

Request for Records Disposition Authority

Records Schedule Number	DAA-0600-2017-0012
Schedule Status	Approved
Agency or Establishment	National Indian Gaming Commission
Record Group / Scheduling Group	Records of the National Indian Gaming Commission
Records Schedule applies to	Major Subdivision
Major Subdivision	Division of Public Affairs
Schedule Subject	Documents and files maintained by the Division of Public Affairs
Internal agency concurrences will be provided	No

Background Information

The National Indian Gaming Commission (NIGC) was created in 1988 with the passage of the Indian Gaming Regulatory Act (IGRA), which was enacted to support and promote tribal economic development, self-sufficiency, and strong tribal governments through the operation of gaming on Indian lands. The Act provides a statutory basis for the federal regulation of Indian gaming. IGRA establishes the Commission to regulate and support tribal gaming as a means of generating revenue for tribal communities. See 25 U.S.C. § 2704.

The NIGC is committed to fulfilling its responsibilities by:

- regulating and monitoring certain aspects of Indian gaming;
- coordinating its regulatory responsibilities with tribal regulatory agencies
- providing training and technical assistance to tribal regulatory agencies;
- reviewing and approving tribal gaming ordinances and management agreements;
- reviewing the backgrounds of individuals and entities to ensure the suitability of those seeking to manage or invest in Indian gaming;
- overseeing and reviewing the conduct and regulation of Indian gaming operations;
- enforcing violations against the IGRA and its regulations; and
- referring law enforcement matters to appropriate tribal, Federal, and state entities.

The NIGC is comprised of a Chair, appointed by the President and confirmed by the Senate, and two additional commissioners appointed by the Secretary of the Interior. The NIGC's organizational structure is composed of two main branches, the Office of General

Counsel which handles legal affairs, and the Office of the Chief of Staff, which manages day-to-day activities and includes the Division of Compliance, Division of Finance, Division of Public Affairs, and the Division of Technology.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	7	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0600-2017-0012

Sequence Number	
1	Bulletins Disposition Authority Number: DAA-0600-2017-0012-0001
2	NIGC Press Releases Disposition Authority Number: DAA-0600-2017-0012-0002
3	Biographical Files
3.1	Executive Biographical Files Disposition Authority Number: DAA-0600-2017-0012-0003
3.2	Non-Executive Biographical Files Disposition Authority Number: DAA-0600-2017-0012-0004
4	Public Speeches / Presentations
4.1	Chair/Commission Public Speeches and Presentations Disposition Authority Number: DAA-0600-2017-0012-0005
4.2	Non-Chair/Commission Public Speeches and Presentations Disposition Authority Number: DAA-0600-2017-0012-0006
5	Digital Photographs Disposition Authority Number: DAA-0600-2017-0012-0007
6	Digital Video Disposition Authority Number: DAA-0600-2017-0012-0008
7	Final Public Affairs Graphics Disposition Authority Number: DAA-0600-2017-0012-0009

Records Schedule Items

Sequence Number

1

Bulletins

Disposition Authority Number DAA-0600-2017-0012-0001

Bulletins periodically issued by the National Indian Gaming Commission that articulate NIGC's interpretation of the Indian Gaming Regulatory Act and/or its agency regulations.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation N1-220-97-006 / 2/A

Disposition Instruction

Cutoff Instruction cut off at end of calendar year in which bulletin is issued.

Transfer to the National Archives for Accessioning Transfer to the National Archives 7 year(s) after cut off

Additional Information

First year of records accumulation 1993

What will be the date span of the initial transfer of records to the National Archives? From 1993 To 2010

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	5 MB
Paper	4 Cubic feet	.25 Cubic feet

Microform		
Hardcopy or Analog Special Media		

2

NIGC Press Releases

Disposition Authority Number **DAA-0600-2017-0012-0002**

Public press releases issued by NIGC

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **No**

GRS or Superseded Authority
Citation **N1-220-97-006 / 16**

Disposition Instruction

Cutoff Instruction **cut off at end of calendar year**

Transfer to the National Archives
for Accessioning **Transfer to the National Archives 7 year(s) after cut
off**

Additional Information

First year of records accumulation **1993**

What will be the date span of the
initial transfer of records to the
National Archives? **From 1993 To 2010**

How frequently will your agency
transfer these records to the
National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 MB	100 MB
Paper	6 Cubic feet	.25 Cubic feet

Microform		
Hardcopy or Analog Special Media		

3

Biographical Files

Biographical descriptions of selected employees

3.1

Executive Biographical Files

Disposition Authority Number DAA-0600-2017-0012-0003

Biographical descriptions of Chairperson, Commissioners, Chiefs of Staff, General Counsels

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-220-97-006 / 4

Disposition Instruction

Cutoff Instruction cut off at the end of the calendar year in which the executive departs

Transfer to the National Archives for Accessioning Transfer to the National Archives 7 year(s) after cut off.

Additional Information

First year of records accumulation 1993

What will be the date span of the initial transfer of records to the National Archives? From 1993 To 2010

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	5 MB

Paper	4 Cubic feet	.25 Cubic feet
Microform		
Hardcopy or Analog Special Media		

3.2

Non-Executive Biographical Files

Disposition Authority Number **DAA-0600-2017-0012-0004**

Biographical descriptions of NIGC leadership at the Director level and above. To exclude Chairperson, Commissioners, Chiefs of Staff, General Counsels

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **cut off at end of calendar year in which employee departs.**

Retention Period **Destroy no sooner than 7 year(s) after cut off but longer retention is authorized**

Additional Information

GAO Approval **Not Required**

4

Public Speeches / Presentations

Public speeches, presentations and talking points delivered by selected employees

4.1

Chair/Commission Public Speeches and Presentations

Disposition Authority Number **DAA-0600-2017-0012-0005**

Public speeches, presentations, and talking points delivered by the NIGC Chair, or Commissioners, on behalf of the NIGC.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing?

No

GRS or Superseded Authority
Citation

N1-220-97-006 / 5

Disposition Instruction

Cutoff Instruction

cut off at end the end of the calendar year

Transfer to the National Archives
for Accessioning

Transfer to the National Archives 7 year(s) after cut
off

Additional Information

First year of records accumulation

1993

What will be the date span of the
initial transfer of records to the
National Archives?

From 1993 To 2010

How frequently will your agency
transfer these records to the
National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	500 MB	50 MB
Paper	6 Cubic feet	.25 Cubic feet
Microform		
Hardcopy or Analog Special Media		

4.2

Non-Chair/Commission Public Speeches and Presentations

Disposition Authority Number

DAA-0600-2017-0012-0006

Public speeches, presentations, and talking points delivered on behalf of the NIGC
by Directors or above. To exclude the Chair/Commission.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered
by this item currently exist in

No

5

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction

cut off at end of calendar year

Retention Period

Destroy no sooner than 7 year(s) after cut off but longer retention is authorized

Additional Information

GAO Approval

Not Required

Digital Photographs

Disposition Authority Number

DAA-0600-2017-0012-0007

Digital photographs documenting high-level official actions, policy decisions, history and promotion of the NIGC, significant events and ceremonies, and mission-critical work of NIGC employees.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

No

Explanation of limitation

All records in this series are in electronic format

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

No

Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 7 year(s) after cut off

Additional Information

First year of records accumulation

2004

What will be the date span of the initial transfer of records to the National Archives?

From 2004 To 2010

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	200 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

6

Digital Video

Disposition Authority Number **DAA-0600-2017-0012-0008**

Digital video and any accompanying transcripts documenting high-level official actions, policy decisions, history and promotion of the NIGC, significant events and ceremonies, and mission-critical work of NIGC employees. These records would typically include the annual press conference on gross gaming revenue.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **All records in this series are in electronic format**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 7 year(s) after cut off**

Additional Information

First year of records accumulation **2013**

What will be the date span of the initial transfer of records to the National Archives? **From 2013 To 2013**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	300 MB	500 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

Final Public Affairs Graphics

Disposition Authority Number **DAA-0600-2017-0012-0009**

Graphics that document policy, history, and promotion of NIGC typically used as handouts disseminated at conferences.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **All records in this series are in electronic format**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off at end of calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 7 year(s) after cut off.**

Additional Information

First year of records accumulation **2014**

What will be the date span of the initial transfer of records to the National Archives? **From 2014 To 2014**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	500 MB	100 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/18/2017	Certify	Tim Osumi	Records Manager	Technology Division - Records Management Program
08/23/2017	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
09/25/2017	Submit For Certification	Tim Osumi	Records Manager	Technology Division - Records Management Program
09/25/2017	Certify	Tim Osumi	Records Manager	Technology Division - Records Management Program
12/15/2017	Return for Revision	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
12/18/2017	Submit For Certification	Tim Osumi	Records Manager	Technology Division - Records Management Program
12/18/2017	Certify	Tim Osumi	Records Manager	Technology Division - Records Management Program
03/14/2018	Submit for Concurrence	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
03/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

03/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/28/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist