



UNITED STATES
DEPARTMENT OF THE INTERIOR

**RECORD MOVE REQUEST
ASSOCIATE DEPUTY SECRETARY APPROVAL**

1. ORIGINATING RESPONSIBLE OFFICIAL INFORMATION: (Please Print)

Date:	First Name:	MI:	Last Name:
Office:	Address:		
Responsible Official Signature:		Telephone:	Fax:

2. RECORDS CATEGORY: (Check One)

<input type="checkbox"/> a. Inactive Trust Records within DOI, crossing regional or state boundaries	<input type="checkbox"/> b. Inactive Trust Records to an FRC or Commercial Center or to a NARA Archives	<input type="checkbox"/> c. Paragraph 19 Cobell Records
<input type="checkbox"/> d. Inactive Non-Indian/Non-Trust Records	<input type="checkbox"/> e. Inactive Indian/Non-Trust Records	
<p>CERTIFICATION: I certify that these records and boxes being transferred across regional or state boundaries, or to an FRC, or commercial center, or to a NARA Archives are not trust records.</p>		
Responsible Official/Phone #:	Signature:	Date:

3. MOVE AND CHAIN OF CUSTODY PLAN INFORMATION:

a. Address where records are currently located:	b. Quantity of boxes to be moved: (Attach description, e.g., inventory or box lists)
c. NARA Accession Number (if applicable):	d. Method of Transportation (Identify Carrier): (Attach written chain of custody plan)
e. Receiving Office/Phone #/Address:	f. Responsible Official's Name Receiving Box(s):

4. APPROVAL

Associate Deputy Secretary Signature:	Date:
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5. DESTINATION CERTIFICATION: I certify all records and boxes have been moved successfully and were accounted for at the intended destination location.

Date Records Received at Destination Location:	
Originating Responsible Official Signature:	Date:

TO BE COMPLETED BY MS-7229

Date Record Move Request Received by MS-7229:	ID#:
<input type="checkbox"/> Chain of Custody Plan	<input type="checkbox"/> NARA Approved SF-135
<input type="checkbox"/> Inventory or Box Lists	<input type="checkbox"/> New Paragraph 19 Location Map
	<input type="checkbox"/> NARA Approved SF-258

Records Retention: Retain all documentation in accordance with GRS 16, items 2a or 2b.