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Office of Special Trustee for American Indians

OST's 5th Annual Trust Records Management Conference Offers Workshops, Training Sessions, Tours and Presentations

WASHINGTON, D.C. — The Office of Special Trustee for American Indians (OST), Office of Records Management (OTR) will hold its fifth annual records management conference at Haskell Indian Nations University, in Lawrence, Kansas, from June 11-14, 2012. This year's conference theme is *Records Management: Protecting the Past to Empower the Future*.

"Each year the conference brings together professionals from OST, the Bureau of Indian Affairs and tribal personnel who are responsible for the proper management and preservation of Indian trust records," said Ethel Abeita, the director of OTR. "The conference will offer several workshops that specifically focus on records management work by tribal employees."

This conference will offer more than 20 workshops that range from basic records management, e-records and IT security awareness to preserving family records. Conference registration closes May 25 or when the registration reaches 250, the conference's capacity. There is no registration fee for the conference or tours. Conference participants are responsible for their travel expenses.

Attendees will have the opportunity to tour the American Indian Records Repository (AIRR) and the National Archives and Records Administration (NARA) in Lenexa, Kansas, as part of the conference. AIRR was built by Interior in collaboration with NARA for the purpose of consolidating and preserving Indian records at one NARA regional records center. AIRR opened in May 2004. Millions of Indian trust records are safeguarded and protected at AIRR, which now contains more than 220,000 boxes of records.

AIRR is located close to Haskell Indian Nations University. From the beginning, the plan was to foster a relationship among Haskell, OST and NARA. Since the spring semester of 2005, Haskell students have participated in Level One and Level Two records management courses offered within Haskell's business curriculum. Instructed by OST staff from AIRR, students earn a certificate in trust records management. As a result of this program, OST has hired Haskell alumni for records management positions. In addition, the Student Employment Program is an opportunity for students to be exposed to responsibilities at AIRR for a

semester. Starting in the summer of 2006, five students took advantage of the program. Since then, dozens of students have participated in the Student Employment Program.

Those interested in registering may email ost_rm_conference5@ost.doi.gov, or call 505-816-1620 for more information.

OST was initially tasked with Department-wide oversight for the reform of Indian trust management and implementation of new fiduciary accounting systems. OST's oversight role expanded in 1996 to include operational responsibility for financial trust fund management, including receipt, investment and disbursement of beneficiary funds. The Office of Appraisal Services, which appraises Indian trust lands, was moved to OST in 2002. The Office of Historical Trust Accounting was realigned in 2007 to report directly to the Special Trustee. Visit the OST website at www.doi.gov/ost.

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The mission of OST is to perform our fiduciary trust responsibilities to American Indian tribes, individual Indians and Alaska Natives by incorporating a beneficiary focus and beneficiary participation while providing effective, competent stewardship and management of trust assets.