

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-75-89-1

DATE RECEIVED

2/8/89

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (Agency or establishment)
U. S. Department of the Interior

2 MAJOR SUBDIVISION
Bureau of Indian Affairs

3 MINOR SUBDIVISION

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disposal request including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4 NAME OF PERSON WITH WHOM TO CONFER
Sarah S. Hawkins

5 TELEPHONE EXT
343-3574

DATE
7/30/90
1/23/89

ARCHIVIST OF THE UNITED STATES

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 _____ 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

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
1/23/89	<i>Sarah S. Hawkins</i>	Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
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The attached Bureau of Indian Affairs Records and Files Disposition Handbook is a complete revision of the previous 1977, 15 BIAM, Files Operation and Records Disposition Handbook, Supplement 3. Bureauwide organizational changes during the past 12 years have added new programs to the Bureau and discontinued others. A frozen series of records have also been added.

Appendixes to the Handbook include a Correspondence Listing, Location Codes, FRC Center Location, Disposition Schedule Conversions, Functional Areas by Programs, the General Records Schedules and the Disposition Schedules.

A detailed description has been made of each series which has been accumulated and will continue to be accumulated. Instructions are provided for the cutoff, retirement, destruction or permanent retention of each series.

This Handbook supersedes all previously approved manuals.

All changes to this proposed schedule have been approved by

Sarah S. Hawkins
5/19/90
Agency representative

William L. Starnes
NARA appraiser

Copies sent to Agency, NNA, NAI-W, NNS, NNT, NNX

NCF 10/30/90

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>FILES MAINTENANCE AND DISPOSITION PLANS.</u> Consists of the File Plan which lists the contents of the office file cabinets and SF 135's, Record Transmittal and Receipt form.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically.</p>	<p>Review annually for accuracy. Destroy when superseded by updated plan.</p>		<p>__101-T0</p>
<p>2. <u>READING OR CHRONOLOGICAL FILES.</u> A specifically designated copy (sometimes designated by green colored manifold tissue sets) of all outgoing correspondence originated by a unit and used solely as a reading or reference file.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange with most recent dated correspondence on top.</p>	<p>Cut off at close of calendar year. Destroy 1 year after cutoff.</p> <p><u>NOTE:</u> The chron file for the Assistant Secretary is covered by 1021-P3.</p>		<p>__102-T1</p>
<p>3. <u>SUSPENSE (TICKLER) FILES.</u> Notes, cards or control forms used as reminders to meet a deadline or take some other action by a specified date.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically by due date.</p>	<p>Destroy after action is completed.</p>		<p>__103-T0</p>

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>4. <u>TEMPORARY CORRESPONDENCE.</u> Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence include routine requests for information or publications and copies of replies which require no administrative action; memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays, charity drives, or bond campaigns.</p> <p>NARA JOB NUMBER _____</p>	<p>File with most recent dated correspondence on top.</p>	<p>Destroy after 90 days.</p>		<p>__104-T0</p>
<p><u>REQUISITION FILES.</u> Documents showing evidence of request for purchase of supplies or equipment. Files contain requisition, blue copy of purchase order and related papers.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by requisition number.</p>	<p>Out off at close of fiscal year. Hold 6 years 3 months or until volume warrants; retire to FRC. <u>Freeze record;</u> destroy after freeze is lifted.</p>		<p>__105-T6.3F</p>

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
6. <u>OFFICE ORGANIZATION REFERENCE FILES.</u> Included are copies of functional statements, organizational charts and documents relating to office staffing.	Arrange as appropriate.	Destroy papers when superseded, or no longer needed for reference.		___106-T0
7. <u>TIME AND ATTENDANCE (T & A) REPORTS.</u> Copies of timesheets and SF-71, Application for Leave, maintained by Timekeepers. (<u>Subject to the Privacy Act.</u>)	Arrange alphabetically then chronologically.	Out off at end of pay period.		
a. Carbon copies of timesheets, include leave request (SF-71) forms when timesheet has been initialed by employee.		Hold 1 year after cutoff then destroy if no longer needed for reference.		___107a-T1
c. Leave request (SF-71) forms when timesheet has <u>not</u> been initialed by employee.		Hold 3 years or until GAO audit, whichever is sooner, then destroy.		___107b-T3

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>SUPPLEMENTAL EMPLOYEE PERSONNEL FOLDERS</u>. Unofficial personnel folders which contain duplicates of papers placed in Official Personnel Folders. Generally limited to information on experience, education, training, special qualifications and skills, position descriptions, and performance appraisals.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by employee name.</p>	<p>Destroy documents when superseded or no longer applicable.</p>		<p>__108-T0</p>
<p>9. <u>EMPLOYEE TRAVEL FILES (DUPLICATES)</u>. Copies of correspondence, travel authorizations, itineraries, travel vouchers, and similar papers pertaining to employee travel exclusive of records maintained for accounting purposes. Include passport information when applicable. <u>Subject to the Privacy Act (31A-16)</u>.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by name of traveler.</p>	<p>Out off at close of fiscal year. Destroy 4 years after cutoff.</p>		<p>__109-T4</p>

WITHDRAWN

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
10. <u>TRIP REPORTS</u> . Contains copies of reports to supervisors and management officials documenting employee travel, findings and recommendations. Include records concerning an individual's failure to submit a prescribed trip report or documents to substantiate official travel when the individual was granted an advance for such travel. Also contains records created as a result of an official trip report that does not substantiate the authorized travel for which the individual was reimbursed or given advance funds. <u>Subject to the Privacy Act (BIA-15)</u> . NARA JOB NUMBER _____ _____	Arrange alphabetically.	Cut off at close of fiscal year. Destroy 4 years after cutoff.		__110-T4

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>POLICY FILES</u>. Copies of documents establishing policy pertaining to continuing actions and operating procedures.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Destroy when organizational unit is discontinued or when documents are no longer needed for reference.</p>		<p>__111-T0</p>
<p>12. <u>DIRECTIVES - REFERENCE COPIES</u>. Copies of Bureau regulations and directives; and Department of the Interior or other agency manual releases, bulletins, circulars, directives, and pamphlets. Files also include Public Laws, House Reports, Code of Federal Regulations (CFR), and Federal Register copies.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Destroy when superseded or no longer needed for reference.</p>		<p>__112-T0</p>

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>13. <u>CONFIDENTIAL DOCUMENT ACCESS FILES</u>. Files consist of forms or lists used to record safe and padlock combinations, signatures and names of individuals knowing combination, and comparable data used to control access into areas or files where confidential or classified information is stored.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Destroy when superseded.</p>		<p>_113-T0</p>
<p>14. <u>ANNUAL RECORDS REPORT</u>. Statistical reports of agency record holdings (Form BIA-1600) required by Department.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year.</p>		
<p>a. Reports prepared by Central Office for submission to DOI.</p>		<p>Destroy 3 years after cutoff.</p>		<p>_114a-T3</p>
<p>b. Area and agency reports.</p>		<p>Destroy 2 years after cutoff.</p>		<p>_114b-T2</p>
<p>NARA JOB NUMBER _____</p>				

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
15. <u>RECORDS DISPOSITION AUTHORIZATION FILES</u> . Included are Standard Form 115, Request for Authority to Dispose of Records, or similar forms, correspondence and related papers. Record copy maintained by Central Office. NARA JOB NUMBER _____	Arrange as appropriate.	Destroy when related records are destroyed or transferred to FRC.		<u>115-T0</u>
16. <u>TECHNICAL REFERENCE MATERIAL</u> . Copies of reports, studies, special compilation of data, drawings, periodicals, clippings, etc., which are needed for reference and information purposes but are not part of official files. NARA JOB NUMBER _____	Arrange as appropriate.	Review at least annually. Destroy material of no further reference value.		<u>116-T0</u>

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
17. EQUIPMENT MANUALS AND OPERATING INSTRUCTIONS. Includes parts lists, instal- lation and maintenance instructions. NARA JOB NUMBER _____	Arrange by name of equipment or vendor.	Destroy when superseded, obsolete or when all related equipment is disposed of.		__117-T0
18. <u>PAYROLL DETAIL REPORTS (OFFICE COPIES).</u> Office copies of payroll detail computer printout reports. NARA JOB NUMBER _____	Arrange by pay period.	Cut off at end of each quarter in fiscal year. Hold during next quarter then destroy if no longer needed for reference.		__118-T0

19.

"MISSION" CORRESPONDENCE FILES. Mission correspondence files document the functions and responsibilities for which an office is primarily responsible.

All

- a. Program Mission Correspondence Files directly related to the primary functions of BIA such as Indian Education, Tribal Resource Development, Indian Services, Trust Responsibilities, etc.
- (1) Program Mission Files accumulated and maintained at the Division Level or above in BIA Central Office and by Area Directors in the field.
23 cu. ft./yr.
- (2) Program Mission Files maintained at Branch level and below in the Central Office and offices below the Area Director in the field
- b. Administrative Mission Correspondence Files related to administrative support activities such as personnel, procurement, property, transportation, travel, communications, and similar internal administrative management functions.
- (1) Administrative Mission Files accumulated and maintained at the Division level and above in the Office of Administration (Central Office).
- (2) Administrative Mission Files maintained at other levels of BIA.

Permanent. Cut off annually at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.

Cut off annually at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.

Cut off annually at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.

Cut off annually at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 8 years after cutoff.

EXECUTIVE MANAGEMENT — 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>ASSISTANT SECRETARY CORRESPONDENCE FILES</u>. Consist of copies of incoming and outgoing Assistant Secretary's correspondence. Files include copies of significant letters dispatched by other offices but forwarded to the Assistant Secretary for information. Also includes correspondence pertaining to individual Indians and tribes on various BIA programs and other subjects. Record copies are maintained under the Department's records manual system, 382 DM 5. <u>Subject to the Privacy Act (BIA 20)</u>.</p>	<p>Arrange alphabetically by name.</p>	<p>Out off at close of fiscal year. Hold 3 years, then destroy transfer to FRC. Transfer to National Archives 20 years after cut off.</p>	<p>1201-P3</p>	<p>1201-73</p>
<p>NARA JOB NUMBER _____</p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>CONGRESSIONAL AND WHITE HOUSE CORRESPONDENCE FILES.</u> Record copies of correspondence, reports, and other papers issued in response to Congressional and White House inquiries, includes papers containing policy which document relations with the Executive Office of the President and Congress.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1202-P3</p>	
<p>3. <u>BUREAU CONTROLLED CORRESPONDENCE FILES.</u> Copies of priority correspondence to U.S. Senators, Congressmen and Indian leaders. Maintained at Central Office. <u>Subject to the Privacy Act (BIA-21).</u></p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by name.</p>	<p>Out off at close of fiscal year; hold 3 years then destroy.</p>		<p>1203-T3</p>

EXECUTIVE MANAGEMENT — 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
4. <u>AREA DIRECTOR REPORTS TO CENTRAL OFFICE.</u> Annual narra- tive reports with related data on area activities and pro- grams. Record copy maintained by Central Office unit requesting report.	Arrange chronologi- cally, thereunder by report subject and location.			
a. Central Office copy.		Cut off at close of fiscal year. Hold 5 years; retire to FRC when volume warrants. Offer to NARA 20 years after retire- ment. <i>Cut off</i>	1204 _a -P5	
b. Creating Office copy.		Cut off at close of fiscal year. Hold 5 years; retire to FRC when volume warrants. Offer to appropriate regional archives branch 20 years after <i>cut off</i> .	1204b-P5	
5. <u>BIA HISTORICAL REPORTS.</u> Signi- ficant, special or non-recur- ring reports concerning direc- tion of BIA program opera- tions. Record copy maintained by office of origin.	Arrange by report type, thereunder by location and date.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire- ment <i>cut off</i>	1205-P3	

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
6. <u>AREA AND FIELD OFFICE HISTORY FILES</u> . Narrative and statistical accounts of the history of area and field offices. Files include original correspondence, reports, and maps of building locations on agency compound. Record copy maintained by office of origin.	Arrange by location then chronologically.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	1206-P3	
<u>NARA JOB NUMBER N1-75-89-1</u>				
7. <u>BUREAU COMMITTEE MANAGEMENT FILES</u> . Documents created in Central Office for the establishment of committees, including task forces, councils, boards, commissions, panels, and comparable groups. Included are committee establishment proposals, approvals, reports, minutes, papers reflecting changes in committee membership, committee charters, terminating issuance, and related papers. Record copy maintained by Central Office.	Arrange alphabetically by committee name.	Cut off upon discontinuance of committee. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement. <i>cut off</i>	1207-P3	
<u>NARA JOB NUMBER N1-75-89-1</u>				

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>AREA AND FIELD OFFICE COMMITTEE MANAGEMENT FILES.</u> Documents created in area and field offices for the establishment of committees within the organizational jurisdiction of the Area Director or other line official. Records created by councils, boards, commissions, panels and comparable groups. Included are committee establishment proposals, approvals, committee membership, committee charters, reports, and related papers. Record copy retained by office of origin.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by committee name, thereunder by location.</p>	<p>Out off file at close of fiscal year when committee is dissolved. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after cutoff.</p>		1208-T3

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>9. BUREAU DIRECTIVES - MASTER SET Consists of "master" copy of official BIA issuances (manuals and addenda). Maintained by Directives and Regulations Staff for all Central Office issuances, by Area Records Officers for Area Office issuances.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange according to BIA Directives System.</p>	<p>Place in inactive file when cancelled or superseded. Retire to FRC when no longer needed for reference and volume warrants. Offer to NARA 20 years after retirement.</p>	<p>1209-P0</p>	

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>BUREAU DIRECTIVES - CASE HISTORY FILES.</u> Documents relating to the preparation, review, clearance, publication, and distribution of Bureau external issuances (regulations). Includes material regarding clearance and coordinating actions on the proposed and final issuance of the document, as well as material documenting consultation/public comments on the issuances. Record copy maintained by Directives and Regulations Staff at the Central Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Cut off upon completion or cancellation of action. Place in inactive file when directive is rescinded or superseded. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		<p>1210-T3</p>

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>FORMS AND REPORTS NUMERICAL FILE.</u> Case history files containing copies of each form or report, request for approval, and justification of revision, copies of prescribing issuance, reprint authority, and related correspondence. Record copy of Bureauwide forms/reports is maintained by Directives and Regulations Staff at Central Office and by Records Officers for forms/reports originating in the area and field offices.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange numerically.</p>	<p>Cut off when superseded or rescinded; place in inactive file. Hold 2 years or until volume warrants; retire to FRC. Destroy 10 years after retirement.</p>		<p>1211-T2</p>
<p>12. <u>FORMS AND REPORTS REGISTERS.</u> Documents used for inventory of all forms and reports including cards or register sheets.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Destroy when no longer needed.</p>		<p>1212-T0</p>

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>13. REORGANIZATION PLANNING FILES. Documents relating to changes in organization and functions when such changes affect the management and operation of the agency. Included are staff studies, organizational charts and functional statements, reports, minutes of committee or task force meetings, documents relating to overall mission and copies of published issuances implementing the changes.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location.</p>	<p>Out off at close of fiscal year in which case is completed or withdrawn. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1213-P3</p>	

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>14. <u>LONG-RANGE DEVELOPMENT PLANS.</u> Case files on long-range development plans for 10 and 20 years such as Tribal Plans, Fund Distribution Plans and other types of comprehensive development plans prepared by the Bureau or the tribe or jointly and having importance to Bureau mission accomplishments. Record copy retained by office of origin.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year in which plan is accomplished, superseded or withdrawn. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1214-P3</p>	

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>15. <u>PROGRAM EVALUATION PLANS.</u> Documents accumulated in evaluating Bureau programs, as required by OMB Circular A-123, to determine if goals were achieved, to assess the effectiveness of the program, and to identify successful and unsuccessful projects. Included are copies of reports, questionnaires, evaluation of guidelines, procedural documents; progress reports, working papers and a copy of the final evaluation report.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by project name or alphabetically by program name.</p>	<p>Out off at close of fiscal year in which evaluation is completed. Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after cutoff.</p>		1215-T3
<p>16. <u>MANAGEMENT IMPROVEMENT CASE FILES.</u> Files consist of studies or projects regarding analyses of administrative policies and procedures, manpower surveys, etc.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year in which survey is completed. Destroy 5 years after cutoff.</p>		1216-T5

EXECUTIVE MANAGEMENT — 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>17. <u>MANAGEMENT BY OBJECTIVES FILES</u>. Documents that accumulate in the process of establishing BIA short- and long-range management objectives. Included are documents which show timeframes for accomplishing objectives, procedures, milestones, progress reports and related items. Record copy retained by Central Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year in which plan is completed or superseded. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after cutoff.</p>	1218-P3	1217-T3
<p>18. <u>BIOGRAPHICAL FILES</u>. Biographies, photographs, newspaper clippings, and related items pertaining to the BIA Assistant Secretary. Maintained by Public Affairs Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year that individual leaves. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	1218-P3	

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>19. <u>SPEECH FILES</u>. Originals of speeches delivered by BIA officials such as the Assistant Secretary and heads of Central and Area Offices. Maintained by originating offices.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by title or topic of speech and date.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1219-P3</p>	
<p>20. <u>NEWS AND PRESS RELEASES</u>. Documents pertaining to the preparation and dissemination of information to any public communications media. The files include drafts, clearance documents, formal press releases, and related papers. Record set is retained by Public Affairs Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 2 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1220-P2</p>	

EXECUTIVE MANAGEMENT — 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
21. <u>FREEDOM OF INFORMATION ACT REQUEST FILES.</u> Replies to FOIA requests which include the letter of request, estimates of search costs, reproduction fees, and related correspondence.	Arrange chronologi- cally.	Cut off at close of calendar year in which reply is sent. De- stroy 3 years after cutoff.	1221a-T3	WITHDRAWN
a. Approved and denied requests which do not result in appeals or litigation.				
b. Denied requests resulting in appeals or litigation.		Cut off at close of calendar year in which final determination is made. Destroy 6 years after cutoff.	1221b-T6	WITHDRAWN
NARA JOB NUMBER _____ _____				

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>22. FREEDOM OF INFORMATION REPORTS. Periodic narrative and statistical reports on the administration of the Freedom of Information Act.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologi- cally.</p>	<p>Out off at close of calendar year. Destroy 5 years after cutoff.</p>		<p>1222-T5</p>
<p>23. PRIVACY ACT RECORDS SYSTEMS. Records created in reviewing or revising records systems and submitting requests for inclusion in the BIA Privacy Act Records System. Main- tained by Bureau Privacy Act Coordinator.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by system number.</p>	<p>Out off at close of calendar year. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after cutoff.</p>		<p>1223-T3</p>

WITHDRAWN

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>24. <u>PRIVACY ACT DISCLOSURE FILES.</u> An accounting of disclosures required by the Privacy Act which consists of lists of individuals who have received information or correction notices.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of calendar year. Destroy on site after basic record is destroyed or 5 years after disclosure, whichever is longer.</p>		1224-T5
<p>25. <u>PRIVACY ACT CASE FILES.</u> Records created in the settlement of corrections, amendments or wrongful release of information subject to the Privacy Act.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of calendar year in which dispute is settled. Destroy 4 years after cutoff.</p>		1225-T4

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
26. <u>PRIVACY ACT REPORT FILES</u> . Consist of periodic narrative and statistical reports on the administration of the Privacy Act.	Arrange chronologically.	Cut off at close of calendar year. Destroy 2 years after cutoff.		1226-T2
NARA JOB NUMBER _____				
27. <u>CONGRESSIONAL INVESTIGATIVE FILES</u> . Documents accumulated as a result of investigations and studies of BIA activities by Congressional committees. Included are papers relating to the conduct of the investigation, activities of investigating committees, committee reports, recommendations, and BIA replies.	Arrange by case number or alphabetically by report type.	Cut off at close of fiscal year in which investigation is completed. Hold 3 years or until volume warrants; retire to EFC. Offer to NARA 20 years after cutoff.	1227-P3	
NARA JOB NUMBER _____				

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>28. <u>LITIGATION CASE FILES.</u> Documents relating to actual legal proceedings in which the BIA will be affected. Files contain advisory reports, investigation reports, litigation reports, statements of claims, copies of processes and pleadings, supporting documents and related correspondence.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year in which case is closed. Hold 5 years; retire to FRC when volume warrants. Offer to NARA 20 years after retirement.</p>	<p>1228-P5</p>	
<p>29. <u>LEGAL ACTIVITY REPORTS TO CENTRAL OFFICE.</u> Periodic reports on legal activities at the Area Office level. Record copy maintained at Central Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location then chronologically.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1229-P5</p>	

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>30. <u>LEGISLATIVE REVIEW FILES.</u> Original documents created in preparing, reviewing, and commenting on proposed legislation, Executive Orders, proclamations, and reports relating to BIA activities. Included are background material, drafts, reviews, minutes of meetings, position papers, and related correspondence. Record copy maintained at Central Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange numerically by Act number.</p>	<p>Cut off at close of fiscal year in which legislation is enacted or withdrawn. Retire to FRC when no longer needed for reference and volume warrants. Offer to NARA 20 years after retirement.</p>	<p>1230-P0</p>	
<p>31. <u>INFORMATION COLLECTION FILES.</u> Documents created in the submission of and approval by OMB of information collection requirements of the Bureau on the public. Includes SF-83, supporting statements, forms, regulations or act requiring the information, OMB approval, and related documents.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by numerically.</p>	<p>Cut off when superseded or removed. Place in inactive file; destroy 5 years from cutoff.</p>		<p>1231-T5</p>

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>32. <u>INTERNAL AUDIT CASE FILES.</u> Documents accumulated in the review and examination of BIA operations by BIA or Department of Interior auditors, to ensure accuracy, propriety, legality, and reliability of the use of assets. Include correspondence on scheduled audits; draft and final audit report; responses, comments, and recommendations; reports on corrective actions planned and taken; and related working papers.</p>	<p>Arrange by program office, then by audit number.</p>	<p>Cut off at close of fiscal year in which corrective actions to audit are completed.</p>		
<p>a. Office working/informational copies.</p>		<p>Destroy when no longer needed for reference.</p>		<p>1232a-T0</p>
<p>b. Official copy maintained by office responsible for audit control.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 10 years after cutoff.</p>		<p>1232b-T3F</p>
<p>NARA JOB NUMBER _____</p>				

EXECUTIVE MANAGEMENT - 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
33. EXTERNAL AUDIT REPORT FILES. Consists of record copies of the final audit report files of any tribal operation or tribal contract. Include correspondence and related papers concerning the review and comments on draft report, reconciliation of recommendations and other responses/clearance documents, and planned corrective actions.	Arrange by Tribe, then by audit number.	Cut off at close of fiscal year in which corrective actions to audit are completed.		
a. Office working/informational copies.		Destroy when no longer needed for reference.		1233a-T0
b. Official copy maintained by office responsible for audit control.		Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 10 years after cutoff.		1233b-T3F
NARA JOB NUMBER _____				

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
34. <u>GAO AUDIT COORDINATION FILES.</u> Include coordination arrange- ments for GAO audits in making replies to and performing follow-up actions on reports of audits; notifications of forthcoming audits; draft and final audit reports; informal inquiries; and comments on findings and recommendations.	Arrange by GAO audit number.	Cut off at end of fiscal year in which cor- rective actions to audit are completed.		
a. Office working/informa- tional copies.		Destroy when no longer needed for reference.		1234a-T0
b. Official copy maintained by office responsible for audit control.		Hold 3 years or until volume warrants; retire to FRC. <u>Freeze</u> <u>records</u> ; destroy 10 years after cutoff.		1234b-T3F
NARA JOB NUMBER _____				
35. <u>FEDERAL REGISTER NOTICES.</u> Documents relating to the preparation, review, clearance and publication of notices in the Federal Register. Record copy retained in office of origin.	Arrange chronologically.	Cut off in fiscal year of publication. Hold 5 years or until volume warrants; retire to FRC. Destroy 20 years after <i>cut off</i> retirement.		1235-T5
NARA JOB NUMBER _____				

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>36. <u>ADMINISTRATIVE APPEALS.</u> Documents relating to an individual's appeal of an administrative decision under 25 CFR 2, and related documents.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by program, then alphabetically by name.</p>	<p>Out off at close of fiscal year in which decision on appeal is made. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement. <i>cut off</i></p>	<p>1236-P5</p>	
<p>37. <u>ALCOHOL AND SUBSTANCE ABUSE CASE FILES.</u> Documents relating to the identification of an individual with alcohol and/or substance abuse and treatment thereof, and related documents.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically.</p>	<p>Out off when treatment is refused or completed. Hold 5 years, then destroy.</p>		<p>1237-T3</p>
<p>38. <u>ALCOHOL AND SUBSTANCE ABUSE REPORTS.</u> Files contain backup information and reports required by the alcohol and substance abuse program.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location, then chronologically.</p>	<p>Out off at end of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Destroy 20 years after <i>cut off</i> retirement.</p>		<p>1238-T5</p>

EXECUTIVE MANAGEMENT — 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>39. <u>SPECIAL PROJECT CASE FILES.</u> Documents relating to special projects or initiatives by the Bureau. Files include information on project, project guidelines, applications, determinations on approval, budget levels, and other related documents.</p>	<p>Arrange by project then by applicant name.</p>	<p>Out off when applicant is notified of non-selection. Hold 6 months; destroy when no longer needed for reference.</p>	<p>1239a-T0</p>	
<p>a. Files on applicants not selected to participate in project.</p>				
<p>b. Files on successful applicants.</p>		<p>Out off at close of fiscal year in which project is completed. Hold 1 year; destroy when no longer needed for reference.</p>	<p>1239b-T1</p>	

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
40. <u>RECORD DISPOSITION FORMS.</u> Standard Forms 135 and 235 and detailed inventories prepared by an office trans- ferring records to a Federal Records Center or National Archives location.	Arrange by year then accession number and/or program.	Cut off at end of fiscal year in which records in accession are destroyed by the FRC and/or transferred to NARA. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 10 years after retirement.	1240a-P5	WITHDRAWN
a. Master sets of forms and detailed inventories maintained by Area or Bureau Records Officers for shipments sent under their jurisdictions.				
b. Other office copies.		Cut off at end of fiscal year. Hold 5 years then destroy if no longer needed for reference.		1240b-T5
NARA JOB NUMBER <u>N1-75-89-1</u>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. PROGRAM REQUIREMENTS PACKAGE. Documents include request for ADP services, specifications, reason for the request, sug- gestions and comments, author- izing official's signature; response to the user's re- quest, flowchart of the exist- ing system; narrative report describing the existing system and the proposed system; flow diagram of the proposed sys- tem; cost comparison of exist- ing and proposed procedures; detailed cost narrative; a schedule for implementing the proposed system showing begin- ning date and projected imple- mentation date; and review and acceptance of the feasibility study, documentation reflect- ing the user's review of the proposal, and related docu- ments.	Arrange as appropriate.	Out off at close of fiscal year in which pro- posal is accept- ed or other fi- nal determina- tion is made. Destroy 5 years after cutoff.		2201-75
NARA JOB NUMBER _____				

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>GENERAL SYSTEM DESIGN FILE.</u> Documents include a general system narrative, a flowchart portraying input requirements, a description of the data requirements, file or data set descriptions, the layout of each output report, document flow diagram, glossary of terms and abbreviations including a list of references which support certain requirements of the specifications, and a review and acceptance of general system design specifications by user.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Destroy when system is superseded or discontinued.</p>	<p>a. For systems in which master data files are declared permanent, transfer to NARA with appropriate file. 2202a</p> <p>b. For systems in which all data files are disposable under this schedule, cutoff where system is superseded or discontinued. Destroy when all magnetic tape data have been destroyed. 2202b</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
3. <u>SUBSYSTEM MODULE DOCUMENTATION</u> <u>FILE</u> . Consists of an explanation of the subsystem relationship to the general system, the objectives and general processing requirements; a flowchart showing data flow, a file flow diagram, a review of subsystem module specifications for accuracy and completeness. NARA JOB NUMBER _____ _____	Arrange as appropriate.	Destroy when subsystem is superseded or discontinued.	a. For systems in which master data files are declared permanent, transfer to NARA with appropriate file. 2203a b. For systems in which all data files are disposable under this schedule, cutoff when system is superseded or discontinued. Destroy when all magnetic tape data have been destroyed. 2203b	

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>4. <u>PROGRAM SPECIFICATIONS FILE.</u> Consists of a narrative including purpose, program requirements, limitations, and restrictions; decision logic table; messages and actions containing a list and explanation of each program halt, program produced error message, and the action required; test data and run diagram; and a review of the computer program specifications determining accuracy, efficiency, and completeness.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Destroy when no longer needed for reference.</p>		<p>2204-T0</p>

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
5. <u>OPERATIONS DOCUMENTATION FILES</u> . Consist of instruc- tions for: - input collection - encoding raw data - job setup - control card preparation - identifying process codes - operating system - output preparation and distribution Also includes user review and acceptance of operations. NARA JOB NUMBER _____ _____	Arrange as appropriate.	Destroy when program is superseded.		2205-T0

AUTOMATED DATA PROCESSING — 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>PROGRAM DOCUMENTATION FILE.</u> Consists of program specifications, source listing of program, test data used, optional program documentation, documentation reflecting a review for completeness, conformance with data and processing manual procedures.</p> <p>NARA JOB NUMBER _____</p>	Arrange as appropriate.	Destroy when no longer needed for reference.		2206-T0
<p>7. <u>USER DOCUMENTATION FILE.</u> Consists of the following items: an outline of the capabilities and limitations of the system, instructions for preparing source documents and samples of each document, a list or table of edit criteria, methods for establishing applicable batches and control totals, and definition of error messages.</p> <p>NARA JOB NUMBER _____</p>	Arrange as appropriate.	Destroy when system is superseded or discontinued.	<p>a. For systems in which master data files are declared permanent, transfer to NARA with appropriate file.</p> <p align="center">2207a</p> <p>b. For systems in which all data files are disposable under this schedule, cutoff when system is superseded or discontinued. Destroy when all magnetic tape data have been destroyed.</p> <p align="right">2207b</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
8. <u>INPUT/OUTPUT RUN DIAGRAM FILES</u> . Identifies system, subsystem, data prepared, date of document it replaces, and run deck setup control. Used by computer operators to show sequence, input, sources, identification of tapes, etc. NARA JOB NUMBER _____	Arrange as appropriate.	Out off when superseded. Destroy 3 months after cutoff.		2208-T0
9. <u>MACHINE UTILIZATION RECORD FILES</u> . Computer printouts showing utilization of machine by project and lost time; used for internal management of computer installation only. NARA JOB NUMBER _____	Arrange as appropriate.	Out off at close of fiscal year. Destroy 3 years after cutoff.		2209-T3

AUTOMATED DATA PROCESSING — 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>PROJECT PROGRESS REPORTING FILES.</u> Includes project code, identification number of ADP work request; date, type, and priority assigned the request; requested and estimated completion date; estimated and actual man and machine-hours; percent completion; current man and machine-hours; and last status change date.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Out off when superseded. Destroy tape data 2 years after cutoff.</p>		<p>2210-T2</p>

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
11. ADP PROGRAM ABSTRACT REPORTING FILE. Consists of date; name of project, system, subsystem, and program; frequency of pro- gram; hardware devices used; memory required; type of oper- ator intervention; type of in- put media and applicable source documents; report name, frequency, average number of pages, and number of copies; and average time required to print, decollate, burst, bind, and distribute the report. NARA JOB NUMBER _____	Arrange as appropriate.	Out off when superseded. Destroy tape data 2 years after cutoff.		2211-T2

AUTOMATED DATA PROCESSING --2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. <u>OPERATIONAL CONTROL AND COMPUTER UTILIZATION FILES.</u> Consist of system number, run number, task code; user number, initialize time, run time, elapsed time, stop and start time, and computer system identifier. Data is used to prepare a variety of reports on computer usage for both internal and external management.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Out off when superseded. Destroy tape data 3 years after cutoff.</p>		<p>2212-T3</p>
<p>13. <u>WORK OR SCRATCH TAPE FILES.</u> Magnetic tape files used for the duration of a processing step or job. They may be reused or written over during or at the end of the job.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Destroy data when no longer needed for reference.</p>		<p>2213-T0</p>

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
14. <u>INTERMEDIATE FILES</u> . These magnetic tape files consist of work or scratch tapes which have date dispositions expressed in number of days. The tapes are processed a sufficient number of times during the retention period so that they have been successfully used as input and are considered useless. NARA JOB NUMBER _____	Arrange as appropriate.	Destroy according to programmer instructions.		2214-T0
15. <u>MAGNETIC PROGRAM TAPE FILES</u> . Contain data transferred from processor program decks which are read into computer memory which generates data processing functions. NARA JOB NUMBER _____	Arrange as appropriate.	Destroy when no longer needed for reference.		2215-T0

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>16. <u>SYSTEM "DUMP" FILES</u>. Magnetic tape files containing a complete "DUMP" of the systems pack.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		<p>2216-T0</p>
<p>17. <u>PRINT TAPE FILES</u>. Magnetic tapes containing source output data extracted from the system without destroying the source tapes. Used for producing required printouts of tabulations, ledgers, tables, registers, and reports.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Destroy tape data when no longer needed for reference.</p>		<p>2217-T0</p>

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>18. <u>SECURITY BACKUP TAPE FILE.</u> Magnetic tape that is identical in format to master tape and is retained as security in case master tape is damaged or inadvertently erased.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Destroy tape data when no longer needed for reference.</p>		<p>2218-T0</p>
<p>19. <u>MAGNETIC TAPE LIBRARY CONTROL FILES.</u> These magnetic tape files are updated daily and consist of library transaction records used to maintain the tape library.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after fourth update cycle.</p>		<p>2219-T0</p>

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
20. <u>INTEGRATED RECORDS MANAGEMENT SYSTEM (IRMS)</u> . Automated information on land descriptions, current ownership, life estates, leases, probates, deposits/ withdrawals on Indian accounts, and related information. (Official record copies of documents used in development of the automated record-keeping system are maintained as case files in the appropriate program areas having functional responsibility). <u>SUBJECT TO THE PRIVACY ACT (BIA-25)</u> .	Arrange as appropriate.			
a. Computer printouts.		Cut off at end of fiscal year. Hold 1 year then destroy.		2220a-T1
b. Magnetic tape data.		Dispose of after fourth update cycle.		2220b-T0

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. BIDDER RECORDS. Includes records of bidders' mailing lists, bidders' list applications such as SF 129 and related papers. NARA JOB NUMBER _____	Arrange alphabetically.	Destroy when cancelled or superseded, or when company is removed from qualified bidder list.		2301-T0
2. BID FILES. Case files of bids received from prospective contractors for supplies, equipment, and/or services. NARA JOB NUMBER _____	Arrange alphabetically.	Cut off at close of fiscal year in which bid is denied. Maintain successful bids in official contract case file. Hold 6 years 3 months or until volume warrants; retire to FRC. <u>Freeze records</u> ; destroy after freeze is lifted.		2302-T6.3F WITHDRAWN

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>UNSOLICITED PROPOSAL FILES.</u> Consists of contractor's unsolicited proposals for innovative projects, acknowledgement of receipts; related awarded correspondence.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically.</p>	<p>Cut off at end of fiscal year in which proposal is denied. Hold 6 years 3 months or until volume warrants; retire to FRC. <u>Freeze records;</u> destroy after freeze is lifted.</p>		<p>2303-T6.3F</p> <p>WITHDRAWN</p>
<p>4. <u>INTERAGENCY AGREEMENT CASE FILES.</u> Files which reflect formal agreement between Federal Entities to perform services on a reimbursable basis. Documents include original copies of pre-award data such as basic interagency agreement, modifications with supporting papers, cost estimates, voucher transfers between appropriations, schedules of withdrawals and credits, reports and related papers. Record copy retained by office of origin.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by case number.</p>	<p>Cut off at close of fiscal year. Hold 6 years 3 <i>2 yrs.</i> months or until volume warrants; retire to FRC. <u>Freeze records;</u> destroy when <i>6 yrs after cutoff</i> freeze is lifted.</p>		<p>2304-T6.3F</p>

CONTRACTS — 2300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>GRANT/CONTRACT MONITORING CASE FILES.</u> Working files maintained by program/project monitors responsible for administering BIA contracts. Include copies of documents found in the official contract file such as notes and working papers concerning contractor activities, evaluation of proposals, reports, and related correspondence.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange by contract number.</p>	<p>Out off at close of fiscal year in which final payment is made. Hold 2 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 6 years after <i>Cutoff</i> retirement when freeze is lifted.</p>		<p>2305-T3F</p>

CONTRACTS -- 2300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>INDIAN SELF-DETERMINATION GRANT/CONTRACT FILES</u>. Case files which document grant or contracts made to Indian tribes under the contracting process of Pub. L. 93-638 for the administration of programs. Case papers include applications, instrument awards, special conditions, fiscal and program review checklists and memoranda, adjustment notices, financial and narrative progress, financial payment records, monitoring reports, and related correspondence. Case files cannot be closed and retired without the inclusion of final payment records and other necessary financial documents.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by grant or contract number.</p>	<p>Cut off at close of fiscal year in which contract is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.</p>	<p>2306-P3</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>CONSTRUCTION CONTRACT CASE FILES</u>. Cost estimates, specifications, blueprints, bids, copies of contracts, construction reports, and related correspondence and other material pertaining to construction, facilities improvements, and repair/maintenance of buildings and utilities.</p> <p>NARA JOB NUMBER _____</p> <p>_____</p>	<p>Arrange by contract number.</p>	<p>Out off at end of project. Place in inactive file; destroy on-site 10 years after termination of project.</p>		<p>2307-T10</p>

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>ARCHITECT AND ENGINEERING (A&E) CONTRACTS.</u> Files cover a full range of construction design and survey, and include the criteria for rating proposals, task orders, contractor's cost estimates, agreement and evaluation for these construction prerequisites and are issued under Indefinite Delivery Contracts or formally advertised for competitive bidding.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by contract number.</p>	<p>Out off at close of fiscal year. Destroy 10 years after cutoff.</p>		<p>2308-T10</p>
<p>9. <u>INDIAN SELF-DETERMINATION (PUB. L. 93-638) AUDIT FILES.</u> Consist of documents created during contract audits conducted by the Inspector General or a Certified Public Accountant firm. Files include findings, recommendations, and planned corrective actions by contractor.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by contract number.</p>	<p>Out off at close of fiscal year in which audit is closed. Destroy 10 years after cutoff.</p>		<p>2309-T10</p>

WITHDRAWN

Withdrawn

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. SERVICE CONTRACTS. The contracts in this category are open-market or commercially advertised for competitive bidding on projects such as ADP, reforestation, asbestos removal, water studies, consultants, and food/janitorial services. These files include those contracts awarded under the Buy-Indian Act. Files consist of the successful bidder's application, proposal including fixed prices on which bid was made, services to be provided, agreement, conditions of contract, budget financial transactions, monitoring reports and related correspondence. Record copy maintained at Area Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by contract number.</p>	<p>Out off at close of fiscal year. Destroy 10 years after cutoff.</p>		<p>2310-T10</p> <p>WITHDRAWN</p>

CONTRACTS -- 2300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
11. <u>SERVICE CONTRACT AUDITS.</u> Documents created in the audit of contracts which are awarded after competitive bidding or awarded under the Buy Indian Act. Files include findings, recommendations and planned corrective actions by con- tractor. Maintained by Area.	Arrange by contract number.	Out off at close of fiscal year in which all corrective actions are completed. Destroy 5 years after cutoff.		2311-T5
NARA JOB NUMBER _____ _____				

CONTRACTS — 2300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. <u>CONTRACT OR PURCHASE TRANSACTION FILES</u>. Documents relating to the initiation, administration, negotiation, award, inspection, testing, acceptance, and payment of purchase transactions. Includes contracts, leases, bond and surety records, correspondence and related papers. (Purchase transactions through requisitions and purchase orders are maintained under #2539 and 2853).</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange by contract or purchase number.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after retirement when freeze is lifted.</p>		<p>2312-T3F</p> <p>WITHDRAWN</p>

CONTRACTS — 2300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>13. <u>BIA/TRIBAL CONTRACTS/GRANTS FILES</u>. Records include originals of major BIA-Tribal contracts/grants of \$100,000 or more including related correspondence. Case files cannot be closed and retired without the inclusion of final payment records and other necessary financial documents.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by grant or contract number.</p>	<p>Out off at close of fiscal year in which contract is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.</p>	<p>2313-P3</p>	

FACILITIES MANAGEMENT — 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>9. <u>PLANT MANAGEMENT UTILITY FILES.</u> This file reflects the data pertaining to types and values of utilities at various locations. Data is used in planning and projecting consumption or quantity rates. The file shows agency codes, locations, activity, internal program control, original cost of the utility, present value of the utility, replacement cost, year completed and renovated, consumption rate or quantity, action code and general ledger account.</p>				
a. Printout/paper copies used as record copy.	Arrange by location.	Destroy when superseded.		2409a-T0
b. Magnetic tape data.	Arrange as appropriate.	Dispose of after third update cycle.		2409b-T0
NARA JOB NUMBER _____				

FACILITIES MANAGEMENT — 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>PLANT MANAGEMENT REPAIR AND MAINTENANCE MASTER.</u> This master file contains cumulative data relative to the repair and maintenance of buildings and structures. Shows agency codes; location; activity; cost coding feature; FY; dollar cost of labor, repair, and upkeep; clearing account and total cost for repair or maintenance.</p>				
<p>a. Printout/paper copies used as record copy.</p>	<p>Arrange by location.</p>	<p>Destroy when superseded.</p>		<p>2410a-T0</p>
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		<p>2410b-T0</p>
<p>NARA JOB NUMBER _____</p>				

FACILITIES MANAGEMENT -- 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>PLANT MANAGEMENT REPAIR AND MAINTENANCE LOG.</u> This file contains information used in reporting the backlog of repair and maintenance projects. The file contains agency code, year, BIA priority, area priority, agency priority, activity code, project, work order, justification code, and dollar amount. Also used to establish priorities for funding.</p>				
<p>a. Printout/paper copies used as record copies.</p>	<p>Arrange by location.</p>	<p>Destroy when superseded.</p>		<p>2411a-T0</p>
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		<p>2411b-T0</p>
<p>NARA JOB NUMBER _____</p>				

FACILITIES MANAGEMENT -- 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. <u>PLANT MANAGEMENT MAJOR ALTERATIONS AND IMPROVEMENT LOG.</u> Contains information used in reports regarding the backlog of major alterations and improvement projects. The file contains agency code, year, BIA priority, area priority, agency priority, activity code, project, work order, justification code, and dollar amount. Information is also used to establish priorities for funding.</p>				
<p>a. Printout/paper copies used as record copy.</p>	<p>Arrange by location.</p>	<p>Destroy when superseded.</p>		<p>2412a-T0</p>
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		<p>2412b-T0</p>
<p>NARA JOB NUMBER _____</p>				

FACILITIES MANAGEMENT -- 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>13. <u>PLANT MANAGEMENT SCHEDULE OF SERVICES.</u> This file is used for planning activities of each plant management office. It identifies the work required on various buildings or grounds. The file shows area/agency codes, location, type of action, building number, usage code, area in square feet, activity code, heat, electricity, water, sewer, number of telephones, sanitation, janitorial service, protection, grounds care, supervisory service, and year.</p>				
a. Printout/paper copies used as record copy.	Arrange by location.	Destroy when superseded.		2413a-T0
b. Magnetic tape data.	Arrange as appropriate.	Dispose of after third update cycle.		2413b-T0
<p>NARA JOB NUMBER _____</p>				

FINANCE — 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. ACCOUNTING MASTER FILE. This file reflects the status of all BIA accounts. Shows general ledger account number, accounting data, location information, debit and credit balances, transaction amounts, and other fiscal data. The file is used as a source for most BIA financial reports and may be used to construct a GAO audit trial.	Arrange as appropriate.			
a. Monthly tapes.		Out off monthly. Destroy 1 year after cutoff.		2501a-T1
				WITHDRA
b. Year-end final tapes.		Out off at close of fiscal year. Destroy 4 years after cutoff.		2501b-T4
c. Printout/paper copies used as record copy.		Destroy when superseded.		2501c-T0
NARA JOB NUMBER _____				

FINANCE — 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
2. <u>FINANCIAL STRUCTURE, DESCRIPTION, AND CODING TABLES.</u> These files contain tables used in the finance system such as location, general ledger structures and descriptions, tribal appropriations, work orders, and transaction codes. Tables are retained for reference, coding or conversion purposes.	Arrange as appropriate.			
a. Printout copies.		Destroy when superseded.		2502a-T0
b. Magnetic tape data.		Cut off when superseded. Destroy tape data 45 days after cutoff.		2502b-T0
3. <u>ACCOUNTING OFFICER DESIGNEE FILES.</u> Records relating to the designation and revocation of accountable officers. Maintained at Area. NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange alphabetically.	Cut off at close of fiscal year in which revocation occurs. Hold 3 years or until volume warrants; retire to ERC. Freeze records; destroy 5 years after retirement once freeze is lifted.		2503-T3F WITHDRAWN

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
4. <u>CERTIFICATES OF SETTLEMENT FILES.</u> Documents reflecting the settlement of accounts maintained by accountable officers; shows balance or statements of differences, and related papers.	Arrange by account or case number.	Cut off at close of fiscal year in which settlement is made.		
a. Certificates covering final balance settlement and claims settled by GAO.		Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; destroy 6 years after retirement once freeze is lifted.		2504a-T3F WITHDRAWN
b. Certificates showing periodic settlement. NARA JOB NUMBER <u>N1-75-89-1</u>		Destroy when subsequent certificate of settlement is received.		2504b-T0

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>DAILY INPUT REGISTER FILES.</u> This file, also known as the Input Transaction Register, is a computer printout listing of all documents input into the fiscal system daily. Shows batch number, document reference number, area, agency, location, fiscal year, appropriation, accounting information, description, other identification, and amount of transaction. Used to correct input errors.</p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year. Destroy 1 year after cutoff.</p>	<p>2507a-T1</p>	
<p>a. Printout/paper copy used as record copy.</p>				
<p>b. Magnetic tape data.</p>		<p>Dispose of after third update cycle.</p>	<p>2507b-T0</p>	
<p>NARA JOB NUMBER _____</p>				

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
8. <u>CODING SHEET FILES</u> . These files consist of form BIA-4236, Financial Accounting System Code Sheet. Shows document reference, general ledger debit or credit, area, agency location, appropriation, activity, accounting code, program detail, work order, object class, distribution, and amount of transaction.	Arrange chronologically.	Cut off at end of each quarter. Destroy 3 months after cutoff.		2508-T0
9. <u>EMPLOYEE TRAVEL VOUCHER FILES</u> . Consists of original SF 1012, Travel Voucher, receipts, invoices, travel authorizations and other documents which reflect reimbursements to employees or money owed to the government for travel. <u>Subject to the Privacy Act (BIA-14)</u> . NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange alphabetically.	Cut off file at end of fiscal year in which case is closed. Hold 3 years or until volume warrants; retire to EFC. Destroy according to GAO instructions for site audit records.		2509-T3

FINANCE — 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
10. <u>PASSENGER TRANSPORTATION (CARRIER) FILES.</u> Consist of copies of SF 1169a, Government Travel Request, and other related documents reflecting payments to carriers. Original forms transmitted to GSA.	Arrange alphabeti- cally.	Cut off at close of fiscal year in which payment is made. De- stroy 3 years after cutoff.		2510-T3
11. <u>FREIGHT CARRIER RECORDS.</u> Con- sist of SF 1103, Government Bill of Lading, and documents to freight carriers.	Arrange chronologi- cally.	Cut off at close of fiscal year in which payment is made. De- stroy 3 years after cutoff.		2511-T3
12. <u>SUBSIDIARY LEDGER FILES.</u> Records used as posting and control media but subsidiary to the general and allotment ledgers. Includes Accounting Data Input Code Sheets, Batch Control Sheets, Statements of Transactions, Financial Status Reports, Report of Federal Cash Transactions, and Request for Advances of Reimburse- ments.	Arrange numerically.	Cut off at close of fiscal year in which payment is made. De- stroy 4 years after cutoff.		2512-T4

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
13. <u>STATUS OF OBLIGATIONS FILES.</u> Computer printouts which show total obligation of funds for personal services, travel, supplies, and contracts. Also shows unobligated amounts. Record copy maintained at Area.	Arrange chronologically.			
a. Printout/paper copy used for record copy.		Out off at close of fiscal year. Destroy 2 years after cutoff.		2513a-T2
b. Magnetic tape data.		Destroy after third update cycle.		2513b-T0
<div>NARA JOB NUMBER _____</div> <div>_____</div>				

FACILITIES MANAGEMENT -- 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>PLANT MANAGEMENT PROGRAM</u> <u>INVENTORY FILES.</u> File identifies the various facilities under the jurisdiction of the BIA and shows item identification; physical location; area; agency; location; line item; number and units; current and estimated item data, number and units. Data in this file is used for planning.</p> <p>NARA JOB NUMBER _____</p> <p>_____</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff.</p>		<p>2401-T3</p>

FACILITIES MANAGEMENT -- 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>PLANT MANAGEMENT OPERATIONS</u> <u>MASTER FILE.</u> This file contains agency code, activity code, program, work order, hours, dollars, materials, contract, miscellaneous estimates, quarter, completion code and name. Information contained in this file is used in production of work programs.</p>				
a. Printout/paper copy used as record copy.	Arrange by agency.	Destroy when superseded.		2402a-T0
b. Magnetic tape data.	Arrange as appropriate.	Destroy data after third update cycle.		2402b-T0
NARA JOB NUMBER _____ _____				

FACILITIES MANAGEMENT — 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>PLANT MANAGEMENT LOCATION FILE.</u> This file shows codes for all agencies, schools, states, cities, counties and congressional districts.</p> <p>a. Printout/paper copies used as record copy.</p> <p>b. Magnetic tape data.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location.</p> <p>Arrange as appropriate.</p>	<p>Destroy when superseded.</p> <p>Destroy data after third update cycle.</p>		<p>2403a-T0</p> <p>2403b-T0</p>
<p>4. <u>MICRODEX FILES.</u> Consist of BIA engineering drawings on microfilm.</p> <p>a. Paper copies used as record copy.</p> <p>b. Microfilm data.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate</p> <p>Arrange as appropriate.</p>	<p>Destroy when superseded.</p> <p>Destroy data after third update cycle.</p>		<p>2404a-T0</p> <p>2404b-T0</p>

FACILITIES MANAGEMENT — 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>PLANT MANAGEMENT BUILDINGS FILE.</u> Information pertinent to all BIA buildings is contained on this magnetic tape file. The file shows area/agency codes, location, action code, original cost of structure, present value, replacement cost, dates of completion and renovation, internal progress control, and action or general ledger code. The file also shows information describing the building, central heating, number of bedrooms and classrooms, date roof installed, date painted, and building number assigned.</p>	Arrange by location.	Destroy when superseded.	2405a-T0	
<p>a. Printout/paper copies used as record copy.</p>	Arrange as appropriate.	Dispose of after third update cycle.	2405b-T0	
<p>b. Magnetic tape data.</p> <p>NARA JOB NUMBER _____</p>				

FACILITIES MANAGEMENT -- 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
6. <u>BUILDINGS AND UTILITIES PLANS, DRAWINGS AND SPECIFICATIONS.</u> Original drawings of construction plans for buildings and utilities; also tracings and prints of plats; improvements to buildings, water, sewage and electrical power distribution systems. Record copy retained by office of origin. NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange by project number.	Cut off when building is destroyed or transferred from BIA custody. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire- <i>cut off</i> ment.	2406-P3	

FACILITIES MANAGEMENT — 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>BUILDING AND UTILITIES (B & U) EVALUATION SURVEY FILES.</u> Data sheets including inventory and other pertinent information on buildings and utilities. The data sheets and photographs for each building and utility are filed in loose-leaf binders. Data includes such items as type of building, agency, dimensions, cost, construction plan number, current evaluation, type of construction, and utilities. Record copy retained by office of origin.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by project number.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 30 years after cutoff.</p>		2407-T3
<p>8. <u>BUILDING AND UTILITIES REPORTS.</u> Periodic reports on B and U activities in narrative and statistical form. Record copy retained by office of origin.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years; retire to FRC. Destroy 20 years after cutoff.</p>		2408-T3

FINANCE — 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
14. <u>TRANSACTION HISTORY FILES.</u> These magnetic tape files consist of all records input to the financial system. Shows location data, appropriation, and accounting data. Information on these tapes may be used to construct a GAO audit trail. Tape data is used to prepare Monthly Journal of Transactions printout.	Arrange as appropriate.			
a. Printout/paper copy used as record copy.		Destroy when superseded.		2514a-T0
b. Magnetic tape data.		Out off at close of fiscal year. Destroy tape data 6 years 3 months after cutoff.		2514b-T6.3
NARA JOB NUMBER _____				

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>15. <u>MONTHLY JOURNAL OF TRANSACTION FILES.</u> Computer printouts with a line item entry for each transaction by appropriation and activity. Shows document reference number, area, agency, location, fiscal year, appropriation, activity, cost code, work order number, object class, description, transaction code and amount, general ledger accounts debited or credited, and date. GAO site audit records.</p> <p>a. Printout used as record copy maintained by Central Office Division of Accounting Management.</p> <p>b. Magnetic tape data.</p> <p>c. Other copies.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 6 years 3 months after retirement once freeze is lifted.</p> <p>Destroy tape data after third update cycle.</p> <p>Destroy when no longer needed for reference.</p>		<p>2515a-T3F</p> <p>2515b-T0</p> <p>2515c-T0</p>

FINANCE — 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>16. <u>STATEMENT OF TRANSACTION (SF-224) FILES</u>. Support documents consisting of SF-224, prepared for collections, disbursements, and transfer of funds between appropriations or receipt accounts. GAO site audit record. Maintained by Central Office Division of Accounting Management.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 6 years 3 months after retirement once freeze is lifted.</p>		<p>2516-T3F</p>
<p>17. <u>NONEXPENDITURE TRANSFER AUTHORIZATION (SF-1151) FILES</u>. Consist of SF-1151, which is a notification for Treasury to transfer funds from one appropriation to another. GAO site audit records. Record copy maintained by Central Office Division of Accounting Management.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after retirement once freeze is lifted.</p>		<p>2517-T3F</p>

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
18. <u>ACCOUNTS PAYABLE AND UNDELIVERED ORDERS FILES.</u> Monthly computer printouts which show document number, area, location, appropriation, activity, cost code, work order number, object class description (number of schedule), other identification, undelivered order amount, accounts payable amount, amount disbursed, transaction code, and amount and date of last transaction.	Arrange chronologically.			
a. Printout/paper copies used as record copy; maintained by Central Office Division of Accounting Management.		Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.		2518a-T3F
b. Magnetic tape data.		Destroy tape data after third update cycle.		2518b-T0
c. Other copies.		Destroy when no longer needed for reference.		2518c-T0
NARA JOB NUMBER <u>N1-75-89-1</u>				

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>19. <u>PUBLIC VOUCHER FILES.</u> Consists of SF-1034, Public Voucher for services and purchases other than Personal, used to document disbursement of cash in lieu of an invoice. GAO site audit records. Record copy maintained by Central Office Division of Accounting Management.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange numerically by voucher number.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 6 years 3 months after retirement once freeze is lifted.</p>		<p>2519-T3F</p>
<p>20. <u>JOURNAL VOUCHER FILES.</u> Consists of GAO Stock Form 1017, Journal Voucher, for crediting interest to Individual Indian Money Accounts. Maintained by office of origin.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after retirement once freeze is lifted.</p>		<p>2520-T3F WITHDRAWN</p>

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>21. <u>VOUCHER AND SCHEDULE OF PAYMENT FILES</u>. These files are used to prepare Treasury checks (SF-1166) and show department, Bureau, location, agency station number, appropriation summary, voucher number, payee, address, invoice number, amount, and Disbursing Office check number. Official file copies are annotated by Treasury with the Disbursing Office check number. GAO site audit records. Record copy maintained by Certifying Officer.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange by voucher number.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 6 years 3 months after retirement once freeze is lifted.</p>		<p>2521-T3F</p>

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
22. <u>CASH DOCUMENTS BY APPROPRIATION FILES.</u> Monthly computer printout showing in chronological order, the schedule number and amount of each payment made under each appropriation. Totals are transferred to SF-224, Statement of Transactions, which shows appropriated fund receipts and revolving fund repayments, and net disbursements. Files also include Treasury Form 6652, Statement of Differences. GAO site audit records.	Arrange chronologically.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; destroy 6 years 3 months after retirement once freeze is lifted.		2522a-T3F
a. Printout used as record copy; maintained by Central Office Division of Accounting Management.				
b. Magnetic tape data.		Destroy tape data after third update cycle.		2522b-T0
c. Other copies.		Destroy when no longer needed.		2522c-T0
NARA JOB NUMBER <u>N1-75-89-1</u>				

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>23. <u>DAILY DISBURSEMENT REPORT FILES</u>. These files consist of local area forms showing summary of checks written. Identifies Julian date, area, agency code, check numbers, schedule number, and number of checks, account numbers, debits and credits. Record copy maintained by Central Office Division of Accounting Management.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 6 years, 3 mos. after retirement.</p>		<p>2523-T3</p>

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>24. <u>SCHEDULE OF CANCELLED CHECKS (SF-1098) FILES.</u> Consists of SF-1098, listing checks for cancellation by Treasury. Identifies department, bureau, location, Disbursing Office symbol, number, and location. For each check, shows date of issue, check number, payee, applicable voucher number, amount, and symbol of appropriation or fund to be credited. GAO site audit records. Record copy maintained by Central Office Division of Accounting Management.</p>	<p>Arrange by schedule number.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 6 years 3 months after retirement once freeze is lifted.</p>		2524-T3F
<p>NARA JOB NUMBER <u>N1-75-89-1</u></p>				

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>25. <u>APPORTIONMENT AND REAPPORTIONMENT SCHEDULE FILES</u>. Consist of SF-132 and DI Form 521, documents which show budgetary resources and intended use. Maintained by Central Office.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after retirement once freeze is lifted.</p>		<p>2525-T3F</p>
<p>26. <u>APPROPRIATION WARRANT FILES</u>. Consist of Treasury Fiscal Service (TFS) Form 6200, showing total amount of warrant by appropriation. Includes public law number and date approved. Record copy maintained by Central Office Division of Program, Development and Implementation.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after retirement once freeze is lifted.</p>		<p>2526-T3F</p>

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>27. <u>FUND DISTRIBUTION DOCUMENT FILES</u>. Consist of form BIA-4124, showing amount allotted, location code, appropriation symbol and title, activity, element, component/work order and amount of increase or decrease. Maintained by Central Office.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 10 years after retirement once freeze is lifted.</p>		<p>2527-T3F</p> <p>WITHDRAWN</p>

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>28. <u>AREA ALLOTMENT STATUS REPORT FILES</u>. Computer printout showing for each appropriation the allotments obligated and unobligated balance brought forward, current year net allotment, accrued expenditures, undelivered orders, total charges, percent obligated, and unobligated balance. Used to show status of funds for area.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year.</p>		
<p>a. Central Office copy.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after retirement once freeze is lifted.</p>		<p>2528a-T3F</p>
<p>b. Area Office copies.</p>		<p>Destroy 2 years after cutoff.</p>		<p>2528b-T2</p>
<p>c. Magnetic tape data.</p>		<p>Destroy tape data after third update cycle.</p>		<p>2528c-T0</p>
<p>NARA JOB NUMBER <u>N1-75-89-1</u></p>				

FINANCE — 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
29. <u>AGENCY ALLOTMENT STATUS REPORT FILES.</u> Computer printout showing the obligated/unobligated amounts brought forward, current year net accrued expenditure, and undelivered orders.	Arrange chronologically.	Cut off at close of fiscal year.		
a. Area copy.		Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; destroy 5 years after retirement once freeze is lifted.		2529a-T3F
b. Other office copies.		Destroy 2 years after cutoff.		2529b-T2
c. Magnetic tape data.		Destroy tape data after third update cycle.		2529c-T0
NARA JOB NUMBER <u>N1-75-89-1</u>				

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
30. <u>OPERATING BUDGET FILES</u> <u>REPORT</u> . Monthly computer printout which shows the financial program and actual obligations including cost account, descriptions and unobligated balance.	Arrange chronologi- cally.	Cut off at close of fiscal year.		
a. Record copy maintained by Central Office Division of Accounting Management.		Hold 3 years or until volume warrants; retire to FRS. <u>Freeze</u> <u>records</u> ; destroy 5 years after retirement once freeze is lifted.		2530a-T3F
b. Other office copies.		Destroy 2 years after cutoff.		2530b-T2
c. Magnetic tape data.		Destroy tape data after third update cycle.		2530c-T0
NARA JOB NUMBER <u>N1-75-89-1</u>				

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>31. <u>BUDGET STATUS REPORT FILES.</u> Monthly computer printouts of SF-133, Report on Budget Execution, giving current year budget status by account, amounts available, unobligated balances, advances, reimbursements, accrued expenditures, undelivered orders and net disbursements.</p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year.</p>		
<p>a. Record copy maintained by Central Office Division of Accounting Management.</p>				
<p>b. Other office copies.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after retirement once freeze is lifted.</p>		<p>2531a-T3F</p>
<p>c. Magnetic tape data.</p>		<p>Destroy 2 years after cutoff.</p>		<p>2531b-T2</p>
<p>NARA JOB NUMBER <u>N1-75-89-1</u></p>		<p>Destroy tape data after third update cycle.</p>		<p>2531c-T0</p>

FINANCE — 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
32. <u>BUDGET ADMINISTRATION FILES.</u> Documents which serve as management tools in the preparation of budget estimates and execution of approved budgets. NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange chronologi- cally.	Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze</u> <u>records</u> ; destroy 5 years after retirement once freeze is lifted.		2532-T3F

FINANCE — 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
33. <u>BUDGET ESTIMATES</u> . Budget estimates consisting of appropriation sheets, narrative statements, and related schedules and data.	Arrange chronologically.	Cut off at close of fiscal year.	2533a-P3F	2533b-T0
a. Central Office copy.				
b. Area and agency copies.		Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; offer to NARA 20 years after retirement.		
NARA JOB NUMBER _____				
34. <u>BUDGET WORKING FILES</u> . Work papers, cost statements and other data accumulated in preparation of projected fiscal programs, annual budget estimates and budget review purposes.	Arrange as appropriate.	Cut off at close of fiscal year. Destroy 1 year after cutoff.		2534-T1
NARA JOB NUMBER _____				

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>35. <u>PROGRAM PLANNING AND EVALUATION MASTER FILES.</u> Data contained in these magnetic tape files are accumulated on a fiscal year basis and used for long-range planning and budgeting. Information includes entry type, originator, organization, transaction data, budget activity and suffix cost feature; reservation; program element and description, history number and estimates for future fiscal years.</p>				
<p>a. Printout/paper copies used as record copy.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>		<p>2535a-T2</p>
<p>b. Magnetic tape data.</p>		<p>Destroy tape data after third update cycle.</p>		<p>2535b-T0</p>
<p>NARA JOB NUMBER</p>				

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
36. <u>IMPREST FUND</u> . Include SF-1129, Replenishment Voucher, for imprest cashiers. Files document disbursement for local, small purchases (over the counter), and travel advances. GAO site audit records.	Arrange chronologically.	Cut off after exception is cleared by General Accounting Office.		
a. Record copy maintained by Central Office Division of Accounting Management.		Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; destroy in accordance with GAO instructions for side audit records.		2536a-T3F
b. Cashier's copy.		Hold 2 years then destroy.		2536b-T2
NARA JOB NUMBER <u>N1-75-89-1</u>				

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>37. <u>CONSTRUCTION PROGRESS STATUS REPORT FILES</u>. Monthly computer printouts by project showing cost code; description (labor, supplies, contract); estimated and actual manhours; amount of the approved program; obligations total to date; current year program; current year to date; total cost to date. Bottom line shows unobligated balance of allotments and authorized collections. These files are used to document allotments of funds to projects.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year in which action is completed. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 10 years after <i>cutoff</i> retirement once freeze is lifted.</p>	<p>2537a-T3F</p>	<p>2537b-T0</p>
<p>a. Printout/paper copies used as record copies.</p>				
<p>b. Magnetic tape data.</p>		<p>Dispose of after third update cycle.</p>		

NARA JOB NUMBER N1-75-89-1

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>38. <u>CERTIFICATE OF DEPOSIT FILES.</u> These files consist of SF-219, Certificate of Deposit, maintained in deposit number sequence. Shows date, deposit number, accounting station, symbol, bank name and location, sum, accounting symbols, amounts, and department or agency name and address. The forms are annotated with batch number; date and are used to show deposits of funds in banks.</p>		<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after <i>cut off</i> retirement once freeze is lifted.</p>		2538a-T3F
<p>a. Printout/paper copies used as record copies.</p>	<p>Arrange numerically.</p>	<p>Destroy tape data after third update cycle.</p>		2538b-T0
<p>b. Magnetic tape data.</p>				
<p>NARA JOB NUMBER <u>N1-75-89-1</u></p>				

FINANCE — 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
39. <u>PAID VOUCHER FILES.</u> These files contain copies of purchase orders; original invoices; freight bills, as applicable; copy of SF-1166, Voucher and Schedule of Payments. In addition for automated system, also includes a copy of the printout showing voucher number, vendor information and amount, code sheet and data control sheet. These files are used to document purchase of miscellaneous items and the related payment.	Arrange numerically.	Cut off closed files at end of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; destroy 6 years 3 months after retirement once freeze is lifted.		2539a-T3F
b. Magnetic tape data.		Destroy tape after third update cycle.		2539b-T0
NARA JOB NUMBER <u>N1-75-89-1</u>				

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>40. <u>ADVICE OF COLLECTIONS FILES.</u> These consist of Form 5-770 showing the unit name, reference to the certificate deposit number and date, symbol; appropriation number, description, and amount. Used to show deposits of funds into various appropriations. Record copy maintained by office of origin.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after <i>cut off</i> retirement once freeze is lifted.</p>		2540-T3F
<p>NARA JOB NUMBER <u>N1-75-89-1</u></p>				
<p>41. <u>STATEMENT OF RECEIPTS FILES.</u> Consists of SF-108, which is an annual report for miscellaneous receipts to the Division of Administration in Washington. Shows receipt symbol, receipt account title; actual funds received. The form also has columns for two fiscal year estimates; however, none are made at the Administrative Service Center. Included in these files are comments and work sheets. Record copy maintained by Central Office.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after <i>cut off</i> retirement once freeze is lifted.</p>		2541-T3F
<p>NARA JOB NUMBER <u>N1-75-89-1</u></p>				

FINANCE — 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>42. <u>UNAPPROPRIATED RECEIPTS TRIAL BALANCE FILES</u>. Consists of computer printouts received from the Treasury reflecting deposits of tribal funds. They are used to balance the General ledger cards.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after <i>cut off</i> retirement once freeze is lifted.</p>		<p>2542-T3F</p>
<p>43. <u>SPECIAL DISBURSING AGENT FILES</u>. General ledger detail list which covers Indian Services Special Disbursing Agent funds only. Shows debit and credit entries and is used to reflect expenditures in summary.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 20 years after <i>cut off</i> retirement once freeze is lifted.</p>		<p>2543-T3F</p>

FINANCE — 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
44. <u>TRIAL BALANCE FILES</u> . Monthly reconciliation of Individual Indian Money Accounts, local form, prepared in each Area Office showing a trial balance of general ledger accounts. Prepared at Area/Agency Offices and sent to Indian Services Special Disbursing Agent Office.	Arrange chronologically by month.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; destroy 5 years after <i>Cutoff</i> retirement once freeze is lifted.		2544-T3F
NARA JOB NUMBER _____				

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>45. <u>RECONCILIATION STATEMENT FILES</u>. Consists of Treasury Form TUS 5207, Reconciliation Statement of Funded Checking Account Maintained with the Treasurer of the United States. Prepared by Treasury for Special Disbursing Agency monthly. Shows for the Disbursing Agency and for the Treasurer of the U.S.: Opening balance, plus deposits credited, total, less checks paid, closing balance, plus deposits credited but not claimed, plus deposits claimed but not credited, plus outstanding checks, and totals. Also includes back-up copies of Certificates of Deposit, statement of checking accounts (list of checks deposited, other supporting documents, and adding machine tapes.</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after <i>cut off</i> retirement once freeze is lifted.</p>		<p>2545-T3F</p>

NARA JOB NUMBER N1-75-89-1

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>46. <u>PAYROLL DETAIL COST REPORT FILES.</u> Computer printout files showing pay information for all BIA employees. Shows area, agency, name, SSN, pay period number, transaction code, accounting data, man-hours, biweekly gross, FICA if applicable, retirement, Federal Employees Government Life Insurance, health benefits, and total cost. <u>(Subject to the Privacy Act)</u></p> <p>a. <u>Originals</u> of yearly and biweekly printouts maintained for record copy purposes maintained by Central Office Division of Accounting Management.</p> <p>b. Magnetic tapes maintained by NTSC.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Out off at close of calendar year. Hold until audited by GAO or 3 years after cutoff, whichever is earlier; retire to National Personnel FRC, St. Louis, MO as volume warrants. <u>Freeze records;</u> destroy 56 years after retirement <i>cutoff</i> once freeze is lifted.</p> <p>Destroy tape data after third update cycle.</p>	<p>2546a-T3F</p>	<p>2546b-T0</p>

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>47. <u>GOVERNMENT CHARGE CARDS.</u> Applications for contractor- issued Government charge cards used in connection with offi- cial Government travel. Include application form processed for charge card, employee acknowledgment statement and related information. <u>Subject to the Privacy Act.</u></p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange alphabetically by employee name.</p>	<p>Cut off at end of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after <i>cut off</i> retirement.</p>		<p>2547-T3</p>
<p>48. <u>DEBT COLLECTION FILES.</u> Material related to the identification of debts owed the government by employees and the collection of payments.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange alphabetically by name.</p>	<p>Cut off at the end of the fiscal year in which payment for debt is made or cleared. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after <i>cut off</i> retirement.</p>		<p>2548-T3</p>

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. <u>GARNISHMENT CASE FILES.</u> Materials related to deductions for alimony and/or child support payments, based on court orders, from salary checks of individual employees.	Arrange alphabeti- cally.	Cut off at end of fiscal year in which payment ends. Hold 3 years then destroy on site if no longer needed for reference.		2601-T3

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>STUDENT TRAINEE PAYROLL FILES.</u> This file contains payroll data for student employees. The file is used to process biweekly payroll for student trainees employed part-time.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of calendar year. Hold 5 years after cutoff or after audit by GAO, whichever is earlier, then destroy.</p>		<p>2602a-T5</p>
<p>a. Printout/paper copies used as record copy.</p>				<p>WITHDRAWN</p>
<p>b. Magnetic tape data.</p>		<p>Dispose of after third update cycle.</p>		<p>2602b-T0</p>
				<p>WITHDRAWN</p>

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>FIREFIGHTER PAYROLL HISTORY FILE.</u> Contains payroll data on individuals conscripted on an emergency basis to fight fires on or near Bureau lands. This magnetic tape file contains detailed history of payments made to employees and deductions withheld.</p>	<p>Arrange as appropriate</p>	<p>Out off at close of calendar. Hold 3 years after cutoff, then destroy.</p>		2603a-T3
<p>a. Printout/paper copies used as record copy.</p>				
<p>b. Magnetic tape data.</p>		<p>Dispose of tape data after third update cycle.</p>		2603b-T0
<p>NARA JOB NUMBER _____</p>				

PAYROLL — 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>4. <u>EMPLOYEE ADDRESS FILE.</u> These microfiche files contain check mailing addresses for employees whose pay-check are not electronically transferred to a bank. File is automatically updated when an employee change-of-address is received.</p>				
<p>a. Printout/paper copies used as record copy.</p>	<p>Arrange alphabetically.</p>	<p>Destroy data when superseded, obsolete, or no longer needed for reference.</p>		<p>2604a-T0</p>
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		<p>2604b-T0</p>
<p>NARA JOB NUMBER _____</p>				

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
5. TIMEKEEPER ADDRESS FILE. Computer printouts which contain timekeeper number, location code, name and address.				
a. Printout/paper copies used as record copy.	Arrange alphabetically.	Destroy data when superseded, obsolete, or no longer needed for reference.		2605a-T0
b. Magnetic tape data. NARA JOB NUMBER _____ _____	Arrange as appropriate.	Dispose of after third update cycle.		2605b-T0

PAYROLL — 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>FINANCIAL INSTITUTION ADDRESS</u> <u>FILE</u>. These files contain addresses of financial institutions authorized by employees to receive savings allotments and paychecks. Shows name, address, zip code of financial institution, and indicator that last check was sent.</p>	<p>Arrange as appropriate.</p>			2606a-T0
<p>a. Printout/paper copies used as record copy.</p>		<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>		
<p>b. Magnetic tape data.</p>		<p>Dispose of after third update cycle.</p>		2606b-T0
<p>NARA JOB NUMBER _____</p>				

PAYROLL — 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
7. <u>TIME AND ATTENDANCE FILES.</u> Contains a detail of employee time and attendance. Contains data elements showing SSN, batch and record codes, location codes, fiscal year, appropriation, transaction data, pay and leave data for each pay period.				
a. Printout/paper copies used as record copy.	Arrange by pay period.	Cut off at end of pay period. Destroy 3 years after cutoff if no longer needed for reference.		2607a-T3
b. <u>Magnetic tape data or microfiche data.</u>	Arrange as appropriate.	Cut off biweekly. Destroy data 1 year after cutoff.		2607b-T1

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
8. <u>YEAR-TO-DATE PAY HISTORY</u> <u>FILE.</u> This file contains payroll and leave data for all employees. Maintained by Payroll Liaison Office.				
a. Printout/paper copies used as record copy.	Arrange Chronologi- cally.	Cut off at close of calendar year. Destroy data after audit by GAO or 5 years after cutoff, which- ever is earlier.		2608a-T5 <i>Withdrawn</i>
b. Magnetic tape data.	Arrange as appropriate.	Dispose of after third update cycle.		2608b-T0 <i>Withdrawn</i>

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
9. <u>IRS LEVIES.</u> Materials relating to the investigation and report on back taxes owed by individual employees.	Arrange alphabetically.	Cut off at end of fiscal year when collection is completed. Hold 3 years then destroy on site if no longer needed for reference.		2609-T3
10. <u>WAIVER OF CLAIMS.</u> Materials relating to the investigation and report on indebtedness of Bureau employees.	Arrange alphabetically.	Cut off at end of fiscal year in which determination is made on collection of debt or waived. Hold 3 years then destroy on site if no longer needed for reference.		2610-T3 WITHDRAWN
11. <u>FIREFIGHTER W2'S.</u> Form W-2 of temporary or intermittent employees hired during firefighting activities.	Arrange alphabetically.	Cut off at end of calendar year. Hold 3 years then destroy on site.		2611-T3 WITHDRAWN

PAYROLL — 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
12. <u>CHECK ISSUE LISTING.</u> Listing of checks issued per pay period.	Arrange by pay period.	Cut off at end of pay period. Hold 3 pay periods then destroy on site if no longer needed for reference.	2613-P3	2612-T0
13. <u>EMPLOYEE CONVERSION CASE FILE.</u> Materials related to the conversion of Bureau employees employed under Pub. L. 93-638 contracts when a program is contracted.	Arrange alphabetically.	Cut off when employee is terminated or retires. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	WITHDRAWN	WITHDRAWN
NARA JOB NUMBER <u>N1-75-89-1</u>				

PERSONNEL — 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. PERSONNEL SECURITY CLEARANCE CASE FILES. Documents relating to investigations of personnel employed by or seeking employment with the Government, or whose relationship with the Government requires security clearance, exclusive of investigative reports furnished to agencies by the Office of Personnel Management. Includes case files appealed to the courts, linked with Congressional investigations or of demonstrated interest to Congressional committees, the Executive Office of the President, or the public.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by name of individual.</p>	<p>Cut off at close of fiscal year in which action is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>2701-P3</p>	
<p>2. PERSONNEL SECURITY CLEARANCE STATUS FILES. Records maintained in security units to show the security clearance status of individuals. Records may be in the form of lists, rosters or cards.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically.</p>	<p>Destroy when superseded, obsolete or no longer needed for reference.</p>		<p>2702-T0</p>

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
3. PERSONNEL-PAYROLL MASTER FILE. This tape contains BIA employee data such as Social Security Number, name, state and Federal tax, deductions, salary rates, leave data, position and appointment data.	Arrange as appropriate.	Destroy when superseded.	2703a-T0	
a. Printout/paper copies.				
b. Magnetic tape data.		Cut off monthly. Destroy tape data after audit by GAO or 3 years after cutoff, whichever is earlier.	2703b-T3	
NARA JOB NUMBER _____				
4. FINAL SALARY CLEARANCE FILES. Notification to payroll office that final salary payment can be made when employee has been cleared of BIA property, credit cards, keys, and outstanding debts.	Arrange as appropriate.	Cut off at fiscal year end after employee clearance. Destroy 1 year after cutoff.	2704-T1	
NARA JOB NUMBER _____				

PERSONNEL — 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>OFFICIAL PERSONNEL FOLDERS.</u> Documents accumulated to provide an official record of personnel actions pertaining to an employee's status and service. The Federal Personnel Manual specifies the documents required in Official Personnel Folders. Official file copy is maintained at Central and Area Personnel Offices.</p>	<p>Arrange alphabetically.</p>	<p>Follow instructions in FPM.</p>	<p>2705a-PPM</p>	
<p>a. Folders of employees transferred to another agency.</p>				
<p>b. Folders of separated employees.</p>		<p>Put off file in accordance with instructions in FPM. Transfer to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, Missouri 63318, 30 days after separation except as provided in FPM.</p>	<p>2705b-PPM</p>	
<p><u>Subject to the Privacy Act (OPM/GOVT-1).</u></p>				
<p>NARA JOB NUMBER _____</p>				

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
6. <u>OFFICIAL PERSONNEL FOLDERS</u> (TEMPORARY MATERIALS). Material maintained as temporary records on the left side of the Official Personnel Folder in accordance with the Federal Personnel Manual.	Arrange as appropriate.	Destroy after 1 year if no longer needed for reference or upon transfer/separation of employee, whichever is sooner.		2706-T1
7. <u>SERVICE RECORD CARD FILES</u> . Standard Form (SF) 7B's showing pay and personnel history for each employee. Maintained in accordance with FPM.	Arrange as appropriate.	Cut off after transfer or separation of employee. Destroy 3 years after cutoff.		2707-T3

PERSONNEL — 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>PERSONNEL STATISTICAL REPORTS.</u> Records created in the preparation, coordination, and consolidation of regular and special personnel reports to the Office of Personnel Management. Included are reports on Federal civilian employment, handicapped persons, and Federal Employment Opportunity Programs; biennial reports on occupations and other comparable reports.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by report type, then by location and in chronological sequence.</p>	<p>Out off at close of fiscal year. Destroy 2 years after cutoff.</p>		<p>2708-T2</p>
<p>9. <u>NOTIFICATION OF PERSONNEL ACTION FILES.</u> SF-50's, exclusive of those in Official Personnel Folders, accumulated to provide a record for inspections, statistics, references, preparation of reports, etc. Maintained by Personnel Offices.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically.</p>	<p>Out off monthly. Destroy 2 years after cutoff.</p>		<p>2709-T2</p>

PERSONNEL — 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>MERIT PROMOTION FILES</u>. Vacancy announcements, certificates of eligibles, crediting plans, position descriptions, copies of registers, offers of employment, and selected papers maintained by Personnel Offices.</p> <p>NARA JOB NUMBER _____</p>	Arrange numerically.	<p>Out off at close of fiscal year. Destroy 2 years after cutoff provided requirements of Federal Personnel Manual are observed.</p>		2710-T2
<p>11. <u>PROMOTION OPPORTUNITY BULLETINS (POB)</u>. Consists of all position vacancies and announcement numbers. Maintained in Area and Central Office Personnel Offices.</p> <p>NARA JOB NUMBER _____</p>	Arrange numerically.	<p>Out off at close of fiscal year. Destroy 2 years after cutoff.</p>		2711-T2

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>14. <u>PERSONNEL INVESTIGATIVE FILES</u>. These files consist of confidential background pre-appointment investigations for BIA employees. Maintained outside the Official Personnel Folder.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Place in Official Personnel Folder when employee transfers or separates.</p>	<p>2714-POPM</p>	
<p>15. <u>APPLICANT SUPPLY FILE - ACTIVE</u>. Documents such as applications for employment, qualification rating sheets, control logs, applicant referrals, and related papers.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by classification series.</p>	<p>File on right side of Official Personnel Folder if individual is employed. Dispose of according to OPM instructions.</p>		<p>2715-TOPM</p>
<p>16. <u>APPLICANT SUPPLY FILE - INACTIVE</u>. Files established when an applicant is not qualified, declines, is not selected for appointment, or when application for employment is not updated. Included are applications for Federal employment and related papers.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>		<p>2716-T2</p>

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
17. <u>INCENTIVE AWARDS CASE FILES.</u> Records documenting awards given to employees for suggestions or superior performance. NARA JOB NUMBER _____ _____	Arrange alphabeti- cally.	Out off end of fiscal year in which decision of award is made. Destroy 2 years after cut- off.		2717-T2
18. <u>INCENTIVE AWARDS REPORT FILES.</u> Awards program reports, inclu- ding copies of feeder reports to Office of Personnel Management. NARA JOB NUMBER _____ _____	Arrange alphabeti- cally.	Out off at close of fiscal year. Destroy 2 years after cutoff.		2718-T2
19. <u>PERFORMANCE RATINGS.</u> Conven- ience copies which are not filed in Official Personnel Folders. NARA JOB NUMBER _____ _____	Arrange alphabeti- cally by employee name.	Out off at close of fiscal year. Destroy 2 years after cutoff.		2719-T2

PERSONNEL — 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>20. <u>PERFORMANCE RATING APPEAL FILES.</u> Employee's appeal of his/her performance rating, copies of decisions rendered and other material pertaining to the case.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by employee name.</p>	<p>Cut off at close of fiscal year in which final decision is made. Destroy 1 year after cutoff.</p>		2720-T1
<p>21. <u>POSITION DESCRIPTION FILES.</u> Documents which describe duties, responsibilities, and supervisory responsibilities of each position within the organization. These include copies of position descriptions of General Schedule and Wage Board positions, amendments, and certifications. Maintained by Personnel Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange numerically by classification series number.</p>	<p>Cut off file at close of fiscal year. Destroy 5 years after cut off. Descriptions of continuing value may be retained as nonrecord reference material.</p>		2721-T5

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>22. <u>POSITION CLASSIFICATION SURVEYS</u>. Documents created by performing systematic examination of the essential aspects of all positions within an area. Included are position survey reports, records of classification surveys, position review certifications, recommendations, and related papers.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by position number.</p>	<p>Out off at close of fiscal year. Destroy 5 years after cutoff. Surveys of continuing value may be retained as nonrecord material.</p>		<p>2722-T5</p>

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>23. <u>REORGANIZATION PROPOSALS FILES.</u> Consist of reorganization proposals submitted to the Personnel Office for classification comments. File includes narrative description and justification for reorganizations; current and proposed organizational charts; current and proposed mission and functional statements; staffing patterns; and classifier's comments.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year in which action is completed. Destroy 3 years after cutoff.</p>		<p>2723-T3</p>
<p>24. <u>CLASSIFICATION APPEAL FILES.</u> Documents accumulated when an employee appeals his job classification which include the letter of appeal, copy of job description, classifier's notes and evaluation and letter advising employee of the final decision.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year in which action is completed. Destroy 3 years after cutoff.</p>		<p>2724-T3</p>

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
25. <u>REDUCTION-IN-FORCE FILES.</u>		Out off at close of fiscal year.		
a. Retention registers. These are lists of printouts prepared before reduction-in-force for each competitive level affected by the reduction.	Arrange chronologi- cally by register date.	Destroy 2 years after cutoff. If an appeal or court case is pending, destroy 2 years after the case is resolved.		2725a-T2
b. Work cards. Used in compiling retention registers.	Arrange alphabeti- cally.	Destroy after all RIF actions are completed.		2725b-T0
c. Notice to Employees and related papers.	Arrange chronologi- cally.	Place one copy in employee's Official Person- nel Folder.	2725c-POPM	
d. Placement files. Docu- ments which result from attempts to secure new positions for displaced employees.	Arrange as appropriate.	Destroy 2 years after RIF is completed.		2725d-T2
NARA JOB NUMBER _____				

PERSONNEL — 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>26. <u>APPEALS AND GRIEVANCES FILES.</u> Files related to review and hearings of employee grievances or appeals of adverse personnel actions and disciplinary measures. These materials include summaries and transcripts of hearings, designation of committee members, committee reports, and related papers.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by employee name.</p>	<p>Out off at close of fiscal year in which final decision is made. Destroy 7 years after cut-off.</p>		<p>2726-T7</p>
<p>27. <u>EMPLOYEE FINANCIAL STATEMENT FILES.</u> Files for outside employment, financial interests and related papers.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by employee name.</p>	<p>Out off at close of fiscal year in which employee leaves position. Destroy 2 years after cut-off.</p>		<p>2727-T2</p>

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>28. <u>EMPLOYEE INTERVIEW FILES.</u> Documents which record counseling interviews, results of action taken and separation interviews.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by employee name.</p>	<p>Out off at close of fiscal year in which employee is transferred or separated. Destroy 6 months after cutoff.</p>		2728-T0
<p>29. <u>DISCRIMINATION COMPLAINT (EEO) CASE FILES.</u> Documents consist of investigations of discrimination complaints by employees of, and applicants for employment with BIA, because of race, religion, etc. Included are copies of complaints, investigation reports, hearing transcripts or summaries, statements of witnesses, and related papers.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year in which final decision is made. Destroy 4 years after cutoff.</p>		2729-T4

PERSONNEL — 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
30. <u>HEALTH RECORD CASE FILES</u> . Correspondence, reports, forms, and other papers documenting employee medical history.	Arrange alphabetically by employee name.			
a. Pre-employment physical examination, Health Qualification Placement Records, disability retirement examination, and fitness for duty examination.		Upon separation, file in Official Personnel Folder.	2730a-PORM	
b. All other papers.		Destroy when file has been inactive for 5 years.		2730b-T5
NARA JOB NUMBER _____				
31. <u>INDIVIDUAL EMPLOYEE TRAINING FILES</u> . Case files containing applications for training, authorizations, schedules, reports of progress, attendance and related documents.	Arrange by office and thereunder alphabetically by employee name.	Out off when employee transfers or terminates. Destroy 3 years after cutoff.		2731-T3
NARA JOB NUMBER _____				

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
32. <u>TRAINING REPORT CARD FILES.</u> Records and cards showing history of individual em- ployee's training. NARA JOB NUMBER _____	Arrange alphabeti- cally by employee name.	Destroy individual record upon separation of employee.		2732-T0
33. <u>TRAINING REPORT FILES.</u> File includes quarterly, semi- annual, or annual reports of training, accomplishments, and coordinating actions. Main- tained by Central Office and Area Offices. NARA JOB NUMBER _____	Arrange chronologi- cally.	Out off at close of fiscal year. Destroy 5 years after cut off or after Office of Personnel Man- agement review, whichever is earlier.		2733-T5
34. <u>TUITION ASSISTANCE FILES.</u> Documents include employee requests for and approvals or disapprovals for tuition assistance, college tran- scripts, grade reports, and related papers. NARA JOB NUMBER _____	Arrange alphabeti- cally by employee name.	Out off at close of fiscal year in which course is completed or 2 years after date of last action. De- stroy 3 years after cutoff.		2734-T3

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>35. <u>CAREER DEVELOPMENT FILES.</u> Documents maintained on individual employees to record career plans and training courses.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by employee name.</p>	<p>Out off when employee transfers or terminates. Destroy 6 months after cutoff.</p>		2735-T0
<p>36. <u>TRAINING PROGRAM ADMINISTRATIVE FILES.</u> Documents relating to departmental, bureau, and OPM formal training programs such as Managerial Development, Executive Development, etc. Includes papers regarding announcements, applications, selection and attendance.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by title of program.</p>	<p>Out of at the close of fiscal year. Destroy 5 years after cutoff.</p>		2736-T5

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
37 <u>HEALTH INSURANCE FILES.</u> Consist of Health Benefits Registration and Notices of Change in Enrollment Status Form, (signed originals); and Transmittal and summary Report to Carrier, showing number of employees covered, added, dropped, etc. NARA JOB NUMBER _____	Arranged alpha- betically.	Out off at close of fiscal year in which employee is separated. Destroy 3 years after cutoff.		2737-T3

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
38. BOND MASTER FILE. Contains a record of bond deductions authorized by each employee and is updated with deductions from the payroll process. Shows SSN, bond number, Area Office code, name, biweekly deduction, face value of bond, note face value, accumulation of amount deducted, refund code, effective issue date, SSN to be issued, name to whom sent, address, co-owner, and name of co-owner.	Arrange as appropriate.			
a. Printout/paper copies.		Destroy when superseded.		2738a-T1
b. Magnetic tape data.		Cut off monthly. Destroy tape data after audit by GSA or 3 years after cutoff, whichever is earlier.		2738b-T0
NARA JOB NUMBER _____				11. DRAWN

PERSONNEL — 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
39. <u>PERSONNEL ACTION FILE.</u> Files consist of data inputs taken from each personnel action effective within the month. Used for monthly and annual personnel reports and for research purposes.	Arrange as appropriate.			
a. Printout/paper copies.		Destroy when superseded.		2739a-T1
b. Magnetic tape data.		Cut off monthly. Destroy tape data after audit by GAO or 3 years after cutoff, which ever is earlier.		2739b-T0
NARA JOB NUMBER _____				

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>VEHICLE RELEASE FILES</u>. Documents accumulated in the transfer by sale, donation, or exchange of motor vehicles.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by vehicle number.</p>	<p>Out off at close of fiscal year in which vehicle leaves agency. Destroy 4 years after cutoff.</p>		<p>2801-T4</p>
<p>2. <u>GOVERNMENT TRANSPORTATION REQUEST (GTR) FILES</u>. Records such as SF-1120, which document the issue or receipt of accountable papers involved in travel and transportation function.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically.</p>	<p>Destroy 1 year after all entries on the records are cleared.</p>		<p>2802-T1</p>
<p>3. <u>GOVERNMENT BILLS OF LADING (GEL) FILES</u>. Registers used to account for bills of lading.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange numerically by register number.</p>	<p>Destroy 3 years after final entry on register.</p>		<p>2803-T3</p>

PROPERTY MANAGEMENT AND PROCUREMENT — 2800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
4. <u>GOVERNMENT LOSSES IN SHIPMENT ACT FILES.</u> Freight records re- lating to the Government Losses in Shipment Act consisting of schedules of valuables shipped and related papers.	Arrange numerically by shipment number.	Cut off files at close of fiscal year. Destroy 3 years after cut- off.		2804-T3
NARA JOB NUMBER _____				
5. <u>PROPERTY RECEIPT FILES.</u> Copies of purchase orders maintained as property receipt records.	Arrange numerically.	Cut off at close of fiscal year. Destroy 2 years after cutoff.		2805-T2
NARA JOB NUMBER _____				
6. <u>EXCESS PERSONAL PROPERTY FILES.</u> Reports of excess personal property and transfer of excess personal property.	Arrange numerically.	Cut off at close of fiscal year. Destroy 3 years after cutoff.		2806-T3
NARA JOB NUMBER _____				

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>PROPERTY TRANSACTION SOURCE DOCUMENT FILE</u>. Documents accumulated in controlling and accounting for nonexpendable personal property in the BIA. Papers reflect the acquisition, assignment, transfer and disposition of property. Includes copies of BIA-4310, Property Accountability Transaction, and BIA-4312, Property Invoice.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location and property identification number.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>		<p>2807-T0</p>
<p>8. <u>PROPERTY LOAN AGREEMENT FILES</u>. Contains records of accountability for Government-owned real or personal property loaned to individuals. Also contains records concerning individuals which have arisen as a result of that individual's misuse of or damage to the loaned property. <u>Subject to the Privacy Act (BIA-1)</u>.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Destroy 1 year after property is returned.</p>		<p>2808-T1</p>

PROPERTY MANAGEMENT AND PROCUREMENT — 2800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>9. <u>EMPLOYEE PROPERTY ISSUE FILES.</u> Card files (DI-105, Receipt for Property) used for documenting loan of property.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically.</p>	<p>Destroy when new card is issued, provided item has been returned.</p>		<p>2809-T0</p>
<p>10. <u>PROPERTY INVENTORY LISTINGS.</u> Consist of physical inventory documents pertaining to BIA personal property.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Cut off after next annual listing or next complete physical inventory is taken, reconciled, and approved. Destroy 2 years after cutoff.</p>		<p>2810-T2</p>
<p>11. <u>INVENTORY CONTROL FILES.</u> Inventory cards used for stock control. Maintained at some locations in addition to or in lieu of computerized inventory.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cut off.</p>		<p>2811-T2</p>

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
12. <u>BOARD OF SURVEY AND LOSS OR THEFT FILES.</u> Reports and other documents relating to the damage, loss, or theft of property.	Arrange as appropriate.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after cutoff.		
a. Reports involving pecuniary liability.				2812a-T3
b. All other reports.		Destroy 3 years after cutoff.		2812b-T3
NARA JOB NUMBER <u>N1-75-89-1</u>				
13. <u>PROPERTY PASS FILES.</u> Hand-carried authorizations for removal of property or materials when offices are being relocated.	Arrange alphabetically by name of individual.	Cut off after expiration or revocation. Destroy 3 months after cutoff.		2813-T0

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
12. <u>BOARD OF SURVEY AND LOSS OR THEFT FILES.</u> Reports and other documents relating to the damage, loss, or theft of property.	Arrange as appropriate.	Cut off at close of fiscal year.		
a. Reports involving pecuniary liability.		Destroy 5 years after cutoff.		2812a-T5
b. All other reports.		Destroy 3 years after cutoff.		2812b-T3
NARA JOB NUMBER _____				
13. <u>PROPERTY PASS FILES.</u> Hand-carried authorizations for removal of property or materials when offices are being relocated.	Arrange alphabetically by name of individual.	Cut off after expiration or revocation. Destroy 3 months after cutoff.		2813-T0
NARA JOB NUMBER _____				

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>14. <u>PERSONAL PROPERTY MASTER FILE.</u> This magnetic tape master file contains data reflecting all accountable property items throughout the BIA. The file reflects action code, document reference number; area, agency, unit, and nomenclature codes; BIA identification number; book or purchase value; make or other identification; serial number; and nomenclature description. Data is used to prepare reports. Record copy maintained at Central Office.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when no longer needed for reference.</p>	<p>2814a-T0</p>	<p>1</p>
<p>a. Printout/paper copies used as record copy.</p>				
<p>b. <u>Magnetic tape data.</u></p>		<p>Dispose of after third update cycle.</p>	<p>2814b-T0</p>	<p>→</p>
<p>NARA JOB NUMBER _____</p> <p>_____</p>				

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>15. <u>REAL PROPERTY MASTER FILE.</u> This magnetic tape file contains data pertinent to real property items under the jurisdiction of the BIA. The file reflects area/agency codes, activity, unit designation, holding agency designation, usage code, year acquired, assigned building number, property code, GSA location code, cost, ownership codes, size of property, and card code.</p>				
a. Printout/paper copies used as record copy.	Arrange by location.	Out off at end of fiscal year, hold 1 year then destroy if no longer needed for reference.		2815a-T1
b. Magnetic tape data.	Arrange as appropriate.	Dispose of after third update cycle.		2815b-T0
NARA JOB NUMBER _____ _____				

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
16. <u>FEDSTRIP SUPPLEMENTARY ADDRESS FILE</u> . Contains basic address codes for each location in BIA. Shows supplementary address, mailing address, area, agency code, GSA location code, and date established.	Arrange as appropriate.			
a. Printout/paper copies used as record copy.		Cut off at close of fiscal year, hold 1 year or until no longer needed for reference, then destroy.		2816a-T1
b. Magnetic tape data.		Dispose of after third update cycle.		2816b-T0
NARA JOB NUMBER _____				
17. <u>SPACE ALLOCATION AND UTILIZATION FILES</u> . Documents show allocation, use, and release of building space. Included are requests for space, record of assignments, reports, surveys, space layouts, and floor plans and related papers.	Arrange by building name.	Cut off at close of fiscal year in which assignment is terminated. Destroy 2 years after cut-off.		2817-T2
NARA JOB NUMBER _____				

PROPERTY MANAGEMENT AND PROCUREMENT — 2800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>18. <u>SPACE REPORTING FILES</u>. Documents relating to reporting agency space requirements and holdings. Includes copies of reports submitted to General Services Administration, other reports and related work papers.</p> <p>NARA JOB NUMBER _____</p>	<p>Arranged by report type, thereunder chronologically and by location.</p>	<p>Out off at close of fiscal year. Destroy 2 years after cutoff.</p>		2818-T2
<p>19. <u>QUARTERS EVALUATION FILES</u>. Surveys and appraisals made to adjust rental rates for federally-owned facilities occupied by BIA employees. Information includes description, location, and evaluation of quarters.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year in which quarters are appraised. Destroy after 1 year.</p>		2819-T1

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>20. <u>QUARTERS ASSIGNMENT FILES.</u> Information includes approved schedule of deductions, assignments to quarters, vouchers, requisitions for property, and current receipted inventories of quarters.</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year in which new deductions are placed in effect. Destroy after 2 years.</p>	<p>2820a-T2</p>	
<p>a. Area Office files.</p>				
<p>b. Agency files.</p>		<p>Out off at close of fiscal year in which tenant vacates quarters. Destroy after 6 months.</p>	<p>2820b-T0</p>	
<p>NARA JOB NUMBER _____</p>				

PROPERTY MANAGEMENT AND PROCUREMENT — 2800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>21. REQUESTS FOR WORK AUTHORIZATION Request forms or work orders for building maintenance.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange numerically by work order number.</p>	<p>Out off after work is per- formed or requisition cancelled. Destroy 3 months after cutoff.</p>		2821-T0
<p>22. <u>KEY CONTROL FILES.</u> Documents relating to accountability of keys issued.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Destroy when superseded by updated listing.</p>		2822-T0

PROPERTY MANAGEMENT AND PROCUREMENT — 2800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>23. <u>HISTORY RECYCLE INPUT TAPE.</u> These monthly magnetic tape files contain both personal property and finance transactions. Shows batch and header, identification, end-of-file identification, Julian date, station code and message number, batch record count, batch money control total, document reference number, location code, BIA appropriation and activity code.</p>	<p>Arrange as appropriate.</p>	<p>Cut off when superseded, hold for 2 months after cutoff then destroy.</p>	<p>2823a-T0</p>	
<p>a. Printout/paper copies used as record copies.</p>				
<p>b. Magnetic tape data.</p>		<p>Cut off monthly. Destroy tape data 1 month after cutoff.</p>	<p>2823b-T0</p>	
<p>NARA JOB NUMBER _____</p>				

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
24. <u>POSTAL RECORDS.</u> Files consist of Post Office forms such as receipts for registered and certified mail, insured mail, and special delivery receipts and forms, reports of loss, etc.	Arrange chronologically.	Cut off at close of fiscal year. Destroy 1 year after cutoff.		2824-T1
NARA JOB NUMBER _____				
25. <u>MAIL SAMPLING REPORT FILES.</u> Periodic statistical reports on the amount of postage used and weight/size of outgoing mail.	Arrange chronologically.	Cut off at close of fiscal year. Destroy 3 years after cutoff.		2825-T3
NARA JOB NUMBER _____				
26. <u>MAILING LISTS AND RELATED MATERIALS.</u> Correspondence, request forms, and other records related to changes in mailing lists or codes.	Arrange as appropriate.	Destroy 3 months after update.		2826-T0
NARA JOB NUMBER _____				

PROPERTY MANAGEMENT AND PROCUREMENT — 2800
(PROCUREMENT — 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. <u>VENDOR REFERENCE FILES</u> . Consist of catalogs, brochures, pamphlets, etc., which contain information on supplies and services provided by public vendors. NARA JOB NUMBER _____	Arrange as appropriate.	Destroy when superseded or no longer needed for reference.		2851-T0
2. <u>PROCUREMENT REGISTERS</u> . Documents maintained primarily for reporting purposes which contain a listing of numbers assigned to purchase orders and contracts. Information also includes names of vendors and requisition numbers as assigned in originating offices. Maintained by Area. NARA JOB NUMBER _____	Arrange numerically.	Cut off at close of fiscal year. Destroy 6 years after cutoff.		2852-T6

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
3. <u>PURCHASE ORDER FILES</u> . Consist of form BIA-4252, used for small purchases which normally do not exceed \$25,000. This is a procurement working files and include original requisition, green and pink copies of purchase order, copies of invoices, information related to purchase negotiation, and information related to payment of invoices. NARA JOB NUMBER <u>NA-75-89-1</u>	Arrange numerically.	Cut off at close of fiscal year in which payment is made. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; destroy 6 years after retirement once freeze is lifted.		2853-T3F WITHDRAWN

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
4. <u>REQUISITION FILES</u> . Original requisitions submitted for stockroom supplies, equipment use, or in-house personal services. Requisitions in this file <u>do not</u> result in the development of a purchase order.	Arrange by fiscal year then by requisition number.	Out off at close of fiscal year. Hold 2 years then destroy if no longer needed for reference.		2854-T2

SAFETY — 2900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. <u>SAFETY AND SECURITY INSPECTION CASE FILES.</u> Documents con- cerning the inspection of adequacy of protective and preventative measures taken against fire hazards, explo- sions and accidents, and to assure the adequacy of measures taken to protect information and services from sabotage or unauthorized entry. NARA JOB NUMBER _____	Arrange as appropriate.	Cut off at close of fiscal year. Destroy 3 years after cutoff.		2901-T3
2. <u>SAFETY AND HEALTH INSPECTION REPORTS.</u> Recurring reports on sanitary conditions of facilities.	Arrange chronologi- cally, then by report type and location.	Cut off at close of fiscal year. Destroy 3 years after cutoff.		2902-T3

SAFETY — 2900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>EMERGENCY PLANNING CASE FILES.</u> Case files consist of emergency operating plans which provide for continuity of agency operations and other background papers such as changes to plan, coordinating actions, and other documents. Record copy maintained by office responsible for preparation and issuance of plan.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Cut off when superseded or obsolete. Destroy 5 years after retirement. <i>cut off</i></p>		<p>2903-T5</p>

SAFETY -- 2900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
4. <u>EMERGENCY TEST AND EXERCISE FILES.</u>		Cut off at close of fiscal year in which test is completed.		
a. Consolidated or comprehensive reports reflecting agency results of tests conducted under emergency plans. Maintained in Central Office.	Arrange by file type, thereafter numerically.	Destroy 5 years after retire- <i>Cut off</i> ment.		2904a-T5
b. Other papers accumulating from emergency operations tests such as instructions to participants, staff assignments, messages, tests of communications and facilities, and copies of reports.	Arrange as appropriate.	Destroy 3 years after cutoff.		2904b-T3
NARA JOB NUMBER _____				

SAFETY — 2900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. MOTOR VEHICLE OPERATOR FILES. Documents relating to individual employee operation of Government-owned vehicles, including driver tests, government driver's license, safe driving awards, violations, misuse of vehicles, and related correspondence.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by employee surname.</p>	<p>Out off at close of fiscal year in which operator is separated, transferred, or upon recision of authorization to operate Government vehicle. Destroy 3 years after cutoff. If operator transfers within the Bureau, send file to new duty station.</p>		<p>2905-T3</p>

SAFETY — 2900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
6. <u>MOTOR VEHICLE ACCIDENT REPORT</u> <u>FILES.</u> Documents include: 1. SF 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator 2. SF 91, Operator's Report of Motor Vehicle Accident 3. SF 91A, Investigation Report of Motor Vehicle Accident 4. Police Reports NARA JOB NUMBER _____ _____	File by location then chronologi- cally.	Out off at close of fiscal year in which case is closed. Destroy 6 years after cutoff.		2906-T6

SAFETY — 2900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>EMPLOYEE PERSONAL INJURY CASE FILES.</u> Case files consist of copies of documents regarding job-related injuries to BIA employees. Official case file (record copy) for personal injury cases is maintained by Department of Labor. Bureau copies maintained by Area Safety Managers and used for communicating with Department of Labor regarding compensation of claims. Includes investigative reports, medical examinations, directly related correspondence, and accident reports such as:</p> <ol style="list-style-type: none"> 1. DI 134, Accident/Incident Report 2. CA 1, Federal Employee Notice of Traumatic Injury and Claim for Compensation 3. CA 2, Occupational Illness or Disease 4. CA 16, Request for Examination and/or Treatment. <p>NARA JOB NUMBER _____</p>	<p>Arrange by employee name.</p>	<p>Cut off at close of fiscal year in which injury claim is settled and all action is completed. Forward to Personnel Office for filing on left side of Official Personnel Folder.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <p>Destroy 3 years after cutoff.</p> </div> <p style="margin-left: 20px;">?</p>	<p>2907-T3</p>	<p>2907-T3</p> <p>WITHDRAWN</p>

SAFETY -- 2900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>SAFETY MANAGEMENT INFORMATION FILES</u>. Contain:</p> <ul style="list-style-type: none"> a. Documents supporting the issuance of SF-46, Motor Vehicle Identification Cards to Employees; b. Employee claims submitted to the office of Workman's Compensation (OWC); c. Case files with supporting documents pertaining to Tort Claims filed by an individual against the U.S. Government; d. Records concerning individuals which have arisen as a result of that individuals misuse or damage to Government-owned or Government-leased motor vehicles, other equipment, facilities and salary overpayments as a result of misuse of leave relating to OWC claims deemed invalid. 	<p>Arrange alphabetically.</p>	<p>Cut off at close of fiscal year in which case is settled. Hold 3 years; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>2908-P3</p>	<p>WITHDRAWN</p>
<p>NARA JOB NUMBER _____</p>				

ACKNOWLEDGMENT — 3200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>ACKNOWLEDGMENT FILES</u>. Consist of documents associated with groups applying for Federal recognition as an Indian Tribe. Files contain the letter of petition, responses to criteria for service eligibility (25 CFR 83.7a-g), findings for/against acknowledgement of the group and final determination reports. Record copy maintained at Central Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by tribe.</p>	<p>Cut off at close of fiscal year in which case is closed. Hold 10 years; retire to FRC. Offer to NARA 20 years after retire- <i>Cut off</i> ment.</p>	<p>3201-P10</p>	

ACKNOWLEDGMENT — 3200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>INDIAN JUDGMENT FUNDS CLAIMS CASE FILES</u>. Information consists of tribal claims against the U.S. filed pursuant to the Indian Claims Commission Act. Documents include the effective Secretarial plan, legislation authorizing distribution of funds, socioeconomic reports on tribes involved, tribal resolutions/constitutions, Area Office recommendations, results of BIA research report which identifies who will share in the award and transcript of hearing record. Record copy maintained by Central Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by tribe.</p>	<p>Out off when case is closed. Hold 7 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire- <i>Cut off</i> ment.</p>	<p>3202-P7</p>	

EMPLOYMENT ASSISTANCE -- 3300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>EMPLOYMENT ASSISTANCE CASE FILES</u>. Case files and related indexes for individuals who are given assistance in connection with direct employment services or adult vocational training. They include applications for assistance; departure and arrival schedules; records documenting financial assistance; training plans, objectives, and courses pursued; counseling and guidance services received (which includes community living, orientation, housing, etc.), employment referral, placement records, and reports on progress. Maintained by office providing assistance. <u>Subject to the Privacy Act (BIA-23)</u>.</p>	<p>Arranged by case number; indexed alphabetically by surname.</p>	<p>Out off at close of fiscal year in which applicant is determined ineligible to receive services or when eligible applicant case is completed.</p>	<p>3301a-P5F</p>	<p>3301b-T2</p>
<p>a. Eligible applicants receiving services.</p>		<p>Hold 5 years or until volume warrants; retire to FRC. <u>Freeze records</u>; offer to NARA 20 years after retirement <i>Cutoff</i></p>		
<p>b. Applicants ineligible for services or services determined not needed.</p>		<p>Hold 2 years then destroy on site.</p>		

W. H. Brown

NARA JOB NUMBER N1-75-89-1

EMPLOYMENT ASSISTANCE -- 3300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>EMPLOYMENT ASSISTANCE REPORTS</u>. Original copies of special or periodic narrative and statistical reports showing program plans, objectives, activities, and progress. Record copy retained by area office.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange chronologically by reporting period and location.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire <i>cut off</i> ment.</p>	<p>3302-P3</p>	
<p>3. <u>CLIENT REGISTER LOG</u>. Logs used to assign case numbers to clients, usually maintained by fiscal year.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after <i>cut off</i> retirement.</p>		<p>3303-T3</p>
<p>4. <u>WORK ORDER REGISTER LOG</u>. Logs used to assign work order numbers on client payments, maintained by fiscal year.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after <i>cut off</i> retirement.</p>		<p>3304-T3</p>

HOUSING — 3400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>HOME IMPROVEMENT PROGRAM (HIP) APPLICANT CASE FILES.</u> Consist of:</p> <ul style="list-style-type: none"> - tribal enrollment information, - condition of existing housing, - family size and composition, - income, - inability of applicant to secure housing from other sources, and - evidence that applicant has not received HIP assistance after July 1, 1975. <p><u>Subject to the Privacy Act (BIA-10).</u></p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by case number, indexed alphabetically by surname.</p>	<p>Cut off at close of fiscal year when case is completed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after re- <i>cutoff</i> retirement.</p>	3401-P5	
<p>2. <u>HOME IMPROVEMENT PROGRAM (HIP) REPORTS.</u> Periodic narrative and statistical reports on the housing program. The original of consolidated reports resulting from area and agency feeder reports. Records copy maintained by Central Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically, thereunder by location.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	3402-P3	

LAW ENFORCEMENT -- 3500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>LAW ENFORCEMENT CASE FILES.</u> Case reports prepared by law enforcement officers involving cases such as murder, suicide, and liquor violations. Includes witness statements, statutes involved, place and nature of offense, evidence seized, photographs, and final disposition report. Record copy retained in law enforcement office having jurisdiction and responsibility for investigation. <u>Subject to the Privacy Act (BIA-18).</u></p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by case number.</p>	<p>Out off at close of fiscal year of case closing. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3501-P5</p>	
<p>2. <u>TRIBAL LAW AND ORDER RECORDS.</u> Records of Tribal Law and Order codes, ordinances, and resolutions requiring approval and/or review by the Bureau. Record copy retained by Area.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3502-P3</p>	

LAW ENFORCEMENT — 3500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
3. SECURITY VIOLATIONS FILES. Reports relating to investi- gations of alleged security violations and related papers.	Arrange as appropriate.	Cut off at close of fiscal year in which final action is made. Hold 3 years or until volume warrants. Offer to NARA 20 years retirement.	3503a-P3	3503b-T2
a. Files relating to alleged security violations of sufficiently serious nature to be classed as felonies.				
b. Other files relating to alleged security violations.		Cut off at close of fiscal year in which final corrective or disciplinary action is taken. Destroy 2 years after cutoff.		
NARA JOB NUMBER _____				

LAW ENFORCEMENT -- 3500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
4. <u>LAW AND ORDER REPORTS</u> . Include periodic statistical and other reports by Area Offices to Central Office containing such information as number of Indian court civil and criminal cases; number and type of offenses, number arrested, convicted, and penalties imposed. Record copy retained by Area. NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange as appropriate.	Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	3504-P5	

LAW ENFORCEMENT -- 3500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
5. <u>INDIAN POLICE ACADEMY STUDENT CASE FILES.</u> Files contain information on students applying for admission into the academy and include applications, certificates of completion, SF-78, transcript and other related documents.		Cut off when individual leaves the police system.		
a. Paper copies of file maintained as record copy.	Arrange alphabetically.	Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire- <i>Cutoff</i> ment.	3505a-P3	
b. Microfiche or other automated/machine readable copies.	Arrange as appropriate.	Destroy as information is superseded or no longer needed for reference.		3505b-T0
NARA JOB NUMBER _____				
6. <u>INSTRUCTOR TRAINING MATERIALS.</u> Include items such as lecture notes, outlines, and other related materials used by police academy instructors for training purposes.	Arrange as appropriate.	Cut off at end of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire- <i>Cutoff</i> ment.	3506-P3	
NARA JOB NUMBER _____				

LAW ENFORCEMENT — 3500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>CLASS WORK FILES</u>. Consists of documents such as class roster, reports on disciplinary actions, separation, awards, end of class reports, class photos, daily activity reports, medical/injury reports, and other related documents on classes at the Indian Police Academy.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Cut off at end of course. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.</p>	<p>3507-P5</p>	
<p>8. <u>ADMINISTRATIVE INVESTIGATIONS</u>. Documents such as disciplinary actions, investigations on violations of academy rules/regulations and other related documents pertaining to students of the Indian Police Academy.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically.</p>	<p>Cut off at end of fiscal year in which investigation is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.</p>	<p>3508-P3</p>	

SOCIAL SERVICES -- 3600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>GENERAL ASSISTANCE CASE FILES.</u> Include names, family profiles, client/contact reports, budget forms, certificate of Indian blood, address and assurance of residence on or near a reservation, correspondence regarding eligibility for assistance and type of assistance given. Maintained by agency office. <u>Subject to Privacy Act (BIA-8).</u></p>	<p>Arrange by case number or alphabetically by name.</p>	<p>Cut off at close of fiscal year when case closes. Hold 5 years; retire to FRC. Destroy 30 years after cutoff.</p>		3601-T5
<p>NARA JOB NUMBER _____</p>				
<p>2. <u>CHILD WELFARE CASE FILES.</u> Folders contain application for services, acceptance or rejection of application, notice to applicant, certificate of Indian Blood, address or assurance of residence on or near a reservation, case plans, court order and narrative entries of contacts with client. Record copy maintained at agency. <u>Subject to the Privacy Act (BIA-8).</u></p>	<p>Arrange by case number or alphabetically by name.</p>	<p>Cut off at close of fiscal year when case closes. Hold 5 years; retire to FRC. Destroy 30 years after cutoff.</p>		3602-T5
<p>NARA JOB NUMBER _____</p>				

Withdrawn

SOCIAL SERVICES — 3600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>INDIAN CHILD ADOPTION RECORDS.</u> File includes:</p> <ul style="list-style-type: none"> - Final adoption decree; - Name and tribal affiliation of child; - Names and address of biological parents; - Identity of any agency having files or information relating to such adoptive placement; and - Any affidavits relating to the adoption. <p>Record copy maintained by Central Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of fiscal year in which decision on adoption is made. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.</p>	<p>3603-P5</p>	

SOCIAL SERVICES — 3600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>4. <u>SOCIAL SERVICE REPORTS</u>. Required periodic or special reports on activities which reflect case load trends and track expenditures. Files include narrative and statistical reports. Record copy maintained by Central Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire- cutoff ment.</p>	<p>3604-P3</p>	
<p>5. <u>SERVICES ONLY (NON-CASH ASSISTANCE) FILES</u>. Documents include family profile, client-contract reports, treatment/service plans, correspondence regarding eligibility for assistance and type of assistance given. Record copy maintained at agency.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by case number.</p>	<p>Out off at close of fiscal year. Destroy 5 years after cutoff.</p>		<p>3605-T5</p>

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>TRIBAL CUSTOMS AND HISTORY FILES.</u> Files of studies and reports concerning tribal customs and history. Record copy retained at Agency.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically than alphabetically by tribe.</p>	<p>Out off at end of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3701-P3</p>	
<p>2. <u>TRIBAL CORPORATE CHARTERS AND CONSTITUTIONS.</u> Include tribal corporate charter, constitutions, amendments, election procedures, voting results, petition for incorporation and related correspondence. Record copy maintained at Central Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically, then by tribe.</p>	<p>Out off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3702-P5</p>	

TRIBAL GOVERNMENT — 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. TRIBAL COUNCIL/COMMUNITY MEETING FILES. Official record copy of tribal council meetings, ordinances, and resolutions; including council membership and related correspondence. Record copy maintained by Agency.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3703-P3</p>	
<p>4. <u>TRIBAL MEMBERSHIP ROLLS.</u> List of tribal members showing name, reservation, agency, sex, degree of blood, residence, allotment status, and general dockets for tribal citizenship courts. Also include birth, marriage and death records. <u>Subject to the Privacy Act (BIA-7).</u></p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire- <i>cut off</i> ment.</p>	<p>3704-P5</p>	

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. TRIBAL FUND LEDGERS. Records which show status of tribal funds in the U.S. Treasury, giving descriptions of the transactions, including debits, credits, and current balances.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by tribe.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 30 years after retirement, once freeze is lifted.</p>	<p>3706-P3</p>	<p>3705-T3F</p>
<p>6. TRIBAL BUDGET AND ALLOTMENT FILES. Annual estimates of income and budgets prepared by the tribes and approved by the Area Director. Record copy maintained in Area.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by tribe thereunder chronologically.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3706-P3</p>	

TRIBAL GOVERNMENT — 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
7. <u>TRIBAL ATTORNEY CONTRACTS.</u> Contracts between attorneys and Indian tribes for general counsel and claims purposes including related corres- pondence. Record copy maintained by Area.	Arrange by area or agency thereunder by contract number.	Out off at close of fiscal year of contract ex- piration. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	3707-P3	
NARA JOB NUMBER _____				
8. <u>TRADERS LICENSE FILES.</u> Case files on individual traders including applications, bond forms, copies of licenses, and related correspondence. Record copy maintained at Agency. <u>Subject to the Privacy Act (BIA-9).</u>	Arrange by case number.	Out off at close of fiscal year of case closing. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire- ment.	3708-P5	
NARA JOB NUMBER _____				

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>9. <u>ALASKA NATIVE ENROLLMENT FILES.</u> Contains records of ancestry, vital information, eligibility criteria for Alaska natives, and covers applicants who: reside in Alaska & claim residence; reside in Alaska & claim out-of-state residence; reside outside Alaska & claim residence; & reside outside of Alaska & claim out-of-Alaska residence. Maintained to allow updating of individual records with data such as appeal decisions, changes in residence, changes as a result of administrative findings, & to produce Certificates of Indian Blood. <u>Subject to the Privacy Act BIA-7.</u></p>		<p>Cut off at end of enrollment period. Hold 5 yrs. or until vol. warrants; retire to FRC.</p>		
<p>a. Printout/paper copies of Master file used as record copies.</p>	<p>Arrange alphabetically.</p>	<p>Offer to NARA 20 yrs. after retirement. <i>cut off</i></p>	<p>3709a-P5</p>	
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose after third update cycle.</p>		<p>3709b-T0</p>
<p>c. Recovery tape used to show each transaction.</p>	<p>Arrange as appropriate.</p>	<p>Cut off after each transaction Destroy tape data 4 yrs. after cutoff.</p>		<p>3709c-T4</p>
<p>NARA JOB NUMBER _____</p>				

TRIBAL GOVERNMENT 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>NAVAJO MEMBERSHIP FILES.</u> Files pertaining to each Navajo Tribal member residing on the Navajo reservation. Contains tribal enrollment information showing tribe, individual and family identification number; relation to family head; type of roll; area, agency, state, and reservation code; resident status; parent and tribe identification number; sex code; date of birth and death; Indian status code; blood degree; and name. <u>Subject to the Privacy Act (BIA-7).</u></p>		<p>Cut off at end of enrollment period. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3710a-P5 WITHDRAWN</p>	
<p>a. Printout/paper copies of Master file.</p>	<p>Arrange alphabetically.</p>			
<p>b. Magnetic tape master file data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		<p>3710b-T0 WITHDRAWN</p>
<p>c. Recovery tape used to show each transaction.</p>	<p>Arrange as appropriate.</p>	<p>Cut off after each transaction. Destroy tape data 4 years after cut-off.</p>		<p>3710c-T4</p>
<p>NARA JOB NUMBER _____</p>				

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>JUDGMENT ROLL SYSTEM FILES.</u> Used to show distribution of monies to Indian tribes. Shows judgment identification code; individual name, sex, and identification number; address; date postmarked; date letter sent; tribe enrollment; date of birth and death; ancestor name and roll number; status code; tribal document number; dates of appeal actions; and type and date of decision.</p>				
a. Printout/paper copies of final payments used as record copies.	Arrange alphabetically.	Cut off at end of enrollment period. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	3711a-P5 WITHDRAWN	
b. Magnetic tape data produced for final payments.	Arrange as appropriate.	Cut off at close of fiscal year of final payment. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.		3711b-T3 WITHDRAWN
c. Regional Disbursing Office tape.	Arrange as appropriate.	Destroy 1 year after checks are issued.		3711c-T1
NARA JOB NUMBER _____				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. PER CAPITA MEMBERSHIP MASTER FILES. Files allow tribes to produce membership rolls, per capita payments and to obtain special statistical information such as voting lists, mailing lists, age categories, family sizes, etc. Also contains enrollment information showing tribal, individual, and family identification number; area, agency, state, and reservation code; resident status, allotment number, parent and tribe identification numbers; sex code; date of birth and death; resolution data; Indian status code; blood degree; maiden name; and family history.</p> <p>a. Printout/paper copies used as record copy.</p> <p>b. Magnetic tape of Master file.</p> <p>c. Regional Disbursing Office tape used to produce checks.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Cut off at end of enrollment period. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p> <p>Dispose of after third update cycle.</p> <p>Destroy 1 year after checks are issued</p>	<p>3712a-P5 WITHDRAWN</p>	<p>3712b-T0 Withdrawn</p> <p>3712c-T1</p>

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>13. <u>PER CAPITA PAYMENT RECORDS.</u> Annuity payrolls and other records reflecting the distribution of payment to members of Indian tribes. Includes applications for payments, disbursement returns including ledger books, supporting vouchers, exhibits, schedules, changes of address, returned notices/mail when addressee has moved, and all related correspondence. Include materials related to stop payments of checks issued and cancelled checks, as appropriate.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of fiscal year in which final per capita payment is made. Hold 10 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3713-P10</p>	
<p>14. <u>INDIAN COURT RECORDS.</u> 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.)</p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of fiscal year of case closing. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3714-P3</p>	

TRIBAL GOVERNMENT — 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
15. <u>ENROLLMENT APPEALS</u> . Documents relating to an individual's appeal of a decision regarding denial of enrollment and related documents. <u>Subject to the Privacy Act (BIA-7)</u> . NARA JOB NUMBER _____	Arrange alphabetically by tribe then by last name.	Cut off at close of fiscal year in which decision on appeal is made. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.	3715-P5	
16. <u>BLOOD QUANTUM APPEALS</u> . Documents relating to an individual's appeal of a decision regarding blood quantum and related documents. <u>Subject to the Privacy Act (BIA-7)</u> . NARA JOB NUMBER _____	Arrange alphabetically by tribe then by last name.	Cut off at close of fiscal year in which decision on appeal is made. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.	3716-P5	

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>17. <u>JUDGMENT (PER CAPITA) APPEALS.</u> Documents relating to an individual's appeal of a decision regarding a per capita distribution and related documents. <u>Subject to the Privacy Act (BIA-7).</u></p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by tribe then by last name.</p>	<p>Cut off at close of fiscal year in which decision on appeal is made. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cut off retirement.</p>	<p>3717-P5</p>	
<p>18. <u>LIQUOR ORDINANCE CASE FILES.</u> Documents relating to liquor ordinances passed by tribal governing bodies.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically.</p>	<p>Cut off when superseded. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cut off retirement.</p>	<p>3718-P5</p>	

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>19. <u>TAXATION CASE FILES</u>. Documents relating to the taxation of non-Indian individuals residing on Indian lands.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location, then alphabetically.</p>	<p>Cut off when individual no longer maintains the <u>same</u> residence. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.</p>	<p>3719-P5</p>	
<p>20. <u>ABUSE INVESTIGATION CASE FILES</u>. Documents relating to the reporting and investigation of individuals accused of sexual abuse, physical abuse or child abuse/neglect. Includes witness statements, place and nature of offense, evidence seized, photographs, and final disposition. Record copy retained by the office investigating the charges. <u>Subject to the Privacy Act (BIA-18)</u>.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by case number.</p>	<p>Cut off at close of fiscal year of case closing. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.</p>	<p>3720-P5</p>	

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>21. <u>TRIBAL ENROLLMENT APPLICATIONS.</u> Application form and related material for the enrollment of individuals in a Federally recognized tribe.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off at end of calendar year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.</p>	<p>3721-P5</p>	
<p>22. <u>ENROLLMENT VERIFICATION FILES.</u> Material related to requests for and verification of tribal enrollment, membership, or blood quantum of individuals. Requests are generally for the purpose of verifying eligibility for a service/benefit or similar program.</p>	<p>Arrange alphabetically.</p>	<p>Cut off at end of calendar year. Hold 2 years then destroy.</p>		<p>3722-T2</p>
<p>23. <u>TRIBAL CENSUS FILE.</u> Books, ledgers, and other material related to the historical records of individuals for tribal census information.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Cut off at end of fiscal year in which census is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>retire cut off</i> ment.</p>	<p>3723-P3</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. <u>INDIAN BUSINESS DEVELOPMENT (IBD) GRANT/CONTRACT CASE FILES.</u> Records consist of application, agreement, bud- get, reports and related correspondence. <u>Subject to the Privacy Act (EIA-11).</u>	Arrange by project number.	Out off at close of fiscal year.		
a. Area case files.		Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; offer to NARA 20 years after retire <i>cutoff</i> ment.	4201a-P3F	
b. Other copies.		Destroy 2 years after cutoff.		4201b-T2
NARA JOB NUMBER _____ _____				

CREDIT -- 4200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
2. <u>INDIAN LOAN CASE FILES.</u> Records which document direct revolving loan funds and guaranteed or insured loans to Indian organizations, groups or individuals. <u>Subject to the Privacy Act (BIA-13).</u>	Arrange by case number.	Cut off at end of fiscal year in which loan is paid, cancelled or otherwise disposed of.		
a. Case files of approved loans which include application, loan guaranty or insurance agreement (if applicable), financial reports, records of payment, eligibility certificate and related papers.		Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.		4202a-T3
b. Case files of withdrawn, declined, or cancelled applications.		Destroy 3 years after cutoff.		4202b-T3

NARA JOB NUMBER N1-75-89-1

CREDIT -- 4200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
3. <u>CREDIT LOAN HISTORY CARD FILES</u> . Record cards which contain pertinent loan information as required by original agreement. Subject to Privacy Act (BIA-13). NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange as appropriate.	Cut off at close of fiscal year in which case is closed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	4203-P5	
4. <u>SCHEDULES OF CREDIT LOAN COLLECTION FILES</u> . Listings of payments on various loans including payment receipts. NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange as appropriate.	Cut off at close of fiscal year in which case is closed. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records;</u> destroy 5 years after retirement <i>cutoff</i> once freeze is lifted.		4204-T3F
5. <u>CREDIT FINANCING REPORTS WORKING PAPERS</u> . Backup material used to supplement the record copy of reports.	Arrange as appropriate.	Cut off at close of fiscal year. Destroy 1 year after cutoff.		4205-T1

CREDIT -- 4200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>CREDIT OPERATIONS REPORT FILES</u>. Include reports of reimbursable collections and summary of fiscal year transactions; annual credit report including profit/loss statements, reconciliation sheet, individual statements of loan delinquencies; periodic narrative and statistical reports. Maintained by Central Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire <i>cut off</i> ment.</p>	<p>4206-P3</p>	
<p>7. <u>CREDIT OPERATIONS AUDIT REPORTS</u>. Special reports prepared by BIA auditors or by public accountants on credit operations. Record copy retained by Area.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after cutoff.</p>	<p>4207-T3</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
8. <u>STOCK PURCHASES FILES.</u> Records of purchase of stock in various Indian associations by individuals. Maintained by Credit Finance Office. NARA JOB NUMBER _____ _____	Arranged alphabeti- cally.	Cut off at close of fiscal year in which stock is disposed of. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze</u> <u>records</u> ; destroy 10 years after cutoff.		4208-T3F

ENVIRONMENTAL QUALITY SERVICES — 4300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>ENVIRONMENTAL IMPACT STATEMENTS.</u> Studies and surveys of the impact of projects and activities that affect the quality of the human environment. These files are generally associated with a proposal that may significantly change the environment. Record Copy retained by office of origin.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year statement is completed. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records;</u> destroy 20 years after cutoff once freeze is lifted.</p>	<p>4302-P3</p>	<p>4301-T3F</p>
<p>2. <u>ENVIRONMENTAL CONTROL FILES.</u> Correspondence, reports, analyses, and statements on projects that may affect the environment such as air and water quality, land resource modification, etc. Record copy retained by office of origin.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4302-P3</p>	

ENVIRONMENTAL QUALITY SERVICES -- 4300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>CULTURAL RESOURCES FILE.</u> Contains information regarding historical and archaeological sites including the Cultural Resources Survey Report, copies of consultation with state officers, advisory councils, and tribes; documents specifying Bureau actions required to comply with the National Historic Preservation Act. Record copy retained by area.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by project number.</p>	<p>Cut off at end of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire- <i>cut off</i> ment.</p>	<p>4303-P5</p>	
<p>4. <u>HAZARDOUS WASTE FILES.</u> Contains information regarding the assessment and designation (or not) of a location as a hazardous waste site and related information.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location.</p>	<p>Cut off when action on clean-up has been completed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.</p>	<p>4304-P5</p>	

ENVIRONMENTAL QUALITY SERVICES -- 4300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>HAZARDOUS SUBSTANCE CASE FILES</u>. Materials relating to the identification and/or removal of hazardous substances (other than hazardous waste materials identified through the Environmental Protection Agency assessment procedures). File includes any follow-up activities or reports on the project and other related documents.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange by location, then alphabetically by type of substance.</p>	<p>Cut off at close of fiscal year in which project ends. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i>. retirement.</p>	<p>4305-P3</p>	
<p>6. <u>WATER SAMPLING FILES</u>. Materials relating to the testing and results of water supplies. Test results are used to determine safety levels of chemicals/compounds of water supplies.</p>	<p>Arrange by project, then location.</p>	<p>Cut off at end of fiscal year in which testing is completed and reimbursement is made. Hold 5 years, then destroy if no longer needed for reference.</p>		<p>4306-T5</p>

ENVIRONMENTAL QUALITY SERVICES -- 4300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
7. <u>SOIL TESTING FILES</u> . Materials relating to the testing of soil samples, the results of which are used to determine safety levels of chemicals/compounds in soil in or around Bureau facilities.	Arrange by project then location.	Out off at end of fiscal year in which testing is completed and reimbursement made. Hold 5 years, then destroy if no longer needed for reference.		4307-T5
8. <u>CONCRETE ENGINEERING TESTING</u> . Materials relating to the testing of concrete, gravel, etc. used for construction/engineering purposes. Test results are used for determining adequacy of the material/compound used in engineering projects.	Arrange by project then location.	Out off at end of fiscal year in which testing is completed and reimbursement made. Hold 5 years, then destroy if no longer needed for reference.		4308-T5

ENVIRONMENTAL QUALITY SERVICES — 4300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
9. <u>SAFE WATER DRINKING ACT</u> <u>TESTING.</u> Tests and results of water testing to determine safe levels of microorganisms, bacteria, etc., in accordance with the Safe Water Drinking Act.	Arrange by project then location.	Cut off at end of fiscal year in which testing is completed and reimbursement made. Hold 5 years, then destroy if no longer needed for reference.		4309-T5

FORESTRY — 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>TIMBER MANAGEMENT PLANS.</u> Overall plans for the conservation and utilization of forests under BIA jurisdiction. Revised periodically to show volume of timber growth, growth potential under different forms of management, and allowable annual cut under sustained yield management. Record copy is retained by office of origin.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically, then by location or as appropriate.</p>	<p>Cut off when superseded by new plan. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4401-P3</p>	
<p>2. <u>TIMBER SALE CONTRACT FILES.</u> Records concerning commercial cutting of Indian-owned timber, including activity copies of contracts with Indian and non-Indian mills. Includes sales plans, and other related documents. Record copy retained by agency office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by contract number.</p>	<p>Cut off at close of fiscal year in which contract is completed. Retire to FRC 5 years after cutoff or 5 years after litigation, whichever is later. Offer to NARA 20 years after retirement.</p>	<p>4402-P5</p>	

FORESTRY -- 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>TIMBER SALES DATA FILES.</u> Records which support the timber sale contract, but are maintained separately. The cards (Form BIA-5311) give the abstracted history of timber cutting, including name of reservation, purchaser, seller, contract number, amount of bond, information on bids, volumes and rates of timber cut, amounts received, and stumpage data. Record copy retained at Central Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location then contract number.</p>	<p>Out off at close of fiscal year in which contract expires. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4403-P5</p>	
<p>4. <u>TIMBER SALES LEDGERS.</u> Timber money records and Timber Scale Record sheets maintained in ledgers by Controlling Account (Form BIA-5320), to summarize all timber sale transactions. Value and volume of timber cut, by ownership, is shown for each contract. Record copy retained by office of origin.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically, thereunder by location.</p>	<p>Out off at close of fiscal year in which contract is completed. Hold 5 years or until volume warrants; retire to FRC. Destroy 20 years after cutoff.</p>	<p>4404-T5</p>	

FORESTRY — 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
5. <u>MONTHLY REPORT OF TIMBER CUT.</u> Consolidated scale reports on Form BIA-5309 or equivalent summarizing monthly volume, value of timber cut and total for each contract, and related information used as a check on the purchaser's compliance with terms of the contract. Record copy retained by Area.	Arrange by contact number.	Cut off at close of fiscal year in which con- tract is com- pleted. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after cutoff.		4405-T3
NARA JOB NUMBER _____ _____				
6. <u>SPECIAL ALLOTMENT CUTTING PERMITS.</u> Special timber cutting permits (not con- tracts) which include form BIA-5328 or its equivalent with related correspondence and other records. Record copy retained by office of origin.	Arrange numerically by permit issuance number.	Cut off at close of fiscal year of permit expi- ration. Retire to FRC 5 years after completion of permit or any litigation, whichever is later. Offer to NARA 20 years after retire- ment.	4406-P5	
NARA JOB NUMBER _____ _____				

FORESTRY — 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>TIMBER CUTTING PERMITS.</u> Includes form BIA-5531 and related correspondence for special-paid or free-use timber cutting permits.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange by location, then alphabetically by individual.</p>	<p>Cut off at close of fiscal year in which permit expires. Hold 5 years or until volume warrants; retire to FRC. <u>Freeze records; destroy 5 years after retirement</u> <i>cut off</i> once freeze is lifted.</p>		<p>4407-T5F</p>
<p>8. <u>LOG SCALE SHEETS.</u> Records of amount of timber removed from tribal or allottee logging units.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange by location then numerically.</p>	<p>Cut off at close of fiscal year in which logging unit is completed. Hold 5 years or until volume warrants; retire to FRC. <u>Freeze records; destroy 20 years after retirement</u> <i>cut off</i> once freeze is lifted.</p>		<p>4408-T5F</p>

FORESTRY -- 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>9. FORESTRY SCALE REPORTS. Ten-day reports related to timber sale contracts (form BIA-5301) and forestry operations that are prepared and retained at Agencies. Maintained by agency forestry office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location then chronologically.</p>	<p>Out off at close of fiscal year in which contract is completed. Retire to FRC 5 years after cutoff. Destroy 20 years after cutoff.</p>		<p>4409-T5</p>
<p>10. FORESTRY CHECK SCALE REPORT. Monthly reports on form BIA-5310 prepared to check log scales and certify their accuracy. Record copy retained at agency office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically, thereunder by location.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 20 years after cutoff once freeze is lifted.</p>		<p>4410-T3F</p>

FORESTRY — 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>ANALYSIS OF OBLIGATIONS REPORT</u>. Analysis (on form BIA-5316) which summarizes obligations and fiscal year expenditures for each forestry activity, volume/value of timber harvested and administrative fees earned.</p>	<p>Arrange chronologically, then by location.</p>	<p>Cut off at close of fiscal year.</p>	<p>4411a-P5</p>	<p>4411b-T5</p>
<p>a. Record copy maintained at Central Office.</p>				
<p>b. Other copies.</p>		<p>Destroy 5 years after cutoff.</p>		
<p>NARA JOB NUMBER _____</p>				

FORESTRY -- 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. FORESTRY WORKING PAPERS. Duplicate working papers which include topographer's map sheets and other material not part of official files. Maintained by forestry branch.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location.</p>	<p>Destroy when superseded or obsolete.</p>	<p>4413-P3</p>	<p>4412-T0</p>
<p>13. <u>ANNUAL FINANCIAL STATEMENTS FOR INDIAN SAWMILLS.</u> Documents relating to Indian mills cutting non-Indian timber, ledger sheets, profit and loss statements, balance sheets, detailed operating statements, inventory lists, wood analysis, footage cut, market price and other data. Used for a yearly comparative analysis of operations and to determine per capita distribution of timber sales profits. Maintained by Area forestry office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location then chronologically.</p>	<p>Cut off at end of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4413-P3</p>	

FORESTRY -- 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>21. <u>FIRE TRESPASS</u>. Records documenting any fire causing damage or destruction to Indian-owned resources. Includes litigated actions resulting from fire trespass. <u>Subject to Privacy Act (BIA-24)</u>.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange alphabetically by last name.</p>	<p>Cut off at close of fiscal year in which settlement or other final determination of case was made. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records, destroy 5 years after retirement</u> <i>Cutoff</i> once freeze is lifted.</p>		4421-T3F
<p>22. <u>CUMULATIVE FORESTRY COMPARATIVE STATEMENTS</u>. Sheets for each reservation (Form 5-5329, or equivalent) containing posting of expenditures and deductions from tribal and federal funds for each fiscal year, showing current and accumulated totals.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arranged chronologically, then by statement type within Agency.</p>	<p>Cut off at close of fiscal year statement is completed. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records;</u> offer to NARA 20 years after retirement.</p>	4422-P3F	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>NATURAL RESOURCE MANAGEMENT PLANS</u>. Periodic plans and reports on the conservation, utilization, and management of lands under BIA jurisdiction. Record copy retained by agency for which plan was drafted.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location then chronologically.</p>	<p>Cut off at close of permit period. Hold during succeeding permit period or a minimum of 5 years, whichever occurs first; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4501-P5</p>	
<p>2. <u>RANGE UNIT CASE FILES</u>. Records used for grazing land accountability which give information on range permits or contracts, including name of contractor, range area, authorized stock, grazing season, grazing value, number of livestock grazed, reservation, permit period, etc. Record copy retained by office of origin.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by case number.</p>	<p>Cut off at close of permit period. Hold during succeeding permit period or a minimum of 5 years, whichever occurs first; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4502-P5</p>	

RANGE MANAGEMENT -- 4500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
3. <u>RANGE AND WILDLIFE MAPS (DUPLICATES)</u> . Temporary files which include duplicate copies of range and wildlife maps and related material.	Arrange by location.	Destroy when superseded or obsolete.		4503-T0
4. <u>RANGE SURVEY FILES</u> . Special studies of the grazing potential on particular range areas, including a determination of such factors as water availability, type of forage, fencing, topography, includes a record set of area maps relating to these activities. Record copy is retained by office of origin.	Arrange by location then chronologically.	Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	4504-P5	
NARA JOB NUMBER <u>N1-75-89-1</u>				

RANGE MANAGEMENT -- 4500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>GRAZING PERMIT BID FILES.</u> Files include abstracts of bids, advertisement copy, and related correspondence. Record copy retained by office of origin.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange numerically by bid.</p>	<p>Cut off at close of permit period. Hold during succeeding permit period or a minimum of 5 years, whichever occurs first; retire to FRC. <u>Freeze record;</u> destroy 20 years after retire- <i>Cut off</i> ment.</p>	<p>4506-P5F</p>	<p>4505-T5F</p>
<p>6. <u>GRAZING PERMIT CASE FILES.</u> Bidder's proposal for grazing privileges; statement and certificate of award; grazing permit, including authority from owner to grant grazing privileges on allotted land and modifications, if any; penal or surety bond; and related correspondence. Maintained by user agency office.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. <u>Freeze record;</u> Offer to NARA 20 years after retire- <i>cut off.</i> ment.</p>	<p>4506-P5F</p>	

RANGE MANAGEMENT -- 4500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>RANGE REPORTS.</u> Periodic and special agency reports on various phases of range and wildlife operations and related correspondence. Record copy of consolidated report retained by Central Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically then by location.</p>	<p>Out off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4507-P5</p>	
<p>8. <u>RANGE AND WILDLIFE MAPS FILES.</u> 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. Included also is manuscript or annotated material, and one copy (the record set) of each version.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location.</p>	<p>Out off when superseded by new print or map. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off.</i> retirement.</p>	<p>4508-P3</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
9. <u>AGRICULTURAL EXTENSION CASE FILES.</u> These are official record copies on extension projects with related correspondence and papers used in the preparation of individual livestock, agricultural, or home extension programs. The record give information on program accomplishments, and are used for historical reference and in documenting BIA functions concerning agricultural pursuits among Indians. NARA JOB NUMBER _____	Arranged by case number.	Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; destroy after freeze is lifted.		4509-T3F <i>Withdrawn</i>
10. <u>AREA OFFICE ANNUAL EXTENSION REPORTS.</u> Reports such as: Annual consolidation of statistical data from Agents' monthly and periodic reports. NARA JOB NUMBER _____	Arranged chronologically by reporting period, then by type and location.	Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; destroy after freeze is lifted.		4510-T3F

RANGE MANAGEMENT -- 4500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>REHABILITATION CASE FILES.</u> Files include documents on rehabilitation plans and projects for fire rehabilitation, fence construction, water development, restocking of fish and/or game, etc., and other related documents.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year in which project ends. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4511-P3 WITHDRAWN</p>	
<p>12. <u>WATER RIGHTS CASE FILES.</u> Files relating specifically to water rights, including documents such as water rights certificates, state/federal agreement adjudications, and other related documents.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year in which water rights issue is resolved. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.</p>	<p>4512-P3</p>	

RANGE MANAGEMENT — 4500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>13. <u>HOPI PARTITIONED LAND CASE FILES.</u> Files consist of documents on individuals residing in the partitioned land area, census enumerations, livestock inventories and other related documents used in the determination of disposition or allocation. <u>Subject to the Privacy Act (BIA-6).</u></p>		<p>Cut off at close of fiscal year in which case closes or action on final determination is completed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.</p>		
<p>a. Paper copies used as record copy.</p>	<p>Arrange alphabetically.</p>		<p>4513a-P5</p>	
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Destroy tape data after third update cycle.</p>		<p>4513b-T0</p>
<p>NARA JOB NUMBER _____</p>				

RANGE MANAGEMENT — 4500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
14. <u>HOPI PARTITIONED LAND FILES.</u> Consists of survey information collected on land being used within the partitioned area. Material in this file may be used in making determinations as to the disposition of land in the partitioned area. <u>Subject to the Privacy Act (BIA-6).</u>	Arrange as appropriate.	Cut off at end of fiscal year in which final action on land is completed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire- <i>cut off</i> ment.	4514a-P5	
a. Paper copies used as record copy.				
b. Magnetic tape data.		Destroy tape data after third update cycle.		4514b-T0
NARA JOB NUMBER _____				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>LAND ALLOTMENT CASE FILES AND ASSIGNMENT RECORDS</u>. Records which 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 or treaty rights, and used to establish Indian rights and titles to land. Included are allotment books or schedules, secretarial orders, allotment or estate record cards, tribal land agreements, land registers and records books, records of contested land allotment cases, and related correspondence.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location code, then alphabetically by last name, then by allotment number.</p>	<p>Cut off at close of fiscal year file becomes inactive. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4601-P5</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>LAND ALLOTMENTS.</u> Include records relative to allotments of land which is still in trust status but owned by Indian individuals. Records include patents, fees and certificates of competency.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location code, then alphabetically by last name, then by allotment number.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4602-P5</p>	
<p>3. <u>LAND ASSIGNMENTS.</u> Include records on assignments of tribal land for which an individual has equitable ownership.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location code, then alphabetically by last name.</p>	<p>Cut off at close of fiscal year in which files becomes inactive. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4603-P5</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>4. <u>PATENTS, FEES AND CERTIFICATES OF COMPETENCY.</u> Records include documents relating to patents, fees, certificates of competency and related documents not included in individual case files for land allotments.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location code, then by allotment number, then alphabetically by last name.</p>	<p>Out off at close of fiscal year in which files becomes inactive. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4604-P5</p>	
<p>5. <u>LAND GIFT CONVEYANCE.</u> Records include land title opinions, reports by agency superintendents and correspondence justifying the conveyance of land by gift.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location code, then by land parcel/section number.</p>	<p>Out off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4605-P5</p>	

REALTY -- 4600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
6. <u>LAND PLAT BOOKS.</u> Documents which show parcels of land allotted to Indians, and other items such as townsite, reclamation withdrawals, reservoirs, agency and school reserves, etc.; also plat number, township, range, and meridian. Notations on plats indicate boundaries of land allotted, allotment number and changes in land ownership, if any.	Arrange numerically by book number.	Cut off when books become inactive. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.	4606-P3	
NARA JOB NUMBER <u>N1-75-89-1</u>				
7. <u>LAND TRACT BOOKS.</u> Journal books showing land transactions including legal description of land (subdivision, section, township, range and acreage); Indian and English names of allottee; date tract reported to Secretary of the Interior for patent; date of approval; patent number; Indian's allotment number; file number of heirship; and other transactions relating to the tract.	Arrange numerically by book number.	Cut off when books become inactive. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	4607-P3	
NARA JOB NUMBER <u>N1-75-89-1</u>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
8. <u>ABORTED LAND TRANSACTION FILES</u> . Aborted petitions to sell, transfer, or otherwise alienate rights or property. NARA JOB NUMBER _____	Arrange by location, then alphabetically by last name, then by land parcel/tract number.	Cut off at close of fiscal year that transaction is aborted. Destroy 5 years after cutoff.		4608-T5

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>9. <u>LAND TRANSACTION FILES.</u> Case files covering land transactions such as land acquisition on behalf of particular tribe, exchange between tribe and non-Indians, sales made to non-Indians, exchanges between Indians by deed or patent in fee, and gift conveyance made to another Indian or tribe by an order transferring inherited interest in Indian land. Included are 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, abstract of bids, copies of advertisements, written consent of heirs to sell, and related correspondence.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location, then alphabetically by tribe name, then by land parcel/section/or plat number.</p>	<p>Out off at close of fiscal year in which file becomes inactive. Hold for 10 years; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4609-P10</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>LAND TITLE/DEED FILES</u>. 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.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location, then alphabetically by last name, then by land parcel or section number</p>	<p>Cut off when books become inactive. Hold 2 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4610-P2</p>	
<p>11. <u>INITIAL OBSERVATIONS OF LAND SURVEY FIELD NOTES</u>. Notebooks containing the initial observations of an engineer or other specialist used to more precisely establish the metes and bounds to pinpoint and analyze the resources of a specific piece of land.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location, then by land parcel/section/plat number.</p>	<p>Cut off at close of fiscal year file becomes inactive. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4611-P5</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. <u>CADASTRAL SURVEYS</u>. Documents reflect surveys which are conducted by the Bureau of Land Management or other contractors to establish exterior boundaries and other administrative surveys conducted within the boundaries of the reservation.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by reservation, then by land parcel/section/plat number.</p>	<p>Cut off when superseded. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4612-P5</p>	
<p>13. <u>LAND MAPS AND PLANS</u>. Township maps, plats and town plans, giving detailed information such as section, township, range of land and, in some cases, ownership, together with related tracings and documents.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by reservation then by map number.</p>	<p>Cut off at close of fiscal year in which file becomes inactive. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after re- <i>cut off</i> retirement.</p>	<p>4613-P3</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>14. ACQUIRED SUB-MARGINAL LAND BOOKS. Journal books listing lands acquired from the Department of Agriculture, which purchased lands 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.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange numerically by book number.</p>	<p>Cut off when books become inactive. Hold 2 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4614-P2</p>	
<p>15. <u>LAND ACQUISITION MAPS BOOKS.</u> Original annotated maps and copies used as base maps showing the township, reservation boundaries and location of land purchased under the Indian Reorganization Act.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by tribe name then map number.</p>	<p>Cut off at close of fiscal year. Hold 2 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire <i>cut off</i> ment.</p>	<p>4615-P2</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>16. <u>LAND RIGHT-OF-WAY FILES.</u> Records indicating right-of-way or easements granted over Indian lands for roads, power lines, railroads, communication lines, irrigation ditches, canals, pipelines, etc. Includes documents such as applications, tribal resolutions, and maps or tracing illustrating right-of-way. Record copy maintained at office approving official.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by tribe, then by last name (if applicable) then by land section/parcel number.</p>	<p>Cut off at close of fiscal year in which right-of-way is terminated. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.</p>	<p>4616-P3</p>	
<p>17. <u>LAND LEASE ACCOUNTING FILES.</u> Accounting records related to the collection, custody, and deposit of funds derived from leases of Indian land or other resources. Also includes records of the disbursement of such funds. Maintained by agency office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location, then numerically by lease number, then alphabetically by last name or tribe.</p>	<p>Cut off at close of fiscal year in which lease expires. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; may be destroyed 20 years after cutoff.</p>	<p>4617-T3F</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>18. <u>INDIAN LAND LEASE CASE FILES.</u> Mineral, oil and gas, business, homesite, and surface land farming, and other surface land leases; sand and gravel permits. Include copy of lease, lease bond, transmittal form for lease and bond, statement and certificate of awards, lease assignments. Also contain land description, heirship and current ownership of Indian Trust lands, identification of owners. <u>Subject to the Privacy Act (BIA-5).</u></p>	<p>Arrange by location, then lease number, then alphabetically by last name or tribe.</p>	<p>Cut off at close of fiscal year in which lease is terminated or expired.</p>	<p>4618a-P5</p>	<p>4618b-T5</p>
<p>a. Land lease case files documenting mineral, oil or gas leases over \$25,000 per annum.</p>				
<p>b. All other land lease case files. Record copy maintained by office approving lease.</p>		<p>Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p> <p>Hold 5 years or until volume warrants; retire to FRC. Destroy 7 years after cutoff.</p>		
<p>NARA JOB NUMBER _____</p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>19. <u>OIL WELL RECORDS.</u> Copies of records submitted or received from U.S. Geological Survey regarding oil and gas operations on leased Indian lands. Includes well logs, plugging records, production reports, communization agreements and lease status reports. Record copies maintained by USGS as permanent records.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location, then lease number, then alphabetically by last name or tribe.</p>	<p>Out off at close of fiscal year in which lease expires. Destroy after 4 years.</p>		4619-T4
<p>20. <u>NATION-WIDE OIL AND GAS LEASE BOND FILES.</u> Files consist of the bond document indicating principal and surety and other related papers. Original bonds maintained by Central Office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location, then lease number, then alphabetically by last name or tribe.</p>	<p>Out off at close of fiscal year in which bond is terminated. Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after cutoff.</p>		4620-T3

REALITY -- 4600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>21. <u>MINERAL RESOURCES INVENTORY AGREEMENT FILES</u>. Consists of interagency agreements between U.S. Geological Survey or Bureau of Mines and private firms to conduct research and assessment of mineral value on Indian lands. Record copy maintained by Central Office.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange by location, then reservation, then alphabetically by company name.</p>	<p>Cut off at close of fiscal year in which study is completed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4621-P5</p>	
<p>22. <u>TOWN LOT USE PERMITS</u>. Temporary files concerning use of lands restricted from sale or land for which it has been impossible to secure clear legal title. Includes copies of rent receipts, related material and all other town lot use permits.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange by location, then by town lot number.</p>	<p>Cut off at close of fiscal year in which permit expires. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records;</u> destroy 5 years after retirement <i>cut off</i> once freeze is lifted.</p>		<p>4622-T3F</p>

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
23. <u>REAL PROPERTY INSURANCE POLICIES</u> . Insurance policies on restricted real property, and related card records. NARA JOB NUMBER _____	Arrange by location, then by policy number.	Out off at close of fiscal year in which policy is cancelled or terminated. Destroy 2 years after cutoff.		4623-T2
24. <u>REAL ESTATE APPRAISAL REPORT FILES</u> . Appraisal reports used by Realty Officers in negotiating leases, land transactions, or for causes involving litigation. Includes inventories, land assessments and improvements, including reviews and evaluations of appraisal reports. Record copy maintained by originating office. NARA JOB NUMBER _____	Arrange by legal land description.	Out off at close of fiscal year in which appraisal expires. Hold 10 years; retire to FRC when volume warrants. Offer to NARA 20 years after retirement.	4624-P10	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>25. <u>REAL ESTATE APPRAISAL REFERENCE FILES.</u> Consists of county assessor's maps, quad- rangle maps, reservation maps, county atlases, copies of BIA Reservation Road Maps, plat maps, and aerial photographs used for appraisal and land- use planning purposes.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by land location.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>		<p>4625-T0</p>
<p>26. <u>REAL ESTATE MARKET DATA CARD FILES.</u> Consists of market data on recorded real estate transactions used for pre- paring appraisal report. Maintained at area and agency.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location Code.</p>	<p>Destroy when superseded, obsolete or no longer needed for reference.</p>		<p>4626-T0</p>

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>27. <u>LAND USE FEASIBILITY AND MARKETABILITY STUDY FILES.</u> Narrative reports, and related papers resulting from studies to evaluate and analyze use and development of reservation land. Record copy maintained by agency.</p> <p>NARA JOB NUMBER _____</p>	Arrange by location code.	Cut off at close of fiscal year in which study is completed. Hold 5 years; or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	4627-P5	
<p>28. <u>RESERVATION LAND USE AND DEVELOPMENT PLAN FILES.</u> Original tracings, sepias, and mylars of design plans and construction plans for land use developments on Indian reservations. Record copy maintained by office of origin.</p> <p>NARA JOB NUMBER _____</p>	Arrange by project name.	Cut off at close of fiscal year in which project plan is completed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	4628-P5	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>29. <u>REAL PROPERTY REPORTS</u>. Periodic reports showing accomplishments, statistical information and related correspondence, on all phases of real property management. Files contain information regarding acquisitions and disposals of land, surface leases and permits, oil and gas and other mining leases and permits, land planning and real estate appraisal.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by report title.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4629-P5</p>	
<p>30. <u>HEIRSHIP FILES</u>. Proofs of heirship extracted from case files of individual Indians. Record copy maintained at area Title Plant.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by last name.</p>	<p>Cut off at close of fiscal year in which case is closed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4630-P3</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>31. <u>INDIVIDUAL INDIAN PROBATE CASE FILES.</u> Case files relating to estates of deceased Indians, containing lists of persons receiving notice of hearings, depositions, wills, notice of hearings, listings and appraisals of interests possessed by the deceased, summary of family history, other determining 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. These files may be separate files or part of the Allotment Case Files. Record copies maintained by agency office.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location, then alphabetically.</p>	<p>Cut off at close of fiscal year in which case is closed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.</p>	<p>4631-P3</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>32. <u>RANGE HEIR FILE</u>. Information included in this file is received on coding sheets from the agency offices. File shows record type, range unit allotment number, name of heir, distribution code, authority, Indian identification number, decimal share owned, and stipulation code. File is used to prepare listing of heirs on Indian lands by name.</p>				
<p>a. Printout/paper copies of data used as record copy by agency office.</p>	<p>Arrange by location, then alphabetically by last name of heir.</p>	<p>Cut off at end of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.</p>	<p>4632a-P5 WITHDRAWN</p>	
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		<p>4632b-T0 WITHDRAWN</p>
<p>NARA JOB NUMBER _____ _____</p>				

Description of Records & NARA Job Number	Filing Instructions	Permanent Disposition Instructions	Temporary Records Schedule #	Records Schedule #
<p>33. <u>TWENTY-DAY CASE FILES.</u> Records relating to BIA representation of Indians on restricted land in matters concerning their estates in State and Federal Courts. Record copies maintained at Title Plant.</p> <p>NARA JOB NUMBER _____ _____</p>	<p>Arrange numerically, index alphabetically.</p>	<p>Cut off at close of fiscal year of case closing. Hold 3 years or until volume warrants; retire to FRC. Destroy 30 years after cutoff.</p>		4633-T3

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>34. <u>MASTER LAND DESCRIPTION FILE.</u> This file includes regular and townsite data that is received from the title plant. Information is taken from legal description of land within section, township, and range of an area of both trust and right-of-way. File shows reservation code; range; township; section; multiple use (county) code; meridian; range east or west; township north or south; county, state, and township name and code; subdivision; block; lot; cross-reference reservation code; and subdivision name.</p> <p>a. Printouts/paper copies used as record copy by title plant.</p> <p>b. Magnetic tape data.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by reservation code.</p> <p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.</p> <p>Dispose of after third update cycle.</p>	<p>4634a-P5</p> <p>WITHDRAWN</p>	<p>4634b-T0</p> <p>WITHDRAWN</p>

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>35. <u>LAND CHAIN OF TITLE PLANT FILES.</u> Information on this file is received from the title plants where the data is taken from the Congressional Record; probate files; record of sales; leases; rights-of-way; deaths; deeds; patents; Congressional, Presidential, and Secretary Acts; and other specified documents. File shows extract control number, land description by quarter section, township, range, tract reservation code, tract number, average fractional interest conveyed, land description remark, multiple use (county) code, and master reservation code. These files are used to show a complete historical record on all Indian lands.</p>	<p>Arrange by reservation code, then by land description.</p>	<p>Out off at end of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.</p>	<p>4635a-P5</p>	<p>WITHDRAWN</p>
<p>b. Magnetic tape data.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>	<p>4635b-T0</p>	<p>WITHDRAWN</p>

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>36. <u>INDIVIDUAL CHAIN OF TITLE FILES</u>. Information included in this file is received from the title plants where it is taken from Congressional Record, probate files, records of sales, deeds, specified documents, and other legal records. File shows extract control number; document type, number and date; owner reservation code; owner (allotment) number and name; grantor-grantee code; relationship code; fractional interest acquired; and master reservation code. Files are used to maintain individual legal ownership records and tribally-owned land.</p>	<p>Arrange by location, then alphabetically by last name.</p>	<p>Cut off at end of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.</p>	<p>4636a-P5 WITHDRAWN</p>	<p>4636b-T0 WITHDRAWN</p>
<p>a. Printout/paper copy used as record copy by title plant.</p>				
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		
<p>NARA JOB NUMBER _____</p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>37. <u>RANGE LAND FILE.</u> Information in this file is taken from various legal land ownership documents and is received on coding sheets from agency offices. File shows record type, range unit, reservation code, range unit money and acres, permittee name, Indian identification number, animal unit months, class, Indian or non-Indian stipulation code, allotment number, acres, land description by quarter-quarter, county code, kind of land, section, township, range, and stipulated money. File is used to prepare listings showing land occupancy by location.</p>	<p>Arrange by location, then alphabetically by permittee name.</p>	<p>Out off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.</p>	<p>4637a-P5</p>	<p>4637b-T0</p>
<p>a. Printout/paper copies used as record copy.</p>			<p><i>Withdrawn</i></p>	
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		
<p>NARA JOB NUMBER _____</p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>38. <u>INDIAN LAND INFORMATION SYSTEM FILES.</u> This file contains tribal and nontribal members who own land on the reservation. File contains current and historical personal information and provides the tribes with a method of acquiring lease income, establishing ownership, determining land and water usage, and furnishing financial analysis for BIA and tribal management.</p>				
<p>a. Printout/paper copies used for record copy.</p>	<p>Arrange by reservation.</p>	<p>Out off at end of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.</p>	<p>4638a-P5 WITH DOWN</p>	
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		<p>4638b-T0 WITH DOWN</p>
<p>NARA JOB NUMBER _____ _____</p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
39. <u>LEASE DISTRIBUTION SYSTEM FILES.</u> Data on this file covers three reservations in the Aberdeen Area. File contains personal information on Indian land owners, regardless of sex or age. Shows money computations on each lease.				
a. Printout/paper copy used as record copy.	Arrange by reservation, then alphabetically by last name.	Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.	4639a-P5 WITHDRAWN	
b. Magnetic tape data.	Arrange as appropriate.	Dispose of after third update cycle.		4639b-T0 WITHDRAWN
NARA JOB NUMBER _____				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>40. <u>RANGE PERMITTEE PAYMENT SYSTEM.</u> This file contains personal and ownership data for Indian land owners, regardless of sex or age, who are the permittees or grazing privileges and for non-Indian permittees. File provides authorization for grazing privileges on individual Indian or tribal-owned land from which payments are made on yearly basis.</p>	<p>a. Printout/paper copies used as record copy.</p>	<p>Arrange alphabetically by owner last name.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.</p>	<p>4640a-P5</p>
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third cycle.</p>	<p><i>Withdrawn</i></p>	<p>4640b-T0</p>
<p>NARA JOB NUMBER _____</p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>41. <u>IRIS GEOGRAPHIC LOCATION DIRECTORY</u>. The information in this file is taken from the GSA Geographical Location Codes Manual. It shows state and county code, state and county name, and state abbreviation for all BIA locations.</p>				
<p>a. Printout/paper copies used as record copy.</p>	<p>Arrange alphabetically by state name then by county name.</p>	<p>Out off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.</p>	<p>4641a-P5 NLSG:WN</p>	
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		<p>4641b-T0 Whitman:WN</p>
<p>NARA JOB NUMBER _____</p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
42. <u>IRIS RESERVATION DIRECTORY.</u> This Land Records Information System (IRIS) shows reservation codes and other related information.				
a. Printout/paper copies used as record copy.	Arrange as appropriate.	Out off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.	4642a-P5 VOLUME	
b. Magnetic tape data.	Arrange as appropriate.	Dispose of after third update.		4642b-T0 CUT OFF
NARA JOB NUMBER _____				
43. <u>INDIAN LAND RECORDS.</u> Files include land description, current ownership, probate and title history of Indian trust land. Also include records concerning individuals who have received overpayment(s) relative to land disposal, leases, sales and rentals maintained by Title Plants. <u>Subject to the Privacy Act (BIA-4).</u>	Arrange alphabetically by last name, then by land description.	Out off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire <i>Cut off</i> ment.	4643-P5	
NARA JOB NUMBER _____				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>44. <u>INDIAN TRUST LAND MORTGAGES.</u> Files contain mortgage records and supporting documents. <u>Subject to the Privacy Act</u> <u>(BIA-12).</u></p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of year in which mortgage is sat- isfied. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i>. retirement.</p>	<p>4644-P5</p>	
<p>45. <u>RESTRICTION REMOVAL FILE.</u> Files contain applications for removal or restrictions, records of action taken, and related papers and indexes.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabeti- cally.</p>	<p>Cut off at close of fiscal year action com- pleted. Hold 5 years or until volume warrants; retire to FRC. <u>Freeze records;</u> offer to NARA 20 years after retirement.</p>	<p>4645-P5F</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. <u>ROAD CONSTRUCTION PROJECT FILES</u> . Project case files relating to the construction and maintenance of roads and bridges including proposals, operating schedules, road easements and deeds, right-of-way documents, cost estimates, progress reports, final statements or summaries of project costs, correspondence and related material.	Arrange by project number.	Cut off at close of fiscal year of project completion. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cutoff</i> retirement.	4701-P5	
NARA JOB NUMBER _____				
2. <u>ROAD CONSTRUCTION PROJECT REPORTS</u> . Periodic reports to Central Office.	Arrange chronologically, then by location.	Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Destroy 20 years after cutoff.	4702-T5	
NARA JOB NUMBER _____				

ROADS AND TRANSPORTATION -- 4700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>ROAD SURVEY BOOKS AND FIELD NOTES.</u> Original notebook or log containing the initial observations, surveys, etc., by engineer or other specialist.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location.</p>	<p>Cut off at close of fiscal year that project is completed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4703-P5</p>	
<p>4. <u>ROAD PROJECT MAP FILES.</u> Include tracings, blueprints, profiles of road and bridge construction projects, reservation road maps, and related descriptions of routes.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by project number.</p>	<p>Cut off at close of fiscal year of project completion. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4704-P5</p>	

ROADS AND TRANSPORTATION -- 4700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>ROADS INVENTORY</u>. File includes the following items for roads on BIA lands: area, agency and reservation code; route number, section; road length, quality code; cost of seal coat by mile and section; class; present type of surface; current and planned road surface type; estimates for planned changes; school bus usage code; status of road section; county section; state; average traffic; user benefit; plan benefit; and net benefit.</p>				
<p>a. Printout/paper copy used as record copy.</p>	<p>Arrange by area then agency then by reservation code.</p>	<p>Cut off at close of fiscal year of project completion. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.</p>	<p>4705a-P5</p>	
<p>b. Magnetic tape data.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange as appropriate.</p>	<p>For magnetic tape file, dispose of after third update cycle.</p>	<p>4705b-T0</p>	

ROADS AND TRANSPORTATION — 4700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>BRIDGE INVENTORY FILE</u>. File includes the following items for bridges on BIA lands: area, agency, reservation, route, section, mile, post, state, county, school route, year built, structural characteristics and other structural data, condition of structure, estimated remaining life, proposed improvements.</p>				
<p>a. Printout/paper copy used as record copy.</p>	<p>Arrange by area then agency then reservation.</p>	<p>Out off at close of fiscal year of project completion. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.</p>	<p>4706a-P5</p>	
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>For magnetic tape files dispose of after third update cycle.</p>	<p>4706b-T0</p>	
<p>NARA JOB NUMBER _____</p>				

ROADS AND TRANSPORTATION -- 4700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>ROAD PROGRAM PROJECT FILES.</u> Estimates of proposed road construction program projects and related materials. Copies are at Federal Highway Administration.</p> <p>a. Record copy maintained by Central Office.</p> <p>b. Other copies.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange by location then time period.</p>	<p>Cut off at close of fiscal year of program completion. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after duplicate.</p> <p>Destroy when no longer needed for reference.</p>		4707a-T3
				4707b-T0

ROADS AND TRANSPORTATION -- 4700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
8. <u>ROAD CONSTRUCTION AND MAINTENANCE REPORTS.</u> Reports and related correspondence on road construction and maintenance activities, containing such information as work program status; annual summary of road construction completed during the year, with unit cost; annual road inventory giving classifica- tion of the roads system and miles under maintenance; proposed projects; record of work program; and projects and obligations.	Arrange chronologi- cally, then by report type or location.	Cut off every 3 years at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.		4708a-T3
a. Record copy maintained by Central Office.				
b. Other copies.		Destroy when no longer needed for reference.		4708b-T0
NARA JOB NUMBER <u>N1-75-89-1</u>				

TRUST FUNDS AND IIM -- 4800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>SECURITY ACCOUNT FILES</u>. Records of investments, including statements of income-producing security accounts such as stocks and bonds, and related correspondence. Record copy retained by office of origin.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange numerically by account, then by location.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4801-P3</p>	
<p>2. <u>TRIBAL TRUST ACCOUNTS GENERAL LEDGER FILES</u>. Consist of ledgers showing debit and credit entries including account number, previous balance, date of entry, description, debit amount, credit amount, memorandum, and balance.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by ledger account number.</p>	<p>Cut off at close of fiscal year. Hold 10 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4802-P10</p>	

TRUST FUNDS AND IIM -- 4800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>INDIAN SERVICES SPECIAL DISBURSING AGENT (ISSDA) REPORT FILES.</u> These files consist of monthly reports to Treasury by the Special Disbursing Agent. Include: SF-1219, Statement of Accountability; and SF-1220, Statement of Transaction According to Appropriations, Funds, and Receipt Accounts. <u>GAO site audit records.</u></p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 6 years 3 months after retirement once freeze is lifted.</p>		<p>4803-T3F</p>
<p>4. <u>MONTHLY CHECK RECONCILIATION LISTING FILES.</u> Computer printout showing accounting symbol, serial number, and amount for all checks written for the Indian Services Special Disbursing Agent. <u>GAO site audit records.</u></p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 6 years 3 months after retirement once freeze is lifted.</p>		<p>4804-T3F</p>

TRUST FUNDS AND IIM -- 4800
(IIM - 4850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. <u>IIM CASE FILES</u> . Contains requests for withdrawal of individual funds, copies of applications for surplus funds, client contact reports, and related correspondence. Also included are authorities for disbursement, vouchers, royalty and production statements, heirship data, changes of address, SF 1047 (Public Voucher for Refunds) documenting payments/refunds, canceled checks, stop payments and other related documents. Record copy generally retained at Area. <u>Subject to the Privacy Act (BIA-3)</u> . NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange alphabetically.	Cut off at close of fiscal year. As volume warrants, retire to FRC 5 years after probate and other actions are completed. Offer to NARA 20 years after retirement.	4851-P5	

TRUST FUNDS AND IIM -- 4800
(IIM - 4850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
2. <u>IIM LEDGERS AND CARDS.</u> Original general ledgers showing collections, deposits, and withdrawals of funds belonging to individuals or Indian associations. Record copy generally retained by Area. <u>Subject to the Privacy Act (BIA-3).</u>	Arrange alphabetically.			
a. Record copy.		Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	4852a-P5	
b. Other copies/duplicates.		Destroy when no longer needed for reference.		4852b-T0
NARA JOB NUMBER <u>N1-75-89-1</u>				

TRUST FUNDS AND IIM — 4800
(IIM - 4850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
3. <u>IIM POSTING AND CONTROL RECORDS.</u> Records which document receipt and disbursement of the individual's money. Included are collection vouchers and journal vouchers. Maintained by Area. <u>Subject to the Privacy Act (BIA-3).</u> NARA JOB NUMBER _____	Arrange alphabetically.	Out off at close of fiscal year. As volume warrants, retire to FRC after BIA audit or 5 years after cutoff, whichever is earlier. Offer to NARA 20 years after retirement.	4853-P5	
4. <u>IIM DUPLICATE POSTING AND CONTROL RECORDS.</u> Copies of posting and control records, and worksheets. Maintained in Area. <u>Subject to the Privacy Act (BIA-3).</u> NARA JOB NUMBER _____	Arrange alphabetically.	Out off at close of fiscal year. Destroy 3 years after cutoff.		4854-T3

TRUST FUNDS AND IIM -- 4800
(IIM - 4850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
5. <u>IIM NAME FILE.</u> This master file contains the names of individuals who have an IIM account. Shows account number, census number, allotment code, type of transaction, subagency designation. Information on this magnetic tape file is used for monthly and semiannual IIM reports. Tape maintained by NTSC. <u>Subject to the Privacy Act (BIA-3).</u>		Cut off when superseded.		
a. Printout/paper copies used as record copy.	Arrange alphabetically.	Hold 1 year then destroy.		4855a-T1
b. <u>Magnetic tape data.</u>	Arrange as appropriate.	Destroy tape data 2 months after cutoff.		4855b-T0
NARA JOB NUMBER _____				

TRUST FUNDS AND IIM -- 4800
(IIM -- 4850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>IIM BALANCE FORWARD FILES.</u> This file contains a listing of individual IIM accounts, reflecting the money balance. Individual accounts are updated by deposit and withdrawal data furnished by Area Office. File is used for accounting of IIM accounts. Magnetic tape maintained by NISC. <u>Subject to the Privacy Act (BIA-3).</u></p>		Cut off at close of fiscal year.		
a. Printout/paper copies used as record copy.	Arrange alphabetically.	Hold 3 years after cutoff then destroy.		4856a-T3
b. Magnetic tape data.	Arrange as appropriate.	Destroy tape data 3 years after cutoff.		4856b-T3
<p>7. <u>CASH COLLECTION FILES.</u> Consist of deposit tickets, official receipts, bills for collection and checks written to BIA for deposit to the U.S. Treasury.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	Arrange as appropriate.	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after <i>cut off</i> retirement once freeze is lifted.</p>		4857-T3F

TRUST FUNDS AND IIM -- 4800
(IIM - 4850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
8. <u>GENERAL LEDGER DETAILED LISTINGS</u> . Reports used for reconciliation of subsidiary accounts to general ledgers. Information consists of all financial transactions such as deposits, disbursements, transfer of funds from one agency to another, cash balance and repayments. Maintained at Area.				
a. Paper copies/printouts used as record copies.	Arrange chronologically.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; destroy 5 years after retirement once freeze is lifted.		4858a-T3F
b. Magnetic tape data.	Arrange as appropriate.	Dispose of after third update cycle.		4858b-T0
NARA JOB NUMBER <u>N1-75-89-1</u>				WITHDRAWN

TRUST FUNDS AND IIM -- 4800
(IIM - 4850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
9. <u>IIM DEPOSIT TICKET FILES.</u> These files consist of SF-215, Deposit Ticket, maintained in deposit number sequence. Shows date, deposit number, accounting station, symbol, bank name and location, sum, accounting symbols and amounts, and department or agency name and address, annotated with batch number and date to verify bank deposits. NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange numerically.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze</u> <u>records</u> ; destroy 10 years after retirement once freeze is lifted.		4859-T3F #111BRAWN

IRRIGATION AND POWER — 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>RIVER BASIN STUDIES FILES.</u> Studies on irrigation, economic, conditions, and resources at Indian reservations located near river basins (such as the Missouri River Basin), to be used in developing programs for the area.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location.</p>	<p>Cut off at close of fiscal year study is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.</p>	<p>4901-P3</p>	
<p>2. <u>IRRIGATION PROJECT PLANNING CASE FILES.</u> Include copy of land lease agreement for the project, description and summary of project, maps, range resources, studies, water storage data, operation and maintenance plans, summary of costs, financial plan, and related correspondence.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location, then project number.</p>	<p>Cut off at close of fiscal year in which project is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4902-P3</p>	

IRRIGATION AND POWER — 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>IRRIGATION PROJECT LAND DESIGNATION FILES</u>. Records of land designated for power or irrigation projects. Included are original maps, related correspondence, specifications, etc.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location, then by project number.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 20 years after cutoff once freeze is lifted.</p>		4903-T3F
<p>4. <u>IRRIGATION AND POWER CONSTRUCTION PROJECT FILES</u>. Originals of construction projects, associated maps, surveys, studies, and related correspondence. They include histories of projects and other relevant documentation.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange numerically by project number, then by location or chronologically by year.</p>	<p>Out off at close of fiscal year of project completion. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 20 years after cutoff once freeze is lifted.</p>		4904-T3F

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>IRRIGATION ENGINEERING DATA FILES.</u> Documents used to describe and identify a project. Include original survey books, irrigation project maps, drawings, plans, and blueprints.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange numerically by project number.</p>	<p>Out off at close of fiscal year of completion. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4905-P3</p>	
<p>6. <u>IRRIGATION MAPS AND DRAWINGS.</u> Copies of maps and drawings showing irrigated area, land proposed for restoration, water drainage, buildings, etc.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location, then by contract number when appropriate.</p>	<p>Out off at close of fiscal year. Hold 3 years then offer to FRC. Offer to NARA 20 years after retirement.</p>	<p>4906-P3</p>	

IRRIGATION AND POWER — 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>IRRIGATION FORECAST FILES.</u> Records include hydrology forecasts, specifications, plans, and related correspondence.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically, then by location.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FRC. Destroy 20 years after cutoff.</p>	4908-P3	4907-T3
<p>8. <u>IRRIGATION REPORTS.</u> Periodic narrative and statistical reports on irrigation operations, construction and maintenance.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location then by report type.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>		
<p>9. <u>IRRIGATION AND POWER METER BOOKS.</u> Records which contain water and power usage readings for customers services by project.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 10 years after cutoff once freeze is lifted.</p>		4909-T3F

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
10. <u>IRRIGATION AND WATER RIGHTS LEGAL CASE FILES</u> . Files of contracts and related papers granting permanent water rights to individuals, and legal case files involving irrigation matters.	Arrange by case file number.	Cut off at fiscal year end of account closing. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	4910-P3	
NARA JOB NUMBER _____				
11. <u>INDIAN ELECTRIC POWER UTILITIES</u> . Customer Accounts containing power service requests, agreements, applica- tions, contracts and billing records. Maintained by office of origin. <u>Subject to the Privacy Act (BIA-26)</u> .	Arrange numerically by customer account.	Cut off at fiscal year end of account closing. Hold 3 years or until volume war- rants; retire to FRC. <u>Freeze</u> <u>records</u> ; destroy 10 years after cutoff once freeze is lifted.		4911-T3F
NARA JOB NUMBER _____				

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. <u>POWER REPORTS.</u> Periodic narrative and statistical reports on power generation, distribution, and maintenance performed on power stations.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by report type then chronologically by location.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 20 years after cutoff once freeze is lifted.</p>		4912-T3F
<p>13. <u>POWER CUSTOMER BILLINGS.</u> Documents showing monthly periodic billings to customers for power usage.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange chronologically, then by location and customer account.</p>	<p>Destroy when no longer needed. retain on site until disposition.</p>		4913-T0
<p>14. <u>IRRIGATION/POWER CUSTOMER ACCOUNT LEDGER SHEETS AND SCHEDULES.</u> Records which documents receipt of monies resulting from customer power billings, including collection forms.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange numerically by book number.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze record</u>; destroy 20 years after cutoff once freeze is lifted.</p>		4914-T3F

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
15. <u>POWER OPERATIVE MAPS, DRAWING, AND STANDARDS.</u> Original maps, drawings, and tracings of power distribution systems and location. NARA JOB NUMBER _____	Arrange by location.	Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after cutoff.		4915-T3
16. <u>POWER AND IRRIGATION WORK ORDERS.</u> Work orders for routine maintenance of power plant such as light fixtures, building repairs, etc. NARA JOB NUMBER _____	Arrange by location.	Out off at close of fiscal year in which work is completed. Destroy 3 years after cutoff.		4916-T3
17. <u>SOIL SURVEYS.</u> Studies of the irrigation and cultivation potential of the soil in particular areas, including a determination of the physical characteristics of the soil, composition, and condition of the native vegetation. NARA JOB NUMBER _____	Arrange by location, then chronologically.	Place in inactive file when superseded by a new survey. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	4917-P3	

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>18. <u>SOIL AND MOISTURE CONSERVATION MAPS</u>. Maps pertaining to erosion control and soil conservation including annotated base maps showing erosion condition, technical survey maps showing types of soil, and maps showing land proposed for restoration and water drainage.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4918-P3</p>	
<p>19. <u>SOIL AND MOISTURE CONSERVATION REPORTS</u>. Annual and periodic reports prepared at all levels.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by location, then chronologically.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4919-P3</p>	

IRRIGATION AND POWER — 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
20. <u>SOIL AND MOISTURE HISTORY CASE FILE.</u> Records include such material as water availability type of forage, topography, fencing, and grazing potential. NARA JOB NUMBER _____ _____	Arrange numerically by case, then by location and year.	Cut off at close of fiscal year of case closing. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; destroy 10 years after cutoff once freeze is lifted.		4920-T3F
21. <u>IRRIGATION ASSESSMENT ORDER MODIFICATIONS.</u> Files of correspondence and lists relating to modification of operation and maintenance assessment orders. NARA JOB NUMBER _____ _____	Arrange numerically, then by location.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; and retire to FRC. <u>Freeze records</u> ; destroy 20 years after freeze is lifted. <i>after cutoff</i>		4921-T3F

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>22. LONG-TERM CROPPING PLANS. Plans for crop rotation on particular lands covering a relatively long period. They include a crop history of the land giving the crops that have been grown on the land and the yield obtained for each.</p> <p>NARA JOB NUMBER _____</p>	<p>Arranged by plan type. Record copy retained by office of origin.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 10 years after cutoff once freeze is lifted.</p>		4922-T3F
<p>23. LONG-TERM CROPPING PLAN SUMMARY. Records which contain a summary of significant data on long-term cropping plans.</p> <p>NARA JOB NUMBER _____</p>	<p>Arranged by summary type and location. Record copy maintained by office of origin.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 10 years after cutoff once freeze is lifted.</p>		4923-T3F <i>Withdrawn</i>

EDUCATION — 5000
(CONTINUING EDUCATION - 5200)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. <u>EDUCATION LOAN CASE FILES.</u> Record copy maintained by loaning office. Includes: a. Application for loan b. Copy of agreement c. Recommendations d. Client's scholastic progress reports e. Receipts of payment f. Reports of delinquent payments NARA JOB NUMBER _____ _____	Arrange alphabeti- cally.	Cut off at close of fiscal year in which loan is repaid or can- celled. Destroy 5 years after cutoff.		5201-T5 <i>Withdrawn</i>

EDUCATION -- 5000
(CONTINUING EDUCATION - 5200)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
2. <u>HIGHER EDUCATION GRANT/ SCHOLARSHIP CASE FILES.</u> Record copy kept by office making grant. Includes: a. Application b. Award c. Recommendations d. Scholastic or other progress reports (does not include transcripts which are maintained under 5417-P5) e. Records on misuse of funds or overpayment f. Related correspondence <u>Subject to the Privacy Act</u> <u>(BIA-22).</u> NARA JOB NUMBER _____	Arrange alphabeti- cally.	Cut off at close of school year in which case is closed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.	5202-P5	

EDUCATION -- 5000
(CONTINUING EDUCATION - 5200)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
3. <u>EDUCATION FINANCIAL ASSISTANCE REQUEST FILES.</u> Consist of letters from Indian students requesting financial assistance and replies.	Arrange alphabeti- cally.	Cut off at close of school year. Destroy 3 years after cutoff.		5203-T3
4. <u>ADULT EDUCATION CASE FILES.</u> These records pertain to vocational courses of study for adults and include such material as monthly/annual reports, individual progress reports and related corre- spondence. Record copy maintained by office of origin. NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange alphabeti- cally.	Cut off at close of school year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire- ment.	5204-P3	

EDUCATION -- 5000
(SCHOOL FACILITIES - 5300)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>SCHOOL FUNCTIONAL REQUIREMENTS FILES</u>. These files consist of documents which reflect the planning, design, and construction of new school facilities. Functional requirements files include the purpose of the program, community characteristics, educational philosophy, facility implications, the proposed construction program, physically-handicapped requirements, outline of facilities and summary of space requirements.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabetically by school.</p>	<p>Out off at close of fiscal year when printed copy is distributed. Hold 5 years or until volume warrants; retire to FRC. Destroy 25 years after cutoff.</p>		<p>5301-T5</p>
<p>2. <u>SCHOOL EQUIPMENT PLANNING FILES</u>. These files are accumulated during the planning stages of equipment needs for schools. Included are equipment requirements and justifications, analyses of needs, comments on equipment layouts, and final decisions.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange by school location.</p>	<p>Out off at close of fiscal year when final decision is reached. Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after cutoff.</p>		<p>5302-T3</p>

EDUCATION -- 5000
(SCHOOL FACILITIES - 5300)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
3. <u>SCHOOL RENOVATION/REPAIR BUDGET FILES.</u> These files consist of project descrip- tions including cost data, estimates of work time and a priority ranking of projects. Also includes any associated legislation and copies of hearings or committee reports. NARA JOB NUMBER _____ _____	Arrange by project number.	Cut off at close of fiscal year. Destroy 4 years after cutoff.		5303-T4

EDUCATION -- 5000
(SCHOOL FACILITIES -- 5300)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
4. <u>EDUCATIONAL FACILITIES INVENTORY MASTER FILE.</u> This file contains data related to the classroom including capacity of other education facilities. The file reflects area and agency codes, building number, occupant capacity of school and dormitory, building condition code, building gross square feet, year building constructed, year building renovated, number of teacher stations, and room net square feet.				
a. Printout/paper copy used as record copy.	Arrange by project number.	Cut off when superseded, hold 1 year then destroy.		5304a-T1
b. Magnetic tape data.	Arrange as appropriate.	Dispose of after third update cycle.		5304b-T0
NARA JOB NUMBER _____				

EDUCATION -- 5000
(SCHOOL FACILITIES - 5300)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
5. <u>SCHOOL PROJECT PLANNING FILES.</u> Files accumulated during the planning stage of school construction projects. Includes such items as correspondence from school boards or community leaders attesting to the need for and recommendations for a particular facility. Files also include census surveys by student population, teaching-station requirements, and analyses of school requirements with comments and recommendations. NARA JOB NUMBER _____	Arrange by project number.	Out off at close of fiscal year when construction is completed. Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after cutoff.		5305-T3

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>STUDENT CASE FILES</u>. Includes:</p> <ul style="list-style-type: none"> a. Attendance cards b. Application for enrollment c. Grade reports/cards d. Parental consents (originals) e. Achievement test scores (scores only; destroy booklets) f. Immunization records g. Census card <p><u>Subject to the Privacy Act</u> <u>(BIA-22)</u>.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabeti- cally.</p>	<p>Cut off at close of school year in which student graduates or leaves school. Transfer file to new school upon request; other- wise, hold 5 years or until volume warrants, retire to FRC. Offer to NARA 20 years after <i>cut off</i> retirement.</p>	<p>5401-P5</p>	
<p>2. <u>STUDENT CASE FILES</u> <u>(DUPLICATES)</u>. These are unofficial information or convenience files that contain duplicates of material such as a student's attendance record, grade reports, etc. <u>Subject</u> <u>to the Privacy Act (BIA-22)</u>.</p> <p>NARA JOB NUMBER _____</p>	<p>Arrange alphabeti- cally.</p>	<p>Destroy when no longer needed.</p>	<p>5402-T0</p>	

EDUCATION — 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
3. <u>STUDENT ACTIVITY ACCOUNT FILES.</u> Includes: a. Individual and organizational fiscal files of students b. Invoices c. Cancelled checks d. Bank statements e. Copies of deposit slips <u>Subject to the Privacy Act (BIA-22).</u> NARA JOB NUMBER _____ _____	Arrange alphabetically.	Cut off at close of school year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire <i>cut off</i> ment.	5403-P5 <i>Withdrawn</i>	
4. <u>SCHOOL CURRICULUM FILE.</u> This file contains the courses taught at individual schools and includes the individual school code, the course identification number and title. NARA JOB NUMBER _____ _____	Arrange by area/agency, then alphabetically by school.	Destroy when superseded.		5404-T0

EDUCATION — 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
5. <u>EDUCATION PUBLICATIONS</u> . Includes school newspapers, bulletins, pamphlets. Original only is record copy which is retained at originating location. NARA JOB NUMBER _____	Arrange chronologically.	Cut off at close of school year. Hold 3 years; or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	5405-P3	
6. <u>LIBRARY CATALOG FILES</u> . Cards showing authors, titles subject, cross-reference, etc., and indicating descriptive details including location of items on the shelves. NARA JOB NUMBER _____	Arrange as appropriate.	Destroy when related items have been permanently removed from the library collection.		5406-T0
7. <u>AUDIO-VISUAL MATERIAL</u> . Includes slides, motion pictures, photographs. Original only is record copy. NARA JOB NUMBER _____	Arrange as appropriate.	Cut off at close of school year. Hold 3 years or until volume warrants; retire to FRC. Offer ¹⁵ to NARA 20 years after cutoff.	5407-P3	

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
8. <u>SCHOOL HISTORY FOLDER.</u> Includes name, location, size of reservation where school is located, authority establish- ing school, date school opened, drainage and irri- gation features in vicinity, number of employees, narrative history of school, listing of buildings, legal description, ownership of land, and related correspondence. NARA JOB NUMBER _____	Arrange by location.	Out off at close of school year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.	5408-P3	
9. <u>INDIAN SCHOOL EQUALIZATION PROGRAM (ISEP) FILES.</u> Compu- ter generated forms used for student count, eligibility and other factors which affect school budget allocations. NARA JOB NUMBER _____	Arrange as appropriate.	Out off at close of fiscal year. Hold 3 years then destroy.		5409-T3

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
10. <u>STUDENT ENROLIMENT SYSTEM</u> <u>(SES) FILES</u> . Computer generated forms used for statistical purposes which show student name and address, school, parent or guardian, tribe, census roll number, family numbers, and other related information.		Out off at close of school year.		
a. Original forms.	Arrange alphabeti- cally.	Hold 3 years and destroy.		5410a-T3
b. Magnetic tape maintained at NTSC.	Arrange by school location.	Dispose of after third update cycle.		5410b-T0

EDUCATION - 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
11. <u>STUDENT ATTENDANCE REPORTS.</u> Attendance reports used to develop school census reports. These do not include individual attendance records in student case files.		Cut off at end of school year.		
a. Daily and monthly attendance reports.	Arrange chronologically.	Hold 3 years then destroy.		5411a-T3
b. Annual school census and attendance summary reports. Record copy maintained by Agency or Area OIEP office.	Arrange alphabetically by school name or location.	Hold 3 years; retire to FRC. Offer to NARA 20 years after <i>cutoff</i> retirement.	5411b-P3	
NARA JOB NUMBER <u>N1-75-89-1</u>				
12. <u>SCHOOL TRANSPORTATION REPORTS.</u> Consist of school vehicle reports such as:				
a. Mileage and maintenance. Maintained by schools.	Arrange chronologically.	Cut off at close of school year.		
		Destroy 3 years after cutoff.		5412a-T3
b. Accident. Maintained at Area.		Destroy 6 years after cutoff.		5412b-T6

EDUCATION — 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
13. <u>EDUCATION REPORTS AND STATISTICS.</u> Annual/periodic narrative and statistical reports showing the accomplishments of education programs at each BIA school. Record copy retained at Central Office.	Arrange by location then chronologically.	Cut off at close of school year.		
a. Program narrative and statistical report. Record copy retained at Central Office.		Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	5413a-P3	
b. Local periodic reports prepared on status/activities of school locations.		Hold 5 years then destroy if no longer needed for reference.		5413b-T5
NARA JOB NUMBER <u>N1-75-89-1</u>				

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
14. <u>EDUCATION FIELD SURVEY FILES.</u> Consist of data collection for special surveys including statistical ionizations and studies regarding the education of Indian children in BIA/non-BIA schools. Record copy retained at Central Office. NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange as appropriate.	Out off at close of school year in which survey is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	5414-P3	
15. <u>EDUCATION PROGRAM AUDIT CASE FILES.</u> Consist of information accumulated during audits of school operations to assure accuracy, propriety, and legality of the use of assets. Files include final audit reports, responses, comments, recommendations, corrective action plans and related working papers. Record copy retained at Central Office.	Arrange by school location code.	Out off at close of school year in which corrective actions to audit are completed. Destroy 5 years from cutoff.		5415-T5

EDUCATION - 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
16. <u>PUBLIC LAW 100-297 CONTRACT/GRANT CASE FILES.</u> Consist of information related to the award of contracts/grants for activities authorized under Public Law 100-297.	Arrange by type of instrument, then by school location code.	Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	5416a-P5	
a. Part A Contracts/Grants.		ment. Cut off	5416a-P5	
b. Part B Grants.			5416b-P5	
NARA JOB NUMBER N1-75-89-1				
17. <u>STUDENT TRANSCRIPT.</u> Official file containing a transcript which details a student's academic performance by course. Include secondary or post-secondary transcript material. File does not include individual grade reports or report cards; these are included in the Student Case Files. <u>Subject to the Privacy Act (BIA-22).</u>	Arrange by student surname.	Cut off when student leaves school or graduates. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement. <i>Cut off</i>	5417-P5	
NARA JOB NUMBER N1-75-89-1				

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
18. <u>EXCEPTIONAL CHILD CASE FILES.</u> Documents relating to the referral, evaluation, diagnosis and placement of a student in an exceptional category. Include referrals; evaluation summaries, psychological reports, or similar diagnostic reports; professional reports on diagnosis and recommendations for placement; parental/guardian approvals for testing, placement, document release or transfer, etc.; progress summaries/reports; original copies of the Individual Education Program Plan (IEP) of services provided and needed; other related documents. <u>Subject to the Privacy Act (BIA-22).</u>	Arrange alphabetically.	Cut off when student leaves school, services are terminated, or placement is not made. Record of students placed for services may be transferred to receiving school upon student transfer. If student does not transfer, follow procedures for retirement to FRC.		
a. Case files of students referred or evaluated, but <u>not</u> placed for services.		Hold 2 years after cutoff, then destroy.		5418a-T2
b. Case files of students placed for services.		Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after retirement. <i>cut off</i>		5418b-T3
NARA JOB NUMBER <u>N1-75-89-1</u>				

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
19. <u>INDIVIDUAL EDUCATION PROGRAM (IEP) PLANS (WORKING COPIES)</u> . Consists of teacher/therapist working copies of IEP's for students placed in an except- ional category and receiving services. <u>Subject to the</u> <u>Privacy Act (BIA-22)</u> . NARA JOB NUMBER _____ _____	Arrange as appropriate.	Cut off at end of each school year. Hold 1 year for reference pur- poses, then destroy.		5419-T1

EDUCATION — 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
20. <u>INTENSIVE RESIDENTIAL GUIDANCE (IRG) PROGRAM</u> . Documents relating to the referral, evaluation, and placement of a student in the Intensive Residential Program. Includes referrals; evaluation summaries, psychological reports or similar diagnostic reports; professional reports on diagnosis and recommendations for services; parental/guardian approvals for evaluation, placement, document release or transfer; progress summaries/reports; services plan; and other related documents. <u>Subject to the Privacy Act (BIA-22)</u> .	Arrange alphabetically.	Out off when student leaves school, services terminate or placement is not made.		
a. Case files of students referred or evaluated but <u>not</u> placed.		Hold 2 years, then destroy.		5420a-T2
b. Case files of students placed and receiving services.		Hold 2 years or until volume warrants; retire to FRC. Destroy 10 years after cutoff.		5420b-T2
NARA JOB NUMBER _____				

EDUCATION - 5000
(SUPPLEMENTAL PROGRAMS - 5500)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. <u>CHAPTER 1 PROJECT FILES.</u> Consist of name of school, description of school, functional statements, summary of student needs, number of eligible students, staffing requirements, staff training, facilities/equipment justification, budget and Parent Advisory Council certification. Record copy maintained at Central Office. NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange by location then chronologically.	Cut off at close of fiscal year in which project terminates. Hold 3 years or until volume warrants; retire to FRC. Destroy 5 years after cutoff.		5501-T3
2. <u>CHAPTER 1 COMPLAINT FILES.</u> Consist of documents accumulated as a result of complaints about expenditure of funds and includes the complaint correspondence and background studies of the project, investigations, findings, and related correspondence. Complaints are potential court cases. Record copy maintained at Central Office. NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange chronologically, then by case number or name.	Cut off at close of fiscal year in which complaint is resolved. Hold 3 years or until volume warrants; retire to FRC. Destroy 5 years after retirement. <i>Cut off</i>		5502-T3

EDUCATION -- 5000
(SUPPLEMENTAL PROGRAMS - 5500)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
3. <u>CHAPTER 1 ANNUAL EVALUATION REPORT FILES.</u> Include pre- and post-test scores from standard achievement tests, number of employees, number of weeks services were provided to individual students, students' birth year, and other information as required.	Arrange by location then chronologi- cally.	Cut off at close of school year in which report is completed.		
a. Record copy maintained at Central Office.		Hold 3 years or until volume warrants, retire to FRC. Offer to NARA 20 years after retire- ment.	5503a-P3	
b. Information copy main- tained at Area Office.		Destroy 2 years after cutoff.		5503b-T2
NARA JOB NUMBER _____				

EDUCATION -- 5000
(SUPPLEMENTAL PROGRAMS - 5500)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
4. <u>TITLE IV FILES</u> . Documents include the approved project/request for funding, advice of allotment, budget, financial transactions, reports and related correspondence. Maintained at school. NARA JOB NUMBER _____	Arrange chronologically.	Cut off at close of school year. Destroy 4 years after cutoff.		5504-T4
5. <u>TITLE VII - BILINGUAL EDUCATION FILES</u> . Consist of approved project, advice of allotment, budget, financial transactions. Maintained at school. NARA JOB NUMBER _____	Arrange chronologically.	Cut off at close of school year. Destroy 4 years after cutoff.		5505-T4

EDUCATION -- 5000
(SUPPLEMENTAL PROGRAMS - 5500)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
6. <u>JOHNSON-O'MALLEY ACT STATE PLANS FILES.</u> Consists of state plans for adminis- tering Johnson-O'Malley Act funds received through con- tracts with the BIA. Identi- fies method and extent of JOM payments, eligibility criteria for school districts and stu- dents, general fund support, special services, records and reports, budget and contract procedures, costs, and special conditions, and other informa- tion as required. The State Plan File includes plans from each school district with estimates of JOM Funds required. NARA JOB NUMBER <u>N1-75-89-1</u>	Arranged alphabeti- cally by state.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 6 years after retirement.		5506-T3

EDUCATION -- 5000
(SUPPLEMENTAL PROGRAMS - 5500)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
7. <u>JOHNSON-O'MALLEY ACT STATE ANNUAL REPORT FILES.</u> Reports are prepared by state education agencies and contain statements of receipt and expenditure of JOM funds. Expenditures are shown by county for each type of service. Student attendance comparisons between all students and JOM students are shown for each county. Tax rates and assessed valuations are shown for each county. JOM enrollments are shown by grade and by age. These files are used to obtain statistical information for reports. NARA JOB NUMBER _____	Arranged alphabetically by location.	Cut off at close of fiscal year. Destroy 6 years after cutoff.		5507-T6

EDUCATION -- 5000
(SUPPLEMENTAL PROGRAMS -- 5500)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
8. <u>JOHNSON-O'MALLEY CONTRACTS.</u> Consist of copies of Johnson-O'Malley contracts with States concerning the education of Indians in public schools, and related material. Record copy maintained by Contracting Officer.	Arrange by contract number.	Cut off at close of fiscal year.		
a. Program office working copies.		Destroy when no longer needed for reference.		5508a-T0
b. Official record copy.		Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	5508b-P3	
NARA JOB NUMBER _____				

EDUCATION -- 5000
(SUPPLEMENTAL PROGRAMS - 5500)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
9. <u>MONITORING REPORTS</u> . Documents relating to monitoring conducted to evaluate a program's progress, achievement of objectives, attainment of academic/dormitory standards, fiscal expenditures, etc. Include recommendations, findings, follow-up and progress reports on corrective actions.	Arrange by location.	Out off at end of fiscal year in which corrective actions are completed. Hold 3 years then destroy.		5509-T3

BIA Permanent Items Location

Item Number	Location
1201-p3	Central Office
1204a-p5	Central Office
1204b-p5	Area
1205-p3	Area
1207-p3	Central Office
1236-p5	Area
2406-p3	Diff
3201-p10	Central Office
3202-p7	Central Office
3301a-p5f	Area & Agency
3302-p3	Area
3401-p5	Area & Agency
3505a-p3	Academy
3506-p3	Academy
3507-p5	Academy
3508-p3	Academy
3603-p5	Central Office
3604-p3	Central Office
3704-p5	All
3715-p5	Central Office
3716-p5	Central Office
3717-p5	Central Office
3718-p5	Central Office
3719-p5	Area
3720-p5	All
3721-p5	Area
3723-p3	All
4201a-p3f	Agency
4303-p5	Area
4304-p5	Central Office
4305-p3	Central Office
4506-p5f	Agency
4512-p3	Area
4514a-p5	Central Office
4606-p3	Title Plant
4613-p3	Title Plant
4615-p2	Title Plant
4616-p3	All
4637a-p5	Area
4643-p5	Title plants
4644-p5	Title plants
4701-p5	Area
4705-p5	Central Office
4706-p5	Central Office
4901-p3	C.O. & Area
5202-p5	Area
5401-p5	Area & Agency
5403-p5	Schools
5407-p3	All
5408-p3	All
5411b-p3	School
5417-p5	Schools

APPENDIX 1: BIAM 16 Items Withdrawn (GRS)

Item Number	Series Title	Comment (GRS)
0109-t4	Employee Travel Files	9/4a
0114a-t3	Annual Records Report	16/4a
0114b-t2	Annual Records Report	16/4b
1211-t2	Forms and Reports Numerical File	16/3a
1221a-t3	Freedom of Info. Act Request Files	14/11-12
1221b-t6	Freedom of Info. Act Request Files	14/11-12
1223-t3	Privacy Act Records System	14/21-22
1232a-t0	Internal Audit Case Files	22/2
1232b-t3f	Internal Audit Case Files	22/2
1234a-t0	GAO Audit Coordination Files	6/5b
1234b-t3f	GAO Audit Coordination Files	6/5b
1240a-p5	Records Disposition Forms	16/2a
1240b-t5	Records Disposition Forms	16/2a
2302-t3f	Bid Files	3/5a-d
2303-t3f	Unsolicited Proposal Files	3/5a-d
2308-t10	A&E Contracts	3/3a
2309-t10	Indian Self-Determination Audit Files	22/2
2310-t10	Service Contracts	3/3a
2312-t3f	Contract or Purchase Transaction Files	3/3a
2501a-t1	Accounting Master File	7/2
2501b-t4	Accounting Master File	7/2
2501c-t0	Accounting Master File	7/2
2503-t3f	Accounting Officer Designee	6/5
2504a-t3f	Certificate of Settlement Files	6/3a
2504b-t0	Certificate of Settlement Files	6/3b
2513a-t2	Status of obligations Files	7/3
2513b-t0	Status of obligations Files	7/3
2514a-t0	Transaction History Files	7/4a
2514b-t3	Transaction History Files	7/4a
2520-t3f	Journal Voucher Files	7/4
2527-t3f	Fund Distribution Document Files	5/3
2602a-t5	Student Payroll Files	2/1
2602b-t0	Student Payroll Files	2/1
2608a-t5	Year-to-Date Pay History	2/1
2608b-t0	Year-to-Date Pay History	2/1
2610-t3	Waiver of Claims	6/11
2611-t3	Firefighters W2's	2/18b
2612-t0	Check Issue Listing	2/13a-b
2613-p3	Employee Conversion Case File	1/1a
2738b-t0	Bond Master File	2/7
2853-t3f	Purchase Order Files	3/2a
2907-t3	Employee Personal Injury Case Files	1/31
		1/21
4858a-t3f	General Ledger Detailed Listing	7/4
4858b-t0	General Ledger Detailed Listing	7/4
4859-t3f	Individual Indian Money Deposit Ticket Files	6/1a

APPENDIX 2: BIAM 16 Items Withdrawn (Non-GRS)

Item Number	Series Title	Change
2220b-t0	IRMS System	reschedule system
3710a-p5	Navajo Membership Files	no records found
3710b-t0	Navajo Membership Files	no records found
3710c-t4	Navajo Membership Files	no records found
3711a-p5	Judgement Roll System Files	no records found
3711b-t3	Judgement Roll System Files	no records found
3711c-t1	Judgement Roll System Files	no records found
3712a-p5	Per Capita Membership Master Files	no records found
3712b-t0	Per Capita Membership Master Files	no records found
3712c-t1	Per Capita Membership Master Files	no records found
3718-p5	Liquor Ordinance Case Files	no records found
3719-p5	Taxation Case Files	no records found
3720-p5	Abuse Investigation Case Files	no records found
4201a-p3f	Indian Business Development Files	item needs modifying
4201b-t2	Indian Business Development Files	item needs modifying
4612-p5	Cadastral Surveys	BLM records
4632a-p5	Range Heir File	reschedule system
4632b-t0	Range Heir File	reschedule system
4634a-p5	Master Land Description File	reschedule system
4634b-t0	Master Land Description File	reschedule system
4635a-p5	Land Chain of Title Plant Files	reschedule system
4635b-t0	Land Chain of Title Plant Files	reschedule system
4636a-p5	Individual Chain of Title Files	reschedule system
4636b-t0	Individual Chain of Title Files	reschedule system
4637a-p5	Range Land File	reschedule system
4637b-t0	Range Land File	reschedule system
4638a-p5	Indian Land Information System	reschedule system
4638b-t0	Indian Land Information System	reschedule system
4639a-p5	Lease Distribution System Files	reschedule system

4639b-t0	Lease Distribution System Files	reschedule system
4640a-p5	Range Permittee Payment System	reschedule system
4640b-t0	Range Permittee Payment System	reschedule system
4641a-p5	LRIS Geographic Location Directory	reschedule system
4641b-t0	LRIS Geographic Location Directory	reschedule system
4642a-p5	LRIS Reservation Directory	reschedule system
4642b-t0	LRIS Reservation Directory	reschedule system
5416-p5	Public Law 100-297 grant Case File	no records found

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APPENDIX 3: Changes to BIAM 16 Dispositions

Item Number	Series Title	Change
0112-t0	Directives Reference Copies	combined
1212-t0	Forms and Reports Register	combined
1216-t5	Management Improvement Case Files	combined
2538b-t0	Certificate of Deposit Files	+2 years
2540-t3f	Advice of Collections Files	+2 years
2541-t3f	Statement of Receipts Files	+2 years
2542-t3f	Unappropriated Receipts Trial Balance Files	+4 years
2543-t3f	Special Disbursing Agent Files	combined
2544-t3f	Trial Balance Files	+4 years
2545-t3f	Reconciliation Statement Files	+2 years
2737-t3	Health Insurance Files	-1 year
2739b-t0	Personnel Action Files	+1 year
2807-t0	Property Transaction Source Document File	combined
2812a-t3	Board of Survey and Loss or Theft Files	+5 years
2822-t0	Key Control Files	contingent
2825-t3	Mail Sampling Report Files	+2 years
2903-t5	Emergency Planning Case Files	+2 years
2904a-t5	Emergency Test and Exercise Files	+2 years
3301b-t2	Employment Assistance Case Files (No Services)	combined
4202b-t3	Indian Loan Case Files	-6 years
4411b-t5	Analysis of Obligations Report	-15 years
4414-t3f	Financial Statements of Indian Lumber Companies	now definite
4415-p5	Maps, Forestry Manuscript or Annotated	+15 yrs NN
4416-t5f	Agency Fire Control Plans	now definite
4417-t5f	Individual Fire Report	now definite
4420-t3f	Timber Trespass	now definite
4421-t5f	Fire Trespass	now definite
4508-p3	Range and Wildlife Maps Files	+17 yrs NN
4509-t3f	Extension Case Files	freeze disp.
4606-p3	Plat Books, Land	+18 yrs NN
4613-p3	Maps and Plans, Land	+18 yrs NN
4615-p2	Land Acquisition Maps Books	+18 yrs NN
4616-p3	Land Right-of-Way Files	+18 yrs NN
4622-t3f	Town Lot Use Permits	+2 years
4857-t3f	Cash Collection Files	+1 year
4901-p3	River Basin Studies Files	-10 yrs NN
4918-p3	Soil and Moisture Conservation Maps	+17 yrs NN
4923-t3f	Long Term Cropping Plans Summary	-10 years
5201-t5	Education Loan Case Files	combined
5402-t0	Student Case Files	contingent
5408-p3	School History Folder	-5 yrs NN
5415-t5	Education Program Audit Case Files	-2 years
5501-t4	Chapter I Project Files	-2 years
5502-t4	Chapter I Complaint Files	-3 years
5507-t6	Johnson O'Malley Act State Annual Report Files	+1 year
5509-t3	Monitoring Reports	combined