

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 11-220-02-14	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3/20/2002	
1. FROM (Agency or establishment) Office of Navajo and Hopi Indian Relocation		NOTIFICATION TO AGENCY	
201 Birch Street, P.O. Box KK Flagstaff, Arizona 86002		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Administrative Services			
3. MINOR SUBDIVISION Finance (Accounting) Vendor Files			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Paul Tessler	928-779-2721	9-3-02	<i>John W. Carl</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> 1 </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 3/12/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>E. Savasi</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 GRS OR SUPERSEDED JOB CITATION	10.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>Office of Navajo and Hopi Indian Relocation (ONHIR) Vendor files:</u> A series of files arranged by fiscal year of appropriation, vendor number, document number and project description or client name, ie., FY01-0150-108613 John Doe. The vendor file is created when funds are obligated by contract, grant, memorandum of understanding, or purchase order. Physical files are created by vendor number and document number. Vendor numbers are never reassigned and always remain the same; document numbers refer to the fiscal year of appropriation. A new file folder is created for a vendor when funds are coming from a different year's appropriation. These files contain contracting documents, correspondence relating to the contract, scope of work, task orders, reports submitted by the vendor, invoices, and payment records relating to relocation program operations, client (relocatee) payment data, as well as vendor data on goods and services.		
1a	<u>New Lands Program Operations Vendor Files:</u> A group of files incorporated into the series described above, which contain contracts, payment data, reports, invoices and other related documentation involving the acquisition of improvements or infrastructure associated with the ONHIR's development of the New Lands.		
<i>cc Agency HR</i>			

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB	10. ACTION TAKEN (NARA USE ONLY)
<p>1b.</p> <p>1c.</p>	<p>Disposition: Permanent. Cut-off at the closure of the ONHIR. Transfer to the National Archives and Records Administration (NARA) at the closure of the ONHIR. Approximately 50 cubic feet of records will be transferred to NARA. These files are subject to the Privacy Act Law.</p> <p><u>Client (Relocatee) Vendor Files:</u> A group of individual files incorporated into the series described above, which contain copies of construction contracts, payment records, change orders and other financial data associated with the ONHIR's acquisition of a replacement home for the client (relocatee.)</p> <p>Disposition: Temporary. Files are closed 2 years from the date relocation is complete (relocation is complete on the date the client signs the Certificate of Occupancy). Cut-off at the end of each fiscal year. Transfer to Records Center at the close of the ONHIR. Destroy 6 years and 3 months from the date of cut-off. These files are subject to the Privacy Act Law.</p> <p><u>Electronic Mail and Word Processing.</u> 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"> 1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been made. 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. <p>Note: Electronic System Relating to New Lands Program Operations Vendor Records. See Information System-Finance (Accounting) New Lands Operations SF 115.</p>	<p>CITATION</p>	