

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-048-07-003

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 5/11/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 7507e was superseded by DAA-0048-2013-0008-0004

Item 7507i was superseded by DAA-0048-2013-0001-0001

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

The Department of the Interior
Office of the Solicitor
Records Disposition Schedule
N1-048-07-03
(3/24/2008)

7507 Trust Documents [Trust] – These files include any documents possessed by the Solicitor's Office which have been identified as Indian Fiduciary Trust records. The files include but are not limited to litigation files, opinions, legal advice, drafts, and working papers. Files include Indian Fiduciary Trust (IFT) records.

Disposition: **PERMANENT**. Cut off at end of calendar year in which file is closed. Retire to an approved offsite storage facility. 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.

(a) IFT Litigation Files – These files contain documents concerning administrative and judicial litigation involving the Department of Interior. Records include, but are not limited to: briefs, pleadings, decisions, correspondence, and other case-related information. Litigation files are classified as either permanent or temporary – all records concerning a given case must be classified the same.

Disposition: **PERMANENT**. Cut off at end of calendar year in which file is closed. Retire to an approved offsite storage facility. 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.

(b) IFT Legal Advice Files – These files contain legal advice issued by officials in the Solicitor's Office on matters, legislative proposals or initiatives, financial transactions involving the Department and outside sources, and other routine advice or opinions, including those issued through surname files. Files do not include opinions that create major changes in procedure or departmental practices.

Disposition: **PERMANENT**. Cut off at end of calendar year in which file is closed. Retire to an approved offsite storage facility. 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.

(c) IFT Finding Aids (or Indexes). Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.

Disposition. **PERMANENT**. Retire with the related records to an approved offsite storage facility. Transfer to the National Archives and Records Administration when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

(d) IFT Program files – These files include records assembled from copies of other documents, such as briefs or decisions, chosen for their relevance in tracking a specific subject matter or subject matters. Records do not include original documents, and may be maintained electronically or in paper format.

Disposition. **PERMANENT**. Retire with the related records to an approved offsite storage facility. Transfer to the National Archives and Records Administration when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

(e) IFT Solicitor's Subject Files – These files include documents received, generated, and maintained by the Solicitor, Deputy Solicitor and their Special Assistants of the Immediate Office and used for review, analysis, and policy development on matters of significance to the Office of the Solicitor. Included are correspondence, reports, legal analyses and court documents, briefing papers, memoranda, summaries, email communications, and notes.

Disposition: **PERMANENT**. Cut off at end of calendar year in which file is closed. Retire to approved offsite storage. 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.

(f) IFT Tribal collections. These records consist of designated Indian tribe records that have been removed and collected for litigation purposes. These records are usually organized by the tribe. These records had been segregated to ensure proper control and handling for ongoing litigation. These record collections consist of records that would have been covered under GRS or other NARA approved SF-115 authorities, but these are trust documents and deemed permanent.

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(g) IFT E-mail notification. Standardized periodic e-mail printed as part of the periodic notification of SOL employees responsibilities regarding three functional areas of 1) American Indian trust reform, including the High-Level Implementation Plan or any of its subprojects; 2) the Cobell v. Norton litigation; or 3) administration of Individual Indian Money (IIM) accounts.

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(h) IFT Land Case files – These records consist of appraisals, memos, briefs, and other land case file records that qualify as trust records.

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(i) IFT SOL Chronological files – These records consist of chronological files from any component within the Office of the Solicitor including the Immediate Office.

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