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|---|--------------|--|--|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse) |              | LEAVE BLANK (NARA use only)  |  |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408    |              | JOB NUMBER<br><b>N1-435-93-1</b>   |  |
|   |              | DATE RECEIVED<br><b>5-24-93</b>  |  |
|   |              | NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.<br><i>Acting</i> |  |
| 1. FROM (Agency or establishment)<br><b>Indian Arts and Crafts Board</b>          |              |  |  |
| 2. MAJOR SUBDIVISION  |              | DATE <b>3/8/94</b> ARCHIVIST OF THE UNITED STATES<br><i>Raymond A. Morley</i>  |  |
| 3. MINOR SUBDIVISION  |              |  |  |
| 4. NAME OF PERSON WITH WHOM TO CONFER   | 5. TELEPHONE |  |  |

|   |  |  |
|---|--|--|
| <b>6. AGENCY CERTIFICATION</b><br>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 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, 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<br><b>5/20/93</b>  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>[Signature]</i> | TITLE<br><b>Acting General Manager</b> |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 1           | <u>Commissioners' Biographical Files.</u> Arranged alphabetically.<br><br>Biographical sketches, press clippings, correspondence and photographs of IACB Commissioners.<br><br><u>Disposition.</u><br><br>A. Record Copy. PERMANENT. Cut off after Commissioner separates his service on the Board. Transfer <del>immediately</del> to the National Archives, <del>15</del> 15 years after cut off.<br><br>B. Duplicate copies. DESTROY when no longer needed for reference. |                                   |                                  |
| 2           | <u>Records of Board Meetings.</u> Arranged chronologically.<br><br>Agendas, minutes and other records of Board meetings.   |                                   |                                  |

*Copies sent to agency, NN-W, NSR, NNT, NCF, NIA 3/15/94*

Disposition.

- a. Record copy. PERMANENT. Cut off ~~annually~~ <sup>every five years,</sup>  
Transfer to the National Archives ~~in 1 year~~  
~~blocks when most recent records are~~ 15 years after cut off.  
~~old.~~
- b. Duplicate copies. DESTROY when no longer needed for reference.

3 Inter-Board and Other Types of Meetings. Arranged chronologically.

Agendas, minutes and other supporting records relating to meetings involving the Board and extra Federal governmental bodies.

Disposition.

- a. Record copy. PERMANENT. Cut off every 5 years.  
Transfer to the National Archives ~~in 1 year blocks~~  
~~when most recent records are~~ 20 years ~~old~~ after cut off.
- b. Duplicate copies. DESTROY when no longer needed for reference.

4 Regulations, Orders, Circulars, Manuals, and Directives of the IACB. Arranged chronologically.

These include formal and informal policy and procedural issuances, such as regulations, circulars, orders, manuals and other types of directives, with related recommendations, endorsements, clearances and comments.

Disposition.

- a. Record copy. PERMANENT. Cut off every 5 years. Transfer to the National Archives ~~in 5 year blocks when the most recent records are~~ 15 years ~~old~~ after cut off.
- b. Duplicate copies. DESTROY when no longer needed for administrative purposes.

5 Organizational Files. Arranged chronologically.

IACB maintains a record set of its organizational and functional charts and statements, including superseded charts, organizational directories, correspondence studies and special reports relating to organizational problems of the IACB.

Disposition.

- a. Record copy. PERMANENT. Cut off ~~records in five year blocks.~~ <sup>every 5 years,</sup> Transfer to the National Archives ~~in 5 year blocks when the most recent records are 20 years old.~~ after cut off.
- b. Duplicate copies. DESTROY when no longer needed for administrative purposes.

6 Narrative and Statistical Reports. Arranged chronologically.

These are infrequent reports to the Central Office and/or the Commissioners on the accomplishments of the Board and its museums.

Disposition.

- a. Record copy. PERMANENT. Cut off every 5 years. Transfer to the National Archives ~~in 5 year blocks when the most recent records are 15 years old.~~ after cut off.
- b. Museum copy. DESTROY when 5 years old.
- c. Duplicate copies. DESTROY when no longer needed for administrative purposes.

7 General Correspondence File. Arranged chronologically.

The records consists of correspondence relating to investigations or administrative action initiated by the IACB, or which required in depth research, compilation or summaries by the Board.

Disposition.

- a. Record copy. PERMANENT. Cut off every 5 years. Transfer to the National Archives ~~in 5 year blocks when the most recent records are 15 years old.~~ after cut off.
- b. Duplicate copies. DESTROY when no longer needed for admin-

istrative purposes.

8 Routine Correspondence File. Arranged chronologically.

The records in this series consist of correspondence requesting publications and other informational literature, general inquiries about the Board or museums, or other routine matters.

Disposition. TEMPORARY. Destroy when 3 months old.

9 Cultural Areas Reference Files. Arranged by geographical region, thereunder alphabetically by name of Indian tribe.

The records in this series consists of correspondence, news-clippings, some still pictures (mostly black and white), and magazine articles on American Indian arts and crafts, costumes, food, music and dancing, games and sports, language and oral traditions, as well as religion and ceremonies. These files are accumulated and used for articles on American Indians by IACB staff members.

Disposition. PERMANENT. Cut off in 5-year blocks. Transfer to the National Archives ~~in 5-year blocks when the most recent records are 10 years old.~~ after cut off.

10 IACB/Bureau of Indian Affairs (BIA) Correspondence, 1936-59. Arranged by BIA file number. 1 cubic foot.

The records in Box Number 11 consist of correspondence between the IACB and the BIA, 1936-44, relating primarily to Indian arts and crafts in BIA schools and the Pine Ridge (South Dakota) Reservation. The records in Box number 28 consist of correspondence between the IACB central office and the Rosebud Reservation and the BIA area office in Aberdeen (South Dakota), 1944-59, relating primarily to the Rosebud Arts and Crafts Association. Included with these records are the minutes and correspondence of the Rosebud Tribal Council and the executive committee of the reservation.

Disposition. PERMANENT. Transfer immediately to the National Archives upon approval of this schedule.

- 11 Records Relating to the Alaska Field Office, 1947-1980.  
Arranged by subject. 5 cubic feet.

The records in this series consist of correspondence, news-clippings, magazine articles, and some black and white still pictures that document the IACB central office's direction of its Alaska field office.

Disposition. PERMANENT. Transfer immediately to the National Archives upon approval of this schedule.

- 12 Records Relating to the Southwest and Southern Plains Field Offices, 1949-73. Arranged by subject. 1 cubic foot.

The records in this series consist of correspondence, reports, and arts and crafts surveys of IACB's field offices in Oklahoma, Arizona and New Mexico.

Disposition. PERMANENT. Transfer immediately to the National Archives upon approval of this schedule.

- 13 Publication Reference Files. Arranged alphabetically.

The records in this series consist of articles and publications relating to exhibitions of Indian arts and crafts from various museums.

Disposition. TEMPORARY. Destroy when no longer needed for reference.

- 14 Narrative Histories of the Board. Arranged chronologically.

Published and unpublished narrative histories of the Indian Arts and Crafts Board.

*Cut off ~~every~~ every 5 years.*

Disposition. PERMANENT. <sup>^</sup> Transfer to the National Archives when 10 years old.

- 15 Secretarial Orders and Records Relating to Legislation Affecting the Indian Arts and Crafts Board. Arranged chronologically.

The records in this series document the establishment of the Board, or that directly affects the operation of the Board.

Disposition.

A. Record copy. PERMANENT. Cut off <sup>every 5 years</sup> ~~in 5-year blocks.~~  
Transfer to the National Archives ~~in 5-year blocks when~~  
~~the most recent records are 10 years old.~~ after cut off.

B. Duplicate copies. DESTROY when no longer needed for administrative purposes.

16 Misrepresentation Files. Arranged chronologically.

These records relate to misrepresentation of the authenticity of Indian crafts, and the Board's policies to enforce existing legislation to protect Indian artists. The records consist of correspondence, minutes and agendas of meetings, and newspaper clippings.

Disposition. PERMANENT. Cut off <sup>every 5 years</sup> ~~in 5-year blocks.~~ Transfer to the National Archives ~~in 5-year blocks when the most recent records are 10 years old.~~ after cut off.

17 Records relating to Trademarks, Certification, and Standards. Arranged chronologically.

A. Trademarks.

Correspondence and some newsclippings relating to trademarks registered by Indian artists and defended by the IACB.

Disposition. PERMANENT. <sup>cut off when file is closed.</sup> Transfer to the National Archives 5 years after ~~the file is closed.~~ cut off. ~~when file is closed.~~

B. Certification.

The records in this series consists of primarily correspondence on Board certification of Native American owned and operated arts businesses with registered trademarks.

Disposition. PERMANENT. <sup>cut off when file is closed.</sup> Transfer to the National Archives 5 years after ~~the file is closed.~~ cut off.

C. Standards.

The records in this series consist of correspondence relating to the issuance of Certificates of Genuineness by the IACB.

Disposition. PERMANENT. <sup>cut off when file is closed.</sup> Transfer to the National Archives 5 years after ~~the file is closed.~~ cut off.

18      Records Relating to Sources and Potential Outlets Selling Genuine Indian Arts and Crafts.

A. Indian-owned and operated arts and crafts businesses. Arranged alphabetically by state, then by the name of the business.

The records consist of responses to questionnaires sent to the business by IACB, correspondence, financial reports, minutes of meetings, and news releases and clippings. The questionnaires are used by IACB in the preparation of one of its publications.

Disposition.

1. Record copy. PERMANENT. Cut off <sup>every 5 years</sup> ~~in 5-year blocks~~. Transfer to the National Archives ~~in 5-year blocks when the most recent records are 10 years old.~~ after cut off.
2. Museum copies. DESTROY when no longer needed for administrative purposes.

B. Potential outlets. Arranged alphabetically by state, then by the name of the business.

The records in this series consist primarily of address lists, newsclippings, routine correspondence of nonIndian-owned and operated businesses. The data from these records is used in the preparation of an IACB publication, Potential Outlets.

Disposition. TEMPORARY. Destroy when no longer needed for reference.

19      Board Reports. Arranged chronologically.

The records in this series consist of reports on special studies, surveys, internal audits and inspections of operations, and reports of inspections and surveys of field offices and museums.

Disposition. PERMANENT. Cut off <sup>every 5 years,</sup> ~~annually~~. Transfer to the National Archives ~~in 5-year blocks when the most recent records are 10 years old.~~ after cut off.

20 Correspondence of the Commissioners. Arranged chronologically.

The records in this series consists of correspondence of the Commissioners with Board officials and staff concerning Board plans, policies, programs and procedures.

Disposition. PERMANENT. Cut off annually. Transfer to the National Archives ~~in 5-year blocks when the most recent records are 20 years old.~~ after cut off,

21 Intergovernmental Relations. Arranged by governmental agency, thereunder chronologically.

The records in this series document IACB's relations with the White House, Congress, the Department of the Interior, the Bureau of Indian Affairs and other governmental agencies.

Disposition. PERMANENT. Cut off <sup>every 5 years.</sup> annually. Transfer to the National Archives ~~in 5-year blocks when the most recent records are 10 years old.~~ after cut off.

22 Legislative Files. Arranged by subject.

The records in this series consist primarily of correspondence and newsclippings relating to legislation passed by the various states and Congress governing the Indian Arts and Crafts Board.

Disposition. PERMANENT. Cut off <sup>every 5 years</sup> ~~in 5-year blocks.~~ Transfer to the National Archives ~~in 5-year blocks when the most recent records are 10 years old.~~ after cut off,

23 Advisory Services Correspondence Files. Arranged by geographical region, thereunder by subject.

The records in this series consist of correspondence of IACB staff members who are directly responsible for assisting artists and craftsmen. Subjects of the correspondence include IACB providing information on copyright laws, advice on marketing opportunities, how to establish cooperatives, information on foundations that provide grants for Indian artists and craftsmen. Also included in this series are the trip reports of IACB staff members who travel to meet with Indian artists and craftsmen. These records document advice provided by IACB while out in the field.



*every 5 years.*

Disposition. PERMANENT. Cut off ~~in 5-year blocks~~. Transfer to the National Archives ~~in 5-year blocks when the most recent records are 10 years old~~. *after cut off,*

24 Advisory Services Projects and Programs. Arranged chronologically.

The records in this series series contain correspondence, newsclippings, and surveys relating to IACB-sponsored programs and projects.

*every 5 years*

Disposition. PERMANENT. Cut off ~~in 5-year blocks~~. Transfer to the National Archives ~~in 5-year blocks when the most recent records are 10 years old~~. *after cut off,*

25 Chronology Files. Arranged chronologically.

Convenience copies of correspondence retained in the office.

Disposition. Central Office and museums. DESTROY when 2 years old.

26 Administrative Copy Files. Arranged by subject, thereunder chronologically.

The records in this series consist of copies of administrative records kept for reference by IACB. The official copies of these records are in various offices within the Bureau of Indian Affairs, which administers IACB's payroll, personnel and accounting functions.

Disposition. Central Office and museums. DESTROY four years after the file becomes inactive.

27 Budget Files. Arranged chronologically.

The records in this series are the working papers used by IACB personnel in preparing their annual budget, and consist of statements, justifications and briefing materials.

Disposition. DESTROY when no longer needed for administrative purposes.

28 Special Projects Files. Arranged by subject.

The records in this series consists primarily of correspondence relating to the Board's involvement in such projects as assistance with magazine articles and other publications, and advice and loans to exhibitions organized by others.

Disposition. PERMANENT. Cut off <sup>every five years.</sup> ~~annually.~~ Transfer to the National Archives ~~in 5 year blocks when most recent records are 5 years old.~~ 10 years after cut off.

29 Museum Administration and Operations Files. Arranged by subject, thereunder chronologically.

The records in this series relate to the routine administration of IACB's museums, such as budget working files, records concerning renovations to the museums, and the installation of exhibits.

Disposition. DESTROY when no longer needed for administrative purposes.