

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-220-02-5</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12-20-01</i>	
1. FROM (Agency or establishment) Office of Navajo and Hopi Indian Relocation		NOTIFICATION TO AGENCY	
201 Birch Street, P.O. Box KK Flagstaff, AZ 96002		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 SUBDIVISION Relocation Operations			
3. MINOR SUBDIVISION Legal Department			
4. NAME OF PERSON WITH WHOM TO CONFER  Paul Tessler		4. TELEPHONE NUMBER  928-779-2721	DATE <i>9-6-02</i>
		ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 <u>3</u> page(s) are not needed now for the business for 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 <i>1/30/02</i>		SIGNATURE OF AGENCY REPRESENTATIVE <i>Ed Savas</i>	
		TITLE Executive Director	
7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<u>Litigation Files</u>		
1a.	<p>These textual files are in a numbered series beginning in 1982 and starting with #159.4 and continuing through #186.4. This sequence will continue until the close of the ONHIR.</p> <p>These files are attorney working files involving litigation against the government (ONHIR) for eligibility for relocation assistance benefits and related issues and are comprised of research material, pleadings and correspondence between the ONHIR, opposing counsel, and the U.S. Attorney.</p> <p>Disposition: Temporary. Destroy 10 years from the date of entry of judgment or order of dismissal.</p>		
1b.	<p>Electronic Mail and Word Processing. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of a file. In addition, the electronic copies can be maintained for the purpose of updating, revising, or disseminating information.</p> <p><i>cc Agency, NR</i></p>		

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GPO OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<p>2.</p> <p>2a.</p> <p>2b.</p> <p>3.</p>	<p>Disposition:</p> <ol style="list-style-type: none"> <li>1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been created.</li> <li>2. Temporary. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. Delete when dissemination, revision, or updating is completed.</li> </ol> <p><u>Conservatorship/Probate Files</u></p> <p>Textual files that are numbered in a series beginning with 200.0 starting in 1990 and currently run through 203.7. This series will continue until the close of the ONHIR. These files are duplicate copies of attorney working files for conservatorships and probates filed in the Navajo Nation Family Court for the purpose of facilitating individual relocations and are comprised of pleadings, correspondence, and research material.</p> <p>Disposition:</p> <ol style="list-style-type: none"> <li>1. Conservatorships. Temporary: Destroy 10 years from the date the conservatorship ceases or the minor child attains the age of majority.</li> <li>2. Probates. Temporary: Destroy 10 years after the date of the Final Order of Distribution.</li> </ol> <p>Electronic Mail and Word Processing. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of a file. In addition, the electronic copies can be maintained for the purpose of updating, revising, or disseminating information.</p> <p>Disposition:</p> <ol style="list-style-type: none"> <li>1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been created.</li> <li>2. Temporary. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. Delete when dissemination, revision, or updating is completed.</li> </ol> <p><u>Attorney Working Files, "Bill Lavell Files"</u></p> <p>This series of files are the working files of the agency contract attorney between the years 1977 and 1982. They are arranged by subject only and consist of correspondence, research material, and draft opinions. These records are cut-off at the end of each calendar year. There are no associated electronic mail or word processing records.</p> <p>Disposition: Temporary. Destroy 10 years from the date of cut-off.</p>		

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4.	<p><u>Sands Report</u></p> <p>The textual records are comprised of computer generated reports that are arranged in a number sequence of Boxes 1 through 30 beginning in 1990 to present. This series will continue until the disposition of all client appeals resulting from the <i>Sands v. ONHIR</i> litigation. These reports reflect the eligibility status of individual applicants. The reports are cut-off at the close of each calendar year.</p> <p>Disposition: Temporary. Destroy 6 years from cut-off.</p> <p>Note: Electronic file of Sands Report. See Information System SF 115. <i>Upon the closure of ONHIR, a consolidated Sands Report will be generated and filed under NHIRC/ONHIR Reports. (scheduled as permanent under NI-220-02-7, item 1).</i></p>		
5.	<p><u>Attorney Files</u></p>		
5a.	<p>These textual records consist of approximately 200 attorney working files in a numerical series beginning with #1 and currently through #203. The series began in 1986 and will continue until the close of the ONHIR. These files are comprised of correspondence, legal research, preliminary drafts of pleadings, memorandums of understanding, and leases entered into between the ONHIR and outside agencies. These files are cut-off at the close of each calendar year.</p> <p>Disposition: Temporary. Destroy 10 years from the date of cut-off.</p>		
5b.	<p>Electronic Mail and Word Processing. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of a file. In addition, the electronic copies can be maintained for the purpose of updating, revising, or disseminating information.</p> <p>Disposition:</p> <ol style="list-style-type: none"> <li>1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been created.</li> <li>2. Temporary. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. Delete when dissemination, revision, or updating is completed.</li> </ol>		
6.	<p><u>Attorney Program Files</u></p> <p>A series of files that are arranged by subject. These files consist of pre-decisional material, correspondence, memoranda, and drafts of regulations. This series commenced in 1980 and continue through 1987. The files are cut-off at the close of each calendar year. There are no associated electronic mail or word processing records.</p> <p>Disposition: Temporary. Destroy 10 years from the date of cut-off.</p>		

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<p>7.</p> <p>7a.</p> <p>7b.</p>	<p><u>Legal Opinion</u></p> <p>The textual legal opinions are arranged in files numbered by the year and document #, ie. 76-1, 76-2, The series currently encompasses numbers 76- through 96-1 and will continue until the close of the ONHIR. These opinions were issued by the Office of the Solicitor, Interior, private attorneys, and ONHIR staff attorneys and relate solely to the interpretation of PL 93-531, and subsequent legislation amending the Act. Files will be cut-off files at the closure of the ONHIR.</p> <p>Disposition: Permanent. Transfer to the National Archives and Records Administration at the closure of the ONHIR. Currently the ONHIR has 4.5 cubic feet of legal opinion files. An estimated additional ¼ cubic feet will be created prior to transfer.</p> <p>Electronic Mail and Word Processing. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of a file. In addition, the electronic copies can be maintained for the purpose of updating, revising, or disseminating information.</p> <p>Disposition:</p> <ol style="list-style-type: none"> <li>1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been created.</li> <li>2. Temporary. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. Delete when dissemination, revision, or updating is completed.</li> </ol>		
<p>8.</p>	<p><u>Audio Tapes</u></p> <p>Audio tapes of client eligibility appeal hearings arranged by date of hearing and name of appellant. The tapes begin in 1982 and will continue until the close of the agency.</p> <p>Disposition: Temporary. Destroy 180 days after the date the transcript of proceedings has been produced in hard copy and filed in the Client Case file.</p>		