

SERIES: 1000

Executive Management

INDIAN AFFAIRS RECORDS SCHEDULE

1000 Series
EXECUTIVE MANAGEMENT

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

1200-P5 **Program Correspondence and Policy/Directives Files**

**NARA JOB #
N1-075-05-1
Approved
3/31/2005**

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Executive Management program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Executive Management program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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- 1201-P5 [Assistant Secretary Correspondence Files](#)
- NARA JOB #**
N1-075-05-1
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3/31/2005
- Contents:** Records include copies of incoming and outgoing Assistant Secretary's correspondence, significant letters, memoranda, and/or manuals dispatched by other offices but forwarded to the Assistant Secretary for information as well as correspondence pertaining to individual Indians and tribes on various Bureau of Indian Affairs programs and other subjects. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by region or tribe.
- Official File:** Record copy maintained by the Central Office program office of origin.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
- SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT – BIA-20.**

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1202-P5 Congressional and White House Correspondence Files

NARA JOB #
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Contents: Records include copies of correspondence, reports, and other papers issued in response to Congressional, White House and tribal inquiries, includes papers containing policy which document relations with the Executive Office of the President and Congress. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange chronologically then alphabetically by subject.

Official File: Record copy maintained by program office originating correspondence.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-20).

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1203-P5 [Bureau Controlled Correspondence Office Files](#)

NARA JOB #
N1-075-05-1
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3/31/2005

Contents: Records include copies of priority correspondence to U.S. Senators, Congressmen, and Indian leaders. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange numerically by control number.

Official File: Record copy maintained by Central Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-21).

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1204-P5 Regional Director Reports to Central Office Files

**NARA JOB #
N1-075-05-1
Approved
3/31/2005**

Contents: Records include annual narrative reports prepared by Regional Directors to Central Office, with related data on regional activities and programs to include narrative and statistical accounts of the history of regional and agency/field offices as well as significant, special or non-recurring reports concerning direction of the Bureau of Indian Affairs program operations, reports, maps of building locations on agency compounds. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically then alphabetically by subject or location.

Official File: Record copy maintained by Central Office unit requesting report and/or maintained by office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is issued. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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1205-P3 BIA Historical Reports

NARA JOB # Refer to 1204-P5 Regional Director Reports to Central Office Files
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1206-P3 [Area and Field Office History files](#)

NARA JOB #
N1-075-05-1
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Refer to 1204-P5 [Regional Director Reports to Central Office Files](#)

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1207-P5 Bureau Committee Management Files

**NARA JOB #
N1-075-05-1
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3/31/2005**

Contents: Records include documents created in Central Office, Regional and field offices for the establishment of committees, including task forces, councils, boards, commissions, panels, and special projects or initiatives as well as committee establishment proposals, approvals, reports, minutes, papers reflecting changes in committee membership, committee charters, and terminating issuances. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by committee topic.

Official File: Record copy maintained by office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when committee is discontinued. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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1208-T3 Area and Field Office Committee Management Files

NARA JOB # Refer to 1207-P5 Bureau Committee Management Files
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1209-P5 Bureau Directives – Master Set with Case History Files

NARA JOB # Refer to 1200b-P5 Program Policy/Directives Master Set with Case History Files – Official Files
N1-075-05-1

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1210-T3 [Bureau Directives – Case History Files](#)

NARA JOB # Refer to 1200b-P5 [Program Policy/Directives Master Set with Case History Files – Official Files](#)

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1211-T5

Forms and Reports Numerical Files

NARA JOB #

N1-075-05-1

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Refer to GRS 16/3 Forms Files and GRS 16/6 Reports Control Files (Use applicable item)

RESERVED

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1212-T0

Forms and Reports Registers

NARA JOB #

N1-075-05-1

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Refer to GRS 23/9 Finding Aids (or Indexes)

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1213-P5 Reorganization Planning Files

NARA JOB #
N1-075-05-1
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3/31/2005

Contents: Records include documents relating to change in organization structure or function that affect the management and operation of the Bureau of Indian Affairs as well as staffing studies, minutes of meetings, study reports, organizational charts and copies of policy implementing changes. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by organization.

Official File: Record copy maintained by Central Office, Office of Management and Administration.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when change is completed or withdrawn. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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1214-P5 Long-Range Development Plan Files

NARA JOB #
N1-075-05-1
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Contents: Records include long-range development plans for 10 and 20 years such as Tribal Plans, Fund Distribution Plans and other types of comprehensive development plans prepared by the Bureau or the tribe or jointly and having importance to Bureau mission accomplishments. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangements: Arrange alphabetically by tribe.

Official File: Record copy retained by office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when change is completed or withdrawn. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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1215-T3

Program Evaluation Plans

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 16/14 Management Control Records

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1216-T3

Management Improvement Case Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 16/14 Management Control Records

RESERVED

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1217-P5

Strategic Plan Files

**NARA JOB #
N1-075-05-1
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3/31/2005**

Contents: Records include documents accumulated to develop short and long range plans for Bureau programs that include fund distribution plans in accordance with the Government Performance Results Act (GPRA) Chief Financial Officer's Act (CFOA) Government Management Reform Act (GMRA), Federal Manager's Financial Integrity Act (FMFIA), Information Technology Management Reform Act (ITMRA), and other pertinent legislation. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Central Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when plan is completed or superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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1218-P5 Biographical Files

NARA JOB #
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3/31/2005

Contents: Records include biographies, photographs, newspaper clippings, and related items pertaining to Bureau of Indian Affairs Assistant Secretary. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Biographical file for the Assistant Secretary-Indian Affairs (AS-IA) is maintained by the Department.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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1219-P5 [Speech Files](#)

NARA JOB #
N1-075-05-1
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3/31/2005

Contents: Records include originals of speeches delivered by Bureau of Indian Affairs officials such as the Assistant Secretary and heads of Central and Regional Offices. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by topic or title of speech then chronologically.

Official File: Record copy maintained by Central Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when speech is given. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Executive Management

- 1220-P5 News and Press Releases
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- Contents:** Documents pertaining to the preparation and dissemination of information to any public communications media. The files include drafts, clearance documents, formal press releases, and related papers. Record set is retained by the Public Affairs Office. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange alphabetically by topic then chronologically.
- Official File:** Records copy maintained by Central office.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of records for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Executive Management

1221a-T3 [Freedom of Information Act Request Files \(Approved and denied requests which do not result in appeals or litigation\)](#)

NARA JOB # Refer to GRS 14/11 [FOIA Requests Files](#) (Use applicable item)
N1-075-05-1
Approved
3/31/2005

1221b-T6 [Freedom of Information Act Request Files \(Denied requests resulting in appeals or litigation\)](#)

NARA JOB # Refer to GRS 14/12 [FOIA Appeals Files](#) (Use applicable item)
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

1222-T5 Freedom of Information Act Report Files

NARA JOB # Refer to GRS 14/14 FOIA Reports Files

N1-075-05-1

Approved

3/31/2005

RESERVED

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Executive Management

1223-T3

Privacy Act Records Systems

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Refer to GRS 14/25 Privacy Act Reports Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

1224-T5

Privacy Act Disclosure Files

NARA JOB #
N1-075-05-1
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Refer to GRS 14/23 Privacy Act Accounting of Disclosure Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

1225-T4 Privacy Act Case Files

NARA JOB # Refer to GRS 14/21 Privacy Act Requests Files and GRS 14/22 Privacy Act Amendment Case Files (Use applicable item)
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

1226-T2

Privacy Act Report Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 14/25 Privacy Act Reports Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

- 1227-P5 [Congressional Investigative Case Files](#)
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- Contents:** Records include results of investigations and studies of Bureau of Indian Affairs (BIA) activities by Congressional committees as well as papers relating to the conduct of the investigation, activities of Investigating Committees committee reports, recommendations, and BIA replies. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange numerically by case number or alphabetically by report type.
- Official File:** Record copy maintained by office of origin.
- Disposition Instructions: PERMANENT:** Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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SERIES: 1000

Executive Management

1228-P5 [Litigation Case Files](#)

NARA JOB # Refer to 1401-P5 [Investigative and Litigation Case Files](#)

N1-075-05-1

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3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

1229-P5 [Legal Activity Reports to Central Office](#)

NARA JOB # Refer to 1402-P5 [Legal Activity Report Files](#)

N1-075-05-1

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3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

1230-P5

Legislative Review Files

**NARA JOB #
N1-075-05-1
Approved
3/31/2005**

Contents: Records include original documents created in preparing, reviewing, and commenting on proposed legislation, Executive Orders, proclamations, and reports relating to Bureau of Indian Affairs activities as well as background materials, drafts, reviews, minutes of meetings and position papers. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by Act number.

Official File: Record copy maintained by office/location completing review for Bureau.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when legislation is enacted or withdrawn. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

1231-T5

Information Collection Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 16/12 Information Collection Budget Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

1232a-T0 Internal Audit Case Files (Office working/informational copies)

NARA JOB # Refer to GRS 16/14 Management Control Records (Use applicable item)
N1-075-05-1
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3/31/2005

1232b-T3F Internal Audit Case Files (Office copy maintained by office responsible for audit control at Central Office)

NARA JOB # Refer to GRS 16/14 Management Control Records (Use applicable item)
N1-075-05-1
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3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

1233-P5 [External Audit Report Files](#)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Contents: Records include copies of the final audit report files of any tribal operation or tribal contract as well as correspondence and related papers concerning the review reconciliation of recommendations and other responses/clearance documents, and planned corrective actions. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by tribe then numerically by audit number.

Official File: Record copy maintained by originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when corrective actions are completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

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Executive Management

1233a-T0 [External Audit Report Files \(Office working/informational copies\)](#)

NARA JOB # Refer to 1233-P5 [External Audit Report Files](#)
N1-075-05-1
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3/31/2005

1233b-T3F [External Audit Report Files \(Official copy maintained by office responsible for audit control at Central Office\)](#)

NARA JOB # Refer to 1233-P5 [External Audit Report Files](#)
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RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

1234-P5 Government Accounting Office (GAO) Audit Coordination Files

**NARA JOB #
N1-075-05-1
Approved
3/31/2005**

Contents: Records include coordination arrangement for GAO audits in making replies to and performing follow-up actions on reports of audits; notifications of forthcoming audits; draft and final audit reports; informal inquiries; and comments on findings and recommendations. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange numerically by GAO audit number.

Official File: Record copy maintained by office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when final audit is complete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

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Executive Management

1234a-T0 Government Accounting Office (GAO) Coordination Files (Office working/informational copies)

NARA JOB # Refer to 1234-P5 General Accounting Office (GAO) Audit Coordination Files
N1-075-05-1
Approved
3/31/2005

1234b-T3F Government Accounting Office (GAO) Audit Coordination Files (Office copy maintained by office responsible for audit control at Central Office)

NARA JOB # Refer to 1234-P5 General Accounting Office (GAO) Audit Coordination Files
N1-075-05-1
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3/31/2005

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INDIAN AFFAIRS RECORDS SCHEDULE

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1235-P5 Federal Register Notices Files

NARA JOB #
N1-075-05-1
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3/31/2005

Contents: Records include Agency documentation relating to the development, preparation, review, clearance, and processing of proposed and final rules for publication in the Federal Register which are not covered by the General Records Schedule. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically by publication date.

Official File: Record copy retained in office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when notice is published. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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1236-P5 [Administrative Appeal Files](#)

NARA JOB #
N1-075-05-1
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3/31/2005

Contents: Records include documents relating to an individual's right to appeal an administrative decision in accordance with 25 CFR § 2 – Appeals from Administrative actions. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by program then alphabetically by name.

Official File: Record copy maintained by office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when decision on appeal is made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

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Executive Management

1237-T5 Alcohol and Substance Abuse Case Files

NARA JOB # Refer to GRS 1/26a Personnel Counseling Records
N1-075-05-1

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RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

1238-T5

Alcohol and Substance Abuse Reports

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 1/26b Personnel Counseling Records

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

- 1239-P5 [Special Project Case Files](#)
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- Contents:** Records include documents relating to special projects or initiatives by the Bureau as well as information on project, project guidelines, participant applications, determinations on approval, budget levels, and other related documents. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.
- Filing Arrangement:** Arrange numerically by project number.
- Official File:** Record copy maintained by originating office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when project is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

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Executive Management

1239a-T0 Special Project Case Files (Files on applicants not selected to participate in project)

NARA JOB # Refer to 1239-P5 Special Project Case Files
N1-075-05-1
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3/31/2005

1239b-T1 Special Project Case Files (Files on successful applicants)

NARA JOB # Refer to 1239-P5 Special Project Case Files
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INDIAN AFFAIRS RECORDS SCHEDULE

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Executive Management

1240a-P5 Record Disposition Forms (Master sets of forms and detailed inventories maintained by Area or Bureau Records Officers for shipments sent under their jurisdictions)

NARA JOB # Refer to GRS 16/2a(2) Records Disposition Files
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3/31/2005

1240b-T5 Records Disposition Forms (Other office copies)

NARA JOB # Refer to GRS 16/2a(2) Records Disposition Files
N1-075-05-1
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RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

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Executive Management

- 1241-P5 [Overdue Correspondence Report Files](#)
- NARA JOB #**
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Approved
3/31/2005
- Contents:** Records include reports of bi-weekly overdue list of the Bureau's Controlled Correspondence assigned to program offices for priority responses as well as a list of program offices with overdue correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Record copy maintained by office of origin.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

1242-P5

Tribal Leaders Directory Files

**NARA JOB #
N1-075-05-1
Approved
3/31/2005**

Contents: Records include the current name, address, telephone and fax number of tribal leaders for each federally recognized tribe and Bureau of Indian Affairs (BIA) Regional Director with listing of BIA regional/agency offices. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by tribe name or office location.

Official File: Record copy maintained by Central Office, Office of Tribal Services.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1000

Executive Management

1243-P5

Public Information Fact Sheet Files

**NARA JOB #
N1-075-05-1
Approved
3/31/2005**

Contents: Records include fact sheets of historical, cultural, and other information pertaining to various tribes as well as guidance relating to genealogical research and tracing ancestry, and disseminated to public upon request. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Central Office, Office of Tribal Services.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.