

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-048-06-4</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>5-1-2006</i>	
FROM: (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary		In accordance with the provisions of 44 U.S.C., 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4. TELEPHONE NUMBER 202-208-3909	DATE <i>6/23/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alma Wenzel</i>
5. AGENCY INFORMATION 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 on the attached <u>3</u> page(s) are not needed now 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies.  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE April 10, 2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>		TITLE Office of the Secretary Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	9001. Policy Development and Support Files [Trust]	N/A	
2.	4181. Departmental Paperwork Reduction Act Files [Trust]	N/A	
See Attached List of Record Descriptions and Requested Disposition Authorities.			
<i>cc Agency NR NWTM8 NWCTB</i>			

# SF 115 Supplementary Cover Sheet

## **Summary:**

This action establishes two new Office of the Secretary series entitled: "Policy Development and Support Files [Trust] and "Departmental Paperwork Reduction Act Files [Trust]."

## **Reason for submission:**

(1) This action provides for the disposition of records that document the review, analysis and development of policy on issues of significance to the Department that are classed as Indian Fiduciary Trust, and records that document the Department's compliance with the Paperwork Reduction Act of 1995 that are classed as Indian Fiduciary Trust. These schedules supplement schedules covering non-Trust records relating to these same subjects/functions.

(2) This action also *incorporates this new series into the numbering pattern of the Office of the Secretary's new records schedule*. See attachment.

4181. Departmental Paperwork Reduction Act Files [Trust]. These files contain records that document the Department's compliance with the Paperwork Reduction Act of 1995. They include correspondence with the bureaus and OMB relating to ICB expiration schedules and individual information collections and submission packages relating to Indian Fiduciary Trust information collections. They do not include the record copy of bureau submission packages, which are retained by the bureaus that created them.

*These files contain Indian Fiduciary Trust documents.*

Disposition: PERMANENT. Cut off files at end of fiscal year. Maintain in office of record for seven (7) years after cutoff, and then retire to records center. Sequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

4181.a Office of the Secretary Paperwork Reduction Act Files [Trust]. These files contain records that document the Office of the Secretary's (OS) compliance with the Paperwork Reduction Act of 1995. They include correspondence with the Department and OS program managers relating to ICB expiration schedules and other documents relating to Indian Fiduciary Trust information collections; and the record copy of OS ICB submissions packages relating to these collections.

*These files contain Indian Fiduciary Trust documents.*

Disposition: PERMANENT. Cut off files at end of fiscal year. Maintain in office of record for seven (7) years after cutoff, and then retire to records center. Sequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

9001. Policy Development and Support Files [Trust]. These files contain documents received, generated and maintained, in the Office of the Secretary, to support the review, analysis and development of policy on issues of significance to the Department of the Interior at the level at which they are collected, *which are categorized as Indian Fiduciary Trust documents*. Typically, they consist of files, organized alphabetically by issue or topic, containing copies of documents including, but not limited to, the following: correspondence; reports; legal analyses and court documents; briefing papers and talking points; memoranda; meeting agenda, handouts, and summaries; email communications; and hand-written notes.

Generally, these files reflect the *broad* scope of issues on which the primary official on whose behalf they are collected and maintained was consulted or engaged during his/her tenure with the Department. They do not include the development of policy on single issues (e.g., Privacy Act policy) or groups of closely-related issues (e.g., policies issued by the Chief Information Officer) maintained by agency officials charged with managing these programs; these records are covered by subject-specific schedules.

*These files contain Indian Fiduciary Trust documents.*

9001.1 Secretary's Files [Trust]. These files are maintained on behalf of the Secretary of the Department of the Interior.

Disposition: PERMANENT. Cut off at end of Secretary's tenure. Maintain in office of record for a maximum of 2 years after cut-off; and then retire to records center. Sequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

9001.2 Deputy Secretary's, Assistant Secretaries,' Solicitor's, Inspector General's Files. These files are maintained on behalf of the Deputy Secretary of the Department of the Interior, Assistant Secretaries within the Department of the Interior, the Solicitor and the Inspector General.

Disposition: PERMANENT. Cut off at end of agency official's tenure. Maintain in office of record for a maximum of 2 years after cut-off; and then retire to records center. Sequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department

of Interior and the National Archives and Records Administration.

9001.3      Secretary's Counselors' Files [Trust]. These files are maintained on behalf of the Secretary's counselors in the Immediate Office of the Secretary.

Disposition: PERMANENT. Cut off at end of the agency official's tenure. Maintain in office of record for a maximum of two (2) years after cutoff; and then retire to Records Center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

9001.4      Deputy Assistant Secretaries' Files [Trust]. These files are maintained on behalf of the Deputy Assistant Secretaries within the Department of the Interior.

Disposition: PERMANENT. Cut off at end of the agency official's tenure. Maintain in office of record for a maximum of two (2) years after cutoff; and then retire to Records Center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

9001.5      Other Senior Agency Officials' Files [Trust]. These files are maintained on behalf of other senior agency officials who maintain similar broad, policy development and support files not covered by other subject-specific schedules.

Disposition: PERMANENT. Cut off at end of the agency official's tenure. Maintain in office of record for a maximum of two (2) years after cutoff; and then retire to Records Center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.