

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-075-08-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>11/26/07</i>	
1. FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUB-DIVISION Office of the Special Trustee for American Indians			
3. MINOR SUB-DIVISION Office of the Chief Information Officer			
4. NAME OF PERSON WITH WHOM TO CONFER Donna Erwin	5. TELEPHONE (505) 816-1313	DATE <i>2/28/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen L. ...</i>
6. 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 on the attached ___ 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 provisos of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>11/1/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ethel J. Abeita</i>		TITLE Director, Office of Trust Records
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please See Attached. This schedule includes the following comprehensive record schedule for the record series 6000 Program Correspondence of the Indian Affairs Record Schedule within the Office of the Special Trustee for American Indians: OST Offices and its programs include: Office of the Principal Deputy Special Trustee Office of External Affairs Office of the Chief Information Officer Office of Budget, Finance, and Administration Office of the Deputy Special Trustee Trust Accountability Office of the Deputy Special Trustee Field Operations Office of the Deputy Special Trustee Trust Services  SIGNATURE Principal Deputy Special Trustee - Office of the Special Trustee for American Indians  DATE		
<i>10 2/29/08 Copies sent to agency, NWSMA, NWSMW, NR, & NWCT</i>			

OST-Indian Affairs Records Schedule

Office of the Special Trustee for American Indians OST Masthead

SERIES: 6000

(New)

TR-6000-P2 Program Correspondence and Policy/Directives Files

Unscheduled
N1-075-
Pending NARA
Approval

a. Program Correspondence Files – Official Files

Contents: Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Office of the Special Trustee for American Indians function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of two years after cut off; 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 United States Department of the Interior and the National Archives and Records Administration.

b. Program Policy/Directives Master Set with Case History Files – Official Files

Contents: Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Office of the Special Trustee for American Indians. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office of Record.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of two years after cut off; 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 United States Department of the Interior and the National Archives and Records Administration.

