

Request for Records Disposition Authority

Records Schedule Number	DAA-0600-2017-0009
Schedule Status	Approved
Agency or Establishment	National Indian Gaming Commission
Record Group / Scheduling Group	Records of the National Indian Gaming Commission
Records Schedule applies to	Major Subdivision
Major Subdivision	Public Affairs
Minor Subdivision	Legislative Affairs
Schedule Subject	Legislative Affairs Records
Internal agency concurrences will be provided	No

Background Information

The National Indian Gaming Commission (NIGC) was created in 1988 with the passage of the Indian Gaming Regulatory Act (IGRA), which was enacted to support and promote tribal economic development, self-sufficiency, and strong tribal governments through the operation of gaming on Indian lands. The Act provides a statutory basis for the federal regulation of Indian gaming. IGRA establishes the Commission to regulate and support tribal gaming as a means of generating revenue for tribal communities. See 25 U.S.C. § 2704.

The NIGC is committed to fulfilling its responsibilities by:

- regulating and monitoring certain aspects of Indian gaming;
- coordinating its regulatory responsibilities with tribal regulatory agencies
- providing training and technical assistance to tribal regulatory agencies;
- reviewing and approving tribal gaming ordinances and management agreements;
- reviewing the backgrounds of individuals and entities to ensure the suitability of those seeking to manage or invest in Indian gaming;
- overseeing and reviewing the conduct and regulation of Indian gaming operations;
- enforcing violations against the IGRA and its regulations; and
- referring law enforcement matters to appropriate tribal, Federal, and state entities.

The NIGC is comprised of a Chair, appointed by the President and confirmed by the Senate, and two additional commissioners

appointed by the Secretary of the Interior. The NIGC's organizational structure is composed of two main branches, the Office of General Counsel which handles legal affairs, and the Office of the Chief of Staff, which manages day-to-day activities and includes the Division of Compliance, Division of Finance, Division of Public Affairs, and the Division of Technology.

Inherited largely from N1-220-97-6 items 9 - 19 ("Office of Congressional and Public Affairs" and "Public Affairs").

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	2	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0600-2017-0009

Sequence Number	
1	Legislation Background Files Disposition Authority Number: DAA-0600-2017-0009-0001
2	Legislation Files Disposition Authority Number: DAA-0600-2017-0009-0002
3	Final Congressional Hearing Files Disposition Authority Number: DAA-0600-2017-0009-0003
4	Congressional Correspondence Disposition Authority Number: DAA-0600-2017-0009-0004
5	Working Files Disposition Authority Number: DAA-0600-2017-0009-0005
6	Reports to Congress Disposition Authority Number: DAA-0600-2017-0009-0006

Records Schedule Items

Sequence Number	
1	<p>Legislation Background Files</p> <p>Disposition Authority Number DAA-0600-2017-0009-0001</p> <p>Background records on members of Congress of the Senate Committee on Indian Affairs; information used to prepare the Commission for briefings, meetings and speaking engagements where members may be present.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>GRS or Superseded Authority Citation N1-220-97-6/ 13</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of congressional term.</p> <p>Retention Period Destroy 3 months after cut off.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Legislation Files</p> <p>Disposition Authority Number DAA-0600-2017-0009-0002</p> <p>Documents outlining agency feedback and views on pending legislation.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>

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Do any of the records covered by this item exist as structured electronic data?

No

Disposition Instruction

Cutoff Instruction

Cut off at end of calendar year.

Retention Period

Destroy 6 year(s) after cut off

Additional Information

GAO Approval

Not Required

Final Congressional Hearing Files

Disposition Authority Number

DAA-0600-2017-0009-0003

Testimonials and responses by Chairperson to questions for the record given before Congress.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

GRS or Superseded Authority Citation

N1-220-97-6 / 9a

Disposition Instruction

Cutoff Instruction

Cut off at end of congressional term.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 10 year(s) after cut off

Additional Information

First year of records accumulation

1993

What will be the date span of the initial transfer of records to the National Archives?

From 1993 To 2007

How frequently will your agency transfer these records to the National Archives?

Every 2 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	200 MB	10 MB

Paper	7 Cubic feet	.25 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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Congressional Correspondence

Disposition Authority Number DAA-0600-2017-0009-0004

Copies of both incoming and outgoing correspondence. Excludes any correspondence covered by any other record series.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-220-97-6 / 12

Disposition Instruction

Cutoff Instruction Cut off at end of congressional term.

Retention Period Destroy 2 year(s) after cut off

Additional Information

GAO Approval Not Required

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Working Files

Disposition Authority Number DAA-0600-2017-0009-0005

Working files generated in course of working on Legislative Affairs matters.

Final Disposition. Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

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GRS or Superseded Authority
Citation

N1-220-97-6 / 9b
N1-220-97-6 / 14b

Disposition Instruction

Cutoff Instruction

Cut off at end of calendar year.

Retention Period

Destroy 3 year(s) after cut off

Additional Information

GAO Approval

Not Required

Reports to Congress

Disposition Authority Number

DAA-0600-2017-0009-0006

Reports to Congress

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing?

No

GRS or Superseded Authority
Citation

N1-220-97-6/ 14a

Disposition Instruction

Cutoff Instruction

Cut off at end of calendar year.

Transfer to the National Archives
for Accessioning

Transfer to the National Archives 7 year(s) after cut
off

Additional Information

First year of records accumulation

1993

What will be the date span of the
initial transfer of records to the
National Archives?

From 1993 To 2010

How frequently will your agency
transfer these records to the
National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	500 MB	10 MB
Paper	5 Cubic feet	.25 Cubic feet

Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

Cutoff Instruction

Cut off at the end of calendar year.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 7 year(s) after cut off

Additional Information

First year of records accumulation 1993

What will be the date span of the initial transfer of records to the National Archives?

From 1993 To 2010

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	200 MB	10 MB
Paper	5 Cubic feet	.25 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/31/2017	Certify	Tim Osumi	Records Manager	Technology Division - Records Management Program
08/22/2017	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
08/22/2017	Submit For Certification	Tim Osumi	Records Manager	Technology Division - Records Management Program
08/22/2017	Certify	Tim Osumi	Records Manager	Technology Division - Records Management Program
08/24/2017	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
09/25/2017	Submit For Certification	Tim Osumi	Records Manager	Technology Division - Records Management Program
09/25/2017	Certify	Tim Osumi	Records Manager	Technology Division - Records Management Program
10/04/2017	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
10/04/2017	Submit For Certification	Tim Osumi	Records Manager	Technology Division - Records Management Program
10/04/2017	Certify	Tim Osumi	Records Manager	Technology Division - Records Management Program

05/01/2018	Submit for Concurrency	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
05/02/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
05/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/04/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist