
231	Investments - Bonds	423	Ice Plants & Cold Storage - Refrigeration
251	Accounts of Disbursing Officers	440	Plans
262	Claims for Supplies, Stock	441	Drawings
264	Claims for Personal Service	442	Blue Prints
280	<u>Contracts</u>	561	Implements, Wagons, Automobiles, Boats, Canoes, etc.
283	Personal Service Contracts	564	Cattle
284	Freight & Passenger Transportation Contracts	565	Horses & Mules
285	Laundry Work, etc., Contracts	566	Miscellaneous Stock - Sheep
401	<u>Buildings & Equipment</u> - Bids & Awards	570	Miscellaneous Supplies - Coffins - Spectacles - Cameras - X-ray
402	Building Sites	574	Arms & Ammunition
411	<u>Buildings</u> - Schools	805	<u>Education</u> - School Terms, Vacations, Commencements
412	Dormitories - Quarters - Building of Hospitals	831	Teachers - Institutes & Teachers Conventions

CONVERSION TABLE

The combined ("New") Records Control Schedule, Supplement 1, includes all items in the previous ("Old") Schedules, which were issued as reprints of the approved Requests for Authority to Dispose of Records (Standard Form 115), numbered as:

For Central Office - Job No. II-NNA 1135

For Area Offices - Job No. II-NNA 1136

For Local Field Offices - Job No. II-NNA 1137

The following conversion table will serve as a convenient reference for locating in the new Schedule the Items listed in the old Schedules, which are the basic authority and with which many employees are familiar.

CENTRAL OFFICE				AREA OFFICES					
Item No.		Item No.		Item No.		Item No.		Item No.	
Old	New	Old	New	Old	New	Old	New	Old	New
1	1	14	140-a	1-a	166-a,	21	142	50	85-b
-a	7	15-a	2		242-a	22	146, 154	51	101
-b	8	-b	"	-b	166-b,	23	250	52	100
-c	46-a	16	140-a		242-b	24	251	53	104
-d	30	17	218-b	2	244	25	252	54	103
-e	31	18	166-a,	3	245	26	253	55-a	121
-f	45		205, 263	4	163, 241	27	254	-b	"
-g	200	19	250	5	167	28	52	56	124-b
-h	23, 40, 41,	20	218-c	6	160	29	51	57	124-a, -c,
	42, 43, 44	21	10	7	165	30	53		-d
-i	1, 210,	22	213	8-a	169, 243	31	57	58	120
	212, 218-a	23	214	-b	171, 172,	32	50	59	110
-j	219-a	24	215		247-a	33	58	60	112
-k	150-b	25	211	-c	168	34	212-a	61	"
-l	113	26	210	9	201	35	214	62	113
-m	25	27	140-b	10	202	36	"	63	43
-n	120	28	141	11	203	37	218-a	64	42
-o	124-a	29	164	12	204	38	131-b	65	44
-p	130	30	161-c	13	240, 260	39-a	" -a	66	40
-q	70	31	" -a	14	261	-b	" -b	67	41
2	20	32	243	15	262	40	133	68	34
3	(GRS 1, 2)	33-a	131-a	16-a	264-b	41	131-c	69	31
4	(GRS 1)	-b	" -e	-b	" -c	42	130	70	32
5	9	-c	" -b	17-a	140-a, -b	43-a	80-a	71	33
6	12	34	71	-b	140-a, -b	-b	" -b	72	35
7	59	35	83	18-a	143, 151-a,	44	72	73	7
8	6, 7	36	112		151-b	45	86	74	11
9	55	37	76	-b	143, 150-a,	46	79	75	5
10	51	38-a	88-a		152	47	77	76	1
11	52	-b	" -b	19	145	48	84	77	2
12	54	39	87	20	144, 150-b,	49-a	85-a	78	22
13	50				151-b	-b	" -b	79	60

CONVERSION TABLE - Cont'd

LOCAL FIELD OFFICES (Agencies, Subagencies, A.F.O.'s, Schools, Projects, etc.)					
Item No.		Item No.		Item No.	
Old	New	Old	New	Old	New
1-a	166-a, 242-a	30	217	64	80-a
-b	166-b, 242-b	31	218-b	65	101
2	244	32-a	219-a	66	100
3-a	246-a	-b	" -b	67	104
-b	" -b	-c	" -c	68	103
4	245	33	220	69	25
5	167	34	221	70	27-a
6-a	160	35	224	71	"
-b	162-b	36-a	24-a	72	26
7	161-f	-b	" -b	73-a	27-a
8-a	171, 247-a	37	223	-b	" -b
-b	169, 170	38-a	222-a	-c	" -b
9	201	-b	" -b	74-a	21
10	202	39	46-b	-b	"
11	203	40	133	75-a	124-a
12	240, 260	41	"	-b	124-c, -d
13	261	42	"	76-a	121
14	262	43	"	-b	"
15	264-a, -b, -c	44-a	"	77	122
16	140-a, -b	-b	"	78	123
17-a	143-a, 153	45	"	79-a	112
-b	143, 151-a, -b	46	"	-b	111
-c	143, 145, 146,	47	131-d	80	43
	150-a, 152	48-a	133	81	46-a
18-a	218-b	-b	"	82	" -b
-b	251	49	"	83	40
-c	250	50	"	84	41
-d	252	51-a	131-a	85	31
-e	253, 254	-b	" -b	86	3
19-a	52	52	132	87	24-b
-b	"	53	73	88-a	1
20	51	54-a	74-a	-b	"
21	53	-b	" -b	-c	"
22	218-b	55	75	89	2
23	56	56	82	90	5
24	46-a	57	76	91	(GRS 6)
25	210	58	78	92	13
26-a	212-a	59	84	93	14
-b	" -b	60	81	94	(GRS 3)
27	216	61	90	95	60
28	214	62	89	96	59
29	211, 213, 218-a	63	91		

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Accident reports			
Motor vehicle		10	5
Other than motor vehicle (Not scheduled - retain)			
Accountability			
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Acquisition of real property			
Government-owned		3	2
Trust (Indian)	212		
Administrative			
Audit correspondence		6	6
Copy files, misc.	4		
Issuances	7	13	1 &
		16	1
Management		16	1-10
Adult			
Education program	92		
Vocational training	100-104		
Allocation of space		11	2
Allotment(s)			
Funds (appropriations, apportionments)			
Administrative copies of schedules, reports, etc. .	4		
Fiscal office records and reports		7	3
Tribal	23		
Land, to Indians	210		
American Institute of Architects publications	55		
Anonymous letters		14	7

Subject	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Applications for			
Employment, successful & unsuccessful		1	1 & 15
Leave		2	8
Quarters	60	15	7
Appointments, personnel		1	4
Appraisal reports, real property (trust)	212		
Appropriations and apportionments			
Allotments of funds		7	3
Language sheets (budget)		5	2
Reports		5	5
Schedules of		5	6
Warrants		6	5
Arms distribution sheets		18	20 d
Arts and crafts, general files	12		
Assessment order modifications (irrigation)	204		
Assignment(s)			
Land (trust)	210		
Quarters	60	15	5
Attorney (tribal) contracts	47		
Audits, administrative, correspondence re		6	6
(For GAO site-audit, see BIA Item 27, and page 1 of ...		6)	
Authorizations			
Budget, for personnel ceiling controls		2	12
Travel	4	9	3, 4
Availability of Funds		6	5
Awards			
Contracts		3	4, 6
Employee, incentive (suggestions, superior performance)		1	12, 13
Badges, identification		11	4
Bibliographies, check lists, and indexes of publications .		14	8
Bids and lists of		3	6
Bills of lading	4	9	1
Binding, job or project records		13	3
Birth, death, and marriage records	46-b		
Bond(s)			
Savings - payroll records	4	2	4-7
Surety			
Contracts		3	4
Employees'		6	7

Subject	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Budget(s)			
Authorizations controlling personnel ceilings		2	12
Preparation, presentation and apportionment		5	1-6
Estimates, budget office		5	2
Tribal	23		
Work papers		5	4
Building(s)			
Maintenance service requests		11	5
and Utilities - construction, maintenance, etc.	50-60		
Business leases	219, 220		
Cards, identification		11	4
Catalogs, price lists, etc.	5		
Cartographic, photogrammetric, and related records		17	1-18
Certificates			
Eligibles, personnel		1	5
Performance ratings		1	24
Settlement of accounts & claims		6	3 & 4
Certification sheets, payroll		2	13
Change slips, payroll		2	15
Charts		13	1
Check lists and receipts	4	2	13
Checks, duplicates, IIM	27		
Chronological files	2		
Civil defense		18	27-31
Civilian Conservation Corps projects	56		
Claims			
Case files	34		
Settlement certificates (GAO)		6	4
Classified (security) documents, control of		18	3-8
Collection of funds			
IIM vouchers	27		
Miscellaneous records re		6	1, 5, 6
Congressional Record	5		
Commendations, complaints, criticisms, etc.		14	7
Commercial bills of lading		9	1
Communications - mail, wire, wireless		12	1-7
Constitutions, by-laws, and charters (tribal)	42		
Construction			
Buildings and utilities	51-53		
Irrigation projects	201		
Roads projects	252		

Subject	BIA	Gen. Records	
	Item No.	Sched. No.	Item No.
"Contact" files (individual Indian - 006)	3		
Contracts			
Attorneys (tribal)	47		
Education	79		
Procurement (official record copy, etc.)		3	4
Contractor's payrolls		3	12
Timber sale	160, 161		
Veterans Administration	89		
Control registers			
Bills of lading		9	1 b(3)
Mail		12	5, 6
Messages		12	3
Payroll		2	14
Printing and binding		13	4
Correspondence, general (including old "Letterbooks") ...	1		
Chronological files	2		
Cost			
Accounting - correspondence, reports, ledgers, etc. ..		8	2, 7, 8
Motor vehicle data		10	3
Statements (budget estimates)		5	4
Court (Indian) records	111		
Credit and financing program	140- 146		
Credit card purchases files		3	4, 5
Cropping plans, long term	261		
Deeds, to real property			
Government-owned		3	2
Trust (Indian)	214		
Deferment, military, of employees		1	19
Delivery receipts, messenger service		12	1
Demurrage reports, freight shipments		9	1
Deposits of funds		6	5
Difference statements, accounting		6	3
Directives - see "Administrative issuances"			
Directory service listings		11	3
Disbursements of funds			
Accountable officers' records		6	1, 6
IIM accounts	25-27		
Dispatch records, messenger service		12	1

Subject	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Dispensary logs, etc.			
Employee health units		1	20-23
Indian health program	131, 133		
Disposal of Government property			
Personal, surplus		4	1, 5, 6
Real, surplus		4	2, 3, 7
Records (files and other documents)		16	3
Drawings, plans, specifications - buildings & utilities .	51		
Drivers' tests and permits, to operate Gov't vehicles ..		1	25
Duplicating, printing, binding, and distribution		13	1-7
Earning and service cards, individual (payroll)		2	1
Education program	70-92		
Contracts	79		
Loans and grants	76, 77		
Efficiency (performance) ratings			
Boards of review		1	9
Certificates		1	24
Emergency planning - civil defense, evacuation, etc.		18	27-31
Employee (see also "Personnel")			
Health and medical services		1	20-23
Interview records		1	8
Record cards, informational		1	6
Service record cards, official		1	2
Suggestions and awards for		1	12, 13
Employment assistance program	100- 104 46		
Enrollment, tribal			
Equipment			
Inventory		3	10
Maintenance service requests		11	5
Requests for and procurement of		3	1, 4, 5, 9
Service logs, wireless		12	3
Evaluation			
Buildings and utilities, survey	50		
Quarters	59		
Exceptions, GAO notices of		6	2
Excess property, real and personal, reports of		4	3 & 5
Expenditure accounting		7	1-4
Extension services	150- 154		

Subject	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Facilities, security and protective services for	58	18	9-21
Farm plans	262		
Farming leases	219, 220		
Federal Registers	5		
Field receipts, collector's copy, Form 5-777	4		
Field survey notes			
Irrigation	202		
Land	217		
Miscellaneous		17	30
Roads	251		
Fire			
Control plans, agency	167		
Danger report	170		
Hazards, prevention of, in buildings, etc.		18	10, 12
Individual, reports of	169		
Forestry activities	160- 173		
Forms			
Duplicating unit set		13	1
Management and control		16	4, 9
Freight transportation		9	1, 2, 5
Fund(s)			
Allotment records		7	3
Appropriation & apportionment schedules & reports	4	5	5 & 6
Availability, collection, custody, and deposit of		6	5
Education, Federal	80		
Trust - tribal ledgers, IIM, etc.	20-27		
Furnishings in quarters, inventory of		15	6
GAO			
Exceptions, notices of		6	2
Settlement of accounts, schedules of		6	4
Site-audit records (see NOTE under BIA #27, & GRS 6, p. 1)			
Garnishment and levy, employees (payroll)		2	23
General accounts ledgers & posting media		7	2 & 4
Government bills of lading		9	1
Grants			
Education	76		
Employment assistance	102		
Grazing			
Leases	219, 220		
Permits	244- 246		
Guards, building		18	14-21

Subject	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Health and medical services			
Employees		1	20-23
Indians	130-133		
Heirships	32		
Household effects, shipment of		9	1, 5
Housing			
Development program	180		
Government-owned		15	7
Maintenance and construction (B & U)	50-60		
Identification			
Credentials		11	4
Strips, position, on service record cards		1	11
Incentive awards		1	12, 13
Income tax, withholding - see "Tax"			
Incoming messages, mail, etc. - logs, receipts, etc.		12	3, 5, 6
Individual			
Authorization card, savings bond deductions		2	4
Earning card, payroll		2	1
Housing unit cards		15	5 b
Indian money (IIM)	25-27		
Motor vehicle operation - tests, awards, etc.		1	25
Personnel folders and related material		1	1, 10, 17, 18
Service record, personnel		1	2, 6
Tenant cards, housing		15	15 a
Industrial development	190-194		
Informational services	8	14	1-8
Inquiries and requests, miscellaneous information		14	3, 4
Inspections, re contracts		3	4
Insurance policies, real property	223		
Insured mail, control records		12	5 c, d, e
Interviews, employee		1	8
Inventory			
Furnishings, in quarters		15	6
Property, stock, supplies, equipment		3	10
Records holdings		16	3
Invoices for stores accounting		8	3
Irrigation	200-205		
Issuances, administrative (manuals, directives, etc.) ...	7	13 16	1 & 1

Subject	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Joint Committee on Printing, reports to		13	6
Judicial and legal	30-35		
Land (real property) management	210- 224		
Acquisition map books	218-c		
Allotment and assignment	210		
Transactions (acquisition, exchange, sale, etc.)	212		
Law enforcement (Law and Order)	110- 113		
Leases			
in Contract records		3	4
Land, mineral, etc., and permits	219- 222		
Quarters (housing)		15	4
Leave, employees		2	8, 9, 10
Ledgers			
Allotment		7	3
General accounts		7	2
Individual Indian money (IIM)	26-27		
Motor vehicle cost and expense data		10	3
Posting and control media (except IIM)		7	4
Tribal funds	20		
"Left side" material, official personnel folder		1	10
Legal			
Activity reports to Central Office	35		
and Judicial records	30-35		
Legislation files and indexes	30		
Letters of authorization, travel		9	3, 4
Levy and garnishment, employees		2	23
Loans			
Credit program	140- 141		
Education	76-77		
Library material	5		
Log scale books	161-f		
Logs, communications - messenger, mail, wire, wireless ..		12	1, 3, 5, 6
Long distance telephone records		12	4
Lumber company financial statements	165		

Subject	BIA Item No.	Gen Records	
		Sched. No.	Item No.
Mail service, control records and reports		12	5, 6, 7
Mailing lists		13	5
Maintenance			
Building and equipment (except fiscal copies)		11	1, 5
Buildings and utilities	51-53, 58		
Motor vehicles		10	1-3
Form DI-120		10	2 b
Management			
Administrative		16	1-10
Forms (design, control, etc.)		16	4, 9
Improvement reports		16	5
Projects		16	2
Records (creation, maintenance, disposition)		16	3, 6
Reports (control)		16	8
Suggestions, for improvement, employee		1	12, 13
Maps			
Forestry	166		
Irrigation	202, 205		
Land acquisition books	218-c		
Miscellaneous (cartographic records)		17	1-18
Range management	242		
Requests for		14	3
Rights-of-way	218-b		
Soil and moisture conservation	263		
Township, plats, and town plans	218-a		
Medical and health			
Employees		1	20-23
Indians	130- 133		
Messages, wire and wireless, copies, registers, etc.		12	3
Messenger service		12	1
Metered registers (mail), readings of		12	5 g
Military deferment, employees		1	19
Mineral leases	219- 221		
Minutes, resolutions, ordinances (tribal)	43		
Motor vehicle			
Accident reports		10	5
Cost and expense data		10	3
Drivers' tests and permits (Gov't)		1	25
Maintenance and operation (correspondence & records) .		10	1 & 2
Release files		10	6
Reports (other than accident and maintenance & opr.) .		10	4

Subject	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Nonpersonal services, requisitions for		3	8
Nonrecord material	5		
Notices of exception, GAO		6	2
Notifications of personnel action			
Personnel copies	4	1	1, 14
Payroll copies		2	11
Obligation and allotment status records		7	3
Official Personnel Folders (see "Personnel folders")			
Oil and gas			
Leases	219-220		
Well records	221		
Operation and maintenance of motor vehicles		10	1-6
Organizational files	6		
Outdoor recreation, reports on	247		
Passenger transportation vouchers		9	2, 3
Passes (property, dining room, visitors, etc.)		11	4
Patents in fee, land (trust)	212		
Payrolls			
Allotment record		2	4
Certification sheets		2	13
Change slips, personnel action		2	15
Contractors'		3	12
Control registers		2	14
Fiscal schedules		2	16
Memorandum copies (NOTE: Trf. to St. Louis FRC any dated 1943 and prior)		2	13
Preparation and processing correspondence		2	2
Reports and data on operation and administration		2	17
Penalty mail, official, reports of		12	7
Per capita payments to Indians	21		
Performance (efficiency) ratings			
Boards of review		1	9
Certificates		1	24
Permits			
Drivers of Government-owned vehicles		1	25
Grazing	244- 246		
Parking		11	4
Timber cutting	162		
Town lot use	222		

	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Personnel		1	1-25
Actions			
Authorizations (budget - ceilings)		2	12
Notifications of, payroll copies		2	11
Personnel copies	4	1	1, 14
Pending		1	17 a
Requests for	4	1	10
Applications		1	15
Ceiling authorizations (budget)		2	12
Correspondence		1	3, 4, 10, 17
Folders			
Official		1	1, 10
Unofficial, and duplicate material	4	1	17, 18
Reports			
Management (payroll)		2	17
Statistical		1	16
Security clearance, employees		18	22-26
Photogrammetric, cartographic, and related records		17	19-31
Photographic files	10		
Photographs			
Identification		11	4
Requests for (informational)		14	3
Plans			
Buildings and utilities	51		
Cropping, long term	261		
Farm	262		
Irrigation project	202		
Range management	241		
Timber management	163		
Town	218		
Plant			
Accounting		8	1, 2, 6
Management	50-58		
Plat books, land	211		
Pole and land-line case files	53		
Police functions			
Guards, building		18	15
Outside police		18	15 c
on Reservations (Law and Order - law enforcement) ...	110-113		
Position			
Descriptions	4	1	7
Identification strips		1	11
Postage			
Reports on use of		12	6 b
Requisitions for		12	6c

Subject	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Postal records		12	5
Posters		13	1
Posting and control media, fiscal, to			
General and allotment ledgers		7	4
Individual Indian money (IIM) accounts	27		
Press releases	8	13	1 &
		14	1, 8
Printing, binding, duplication, and distribution		13	1-7
Probates	31		
Procurement and supply	4	3	13
Project case files			
Buildings and utilities	52		
Irrigation	201		
Road construction	252		
Property			
Disposal of surplus			
Personal		4	1, 5, 6
Real		4	2, 3, 7
Inventory	4	3	10
Loan agreements (to Indians)	13		
Passes		11	4 &
		18	13
Releases	14		
Protective and security services		18	1-31
Public information reference files	9		
Publications			
Miscellaneous, and requests for	8	13	1, 3, 8
		14	
School	86-88		
Purchase Orders	4	3	4
Quarters			
Assignment	60	15	5
Evaluation reports	59		
Furnishings, inventories of		15	6
Housing unit cards		15	5
Range and wildlife	240-247		
Real property			
Government-owned			
Acquisition of		3	2
Disposal of		4	2, 3, 7
Trust, management of	210-224		

Subject	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Receipt(s)			
Checks (payroll)		2	6
Classified documents		18	3
Field, collector's copy (Form 5-777)	4		
Mail, postage, etc.		12	5, 6
Material, etc., requisitioned, purchased, etc.		3	4, 9
Savings bonds		2	6
Records management - disposition, reports, etc.		16	3, 6
Reference files and materials, miscellaneous	5		
Public information	9		
Registered mail control		12	5
Registers - see "Control registers"			
Regulations - see "Administrative issuances"			
Rehabilitation projects	122		
Releases			
Property	14		
Space		11	2
Remittances, etc., received in incoming mail		12	6 e
Reports			
Accidents, motor vehicle		10	5
Accounting (voucher prep., admin. audit, etc.)		6	6
Appropriation and apportionment (budget)		5	5
Awards, employee, incentive		1	13
Area Directors', to Central Office	11		
Buildings and utilities (construction, etc.)	57-58		
Communications units (mail, messages, etc.)		12	2
Construction project status (B & U)	57		
Control (management)		16	8
Credit operations	143-146		
Demurrage, freight shipments		9	1
Education and school	83-85		
Employment assistance	103-104		
Extension	151-153		
Forestry	168-173		
Guards, building		18	14-16, 19, 20
Health and medical			
Employees		1	23
Indians	131		
Housing development	180		
Incentive awards		1	13
Industrial development	191-194		
Insurance deductions, payroll		2	22
Joint Committee on Printing		13	6

Subject	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Reports - Cont'd			
Land (real property management)	224		
Law and order (law enforcement)	112		
Legal activity	35		
Mail services		12	5, 6, 7
Management improvement		16	5
Motor vehicle			
Accidents		10	5
Operating and maintenance		10	2
Other		10	4
Outdoor recreation	247		
Payroll operations		2	17
Personnel statistical		1	16
Postage used		12	6 b
Printing and binding (to Joint Committee on)		13	6
Property			
Personal, excess (Government)		4	5
Real			
Excess (Government)		4	3
Management of (trust)	224		
Quarters evaluation	59		
Range and wildlife	247		
Real property management (trust)	224		
Records holdings and disposition		16	6
Retirement (payroll)		2	21
River basin investigation	200		
Roads	254		
Safety surveys and inspections of facilities, etc. ...		18	10
Savings bonds (payroll)		2	7
School and education	83-85		
Shortages, freight shipments		9	1
Soil and moisture conservation	264		
Space allocation, use, requirements, etc.		11	2
Supply requirements and procurement		3	5
Surveys, property and supplies, inventory		3	10 c
Taxes (and Social Security) withheld (payroll)		2	20
Telephone, long distance, summaries		12	4
Timber scale	161		
Wage surveys		2	24
Welfare program	124		
Withheld taxes and Social Security (payroll)		2	20
Requests for information, miscellaneous		14	3, 4

Subject	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Requisitions			
Administrative copies	4		
Building and equipment maintenance services		11	5
Nonpersonal services		3	8
Procurement documents - with contracts, etc.		3	4 a
Printing, binding, etc. - duplicating unit		13	3 a
on Public Printer		3	7
Stamps		12	6 c
Supplies & equipment from current inventory		19	1-14
Research and development records			
Restrictions, removal of (trust land)	216		
Retention registers, personnel		1	17 b, c
Retirement reports and registers, payroll		2	21
Rights-of-way maps and other records	218-b		
River basin investigation records and reports	200		
Roads program	250-254		
Safety surveys and inspections		18	10, 12
Sand and gravel permits	219-220		
Savings bonds (payroll)		2	4-7
Sawmill financial statements	164		
Scale reports, timber	161-b, -c, -d		
Schedules			
in Accounts current		6	1
Appropriation and apportionment		5	6
Certificates of settlement of claims by GAO		6	4
Collections and disbursements		6	1, 6
Individual Indian money (IIM)	27 NOTE		
Payroll, fiscal		2	16
Per capita payments to Indians	21		
Valuables shipped		9	2
School			
Attendance records and reports	82-83		
Census records	73, 81, 83		
History card folders	71		
Program files	70		
Security			
Account files (Indians)	22		
and Protective services		18	1-31
Classified (security) information		18	2-8
Facilities		18	9-21
Personnel, clearance		18	22-26

Subject	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Service record cards			
Personnel offices		1	2
Other offices		1	6
Position identification strips for		1	11
Settlement certificates, accounts and claims		6	3, 4
Shipping, freight (including household goods & valuables)		9	1, 2, 5
Shortage reports, freight shipments		9	1
Social security tax withholding - see "Tax"			
Soil and moisture conservation	260-264		
Space and maintenance (allocation, use, release, etc.)		11	1-5
Specifications, plans, drawings - B & U	51		
Speeches		13 14	1 & 1
Special delivery mail		12	5 e
Stamps, requisitions for		12	6 c
Statistical reports - see "Reports"			
Stock purchases (livestock, for Indians)	142		
Stores accounting (storehousing)		8	2-5
Structures			
Construction, maintenance, etc.	50-60		
Plant accounting		8	1,2,6-8
Student (Indian)			
Activity accounts, banks, etc.	78		
Applications to attend schools	72		
Case files	73, 75		
Family case files	74		
Nurse (cadet) training	132		
Subject files, general correspondence	1		
Submarginal land books	215		
Suggestions, employee (incentive awards program)		1	12, 13
Superior accomplishment or performance awards		1	12, 13
Supplies and procurement of		3	1-13
Inventories and reports on		3	10
Requisitions, purchase orders, contracts, etc.	4	3	4, 9
Surety bond			
Employees, Federal		6	7
in Procurement (contract) files	160	3	4
Surplus property and reports of (Government)			
Personal		4	1, 6
Real		4	2
Surveys			
Buildings and utilities - evaluation	50		
Irrigation, books	202		
Land, field notes	217		
Property and stock, inventory, reports		3	10 c
Range and soil	240		
Roads, books and field notes	251		
Soil and range	260		

Subject	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Tapes, teleautograph and telescriber		12	3 b
Tax			
Income and Social Security (payroll)		2	18-20
Withholding exemption certificates (W-4)	4	2	18
Indians, assistance to	24		
Local - sales or excise - exemption certificates	4	3	13
Teleautograph and telescriber tapes		12	3 b
Telegraph and teletype service		12	3
Telephone			
Line construction (B & U)	53		
Long distance, summary reports on use of & toll slips	4	12	4 &
Timber		3	11
Contracts	160		
Cutting permits	162		
Management plans	163		
Resources data	163-a		
Sale data and ledgers	161-a, -e		
Scale reports and books	161-b-f		
Time and attendance reports			
(NOTE: Send 1920 and prior to St. Louis FRC)			
Forestry	168-a-c		
Payrolling (and leave)	4	3	8-10
Work relief	123		
Title records - deeds			
Government-owned property		3	2
Trust property	214		
Toll slips, telephone		3	11
Town			
Lot use permits	222		
Plans	218-a		
Township maps and plats	218-a		
Tract books, land	213		
Traders' licenses	113		
Training			
Employees		1	1, 10, 17 d
Nurse, student (cadet)	132		
Veterans Administration	89-91		
Vocational, adult	100-104		
Transportation (see also "Travel")			
Freight		9	1, 2, 5
Passenger		9	3, 4, 5
Requests (see note, "General," bottom of GRS 9, p. 3)		9	3, 4, 5 b

Subject	BIA Item No.	Gen. Records	
		Sched. No.	Item No.
Travel (authorizations, vouchers, etc.)			
Accounting office (payments to carriers)		9	3
Agency travel office	4	9	4
Itineraries	4	9	4
Treatment records (medical and health)			
Employees		1	20-23
Indians	130-133		
Treaty files	41		
Tribal			
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