

INDIAN AFFAIRS RECORDS SCHEDULE

**1300 Series
INDIAN GAMING**

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1300

Indian Gaming

1300-P5

Program Correspondence and Policy/Directives Files

NARA JOB #
N1-075-05-1
Approved
03/31/2005

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 Indian Gaming 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 Indian Gaming 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 Cut off at fiscal year end when superseded or rescinded.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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1300

Indian Gaming

1301-P5	<u>Indian Gaming Management Files</u>
NARA JOB # N1-075-05-1 Approved 03/31/2005	<p>Contents: Records include Tribal-State Compact Agreement – an agreement between a tribe and a state for the conduct of Class III Gaming; approved tribal-state compact and comments to/from the Solicitor of Indian Affairs (SOL-IA); recommendations from the Regional Office; tribal documents; tribal resolutions; proposed gaming ordinances and management contracts; liquor ordinances; case law; state law; comments from tribal and state officials; approval letter; Federal Register notice; Attorney-Client protected, commercial and financial information from tribe; tribal organic documents exempt from disclosure under the Freedom of Information Act, and list of tribes with an approved tribal-state compact for Class III (Casino) gambling. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.</p> <p>Filing Arrangement: Arrange alphabetically by state then by tribe.</p> <p>Official File: Central Office Indian Gaming Management Office.</p> <p>Disposition Instructions: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. 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.</p>

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1300

Indian Gaming

1302-P5

Revenue Allocation Planning Files

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Contents: Records include tribal plans for distribution of net revenue from gaming to tribal members as well as attorney-client protected commercial and financial information exempt from disclosure under the Freedom of Information Act and relative to a tribal-state compact. 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: Central Office Indian Gaming Management Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when planning 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

SERIES: 1300

Indian Gaming

1303-P5

Recommendation on Determination or Approval Files

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Contents: Records include Section 20 determinations on using off-reservation land for Indian gaming; and Section 81 approval of agreement, leases for Indian gaming use, land acquisitions for Indian gaming and may contain commercial and financial information exempt from disclosure under the Freedom of Information Act. 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.

Official File: Central Office Indian Gaming Management Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when determination or approval 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

SERIES: 1300

Indian Gaming

1304-P5	<u>National Environmental Policy Act Compliance Files</u>
NARA JOB # N1-075-05-1 Approved 3/31/2005	<p>Contents: Records include draft environmental documents that are not part of a recommendation from a Regional Director, but subject to review by the Office, and cultural, archaeological, and natural resource information exempt from disclosure under the Freedom of Information Act and other statutes. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.</p> <p>Filing Arrangement: Arrange alphabetically by tribe.</p> <p>Official File: Central Office Indian Gaming Management Office.</p> <p>Disposition Instructions: PERMANENT. Cut off at fiscal year end when environmental documents are 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.</p>

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SERIES: 1300

Indian Gaming

1305-P5 Federal Rule Making and Regulations Files

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Contents: Records include documents on formulation of federal rules and regulations. 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: Central Office Indian Gaming Management Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when documents are 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: 1300

Indian Gaming

1306-P5	<u>Office of the Inspector General (OIG) Audit Files</u>
NARA JOB # N1-075-05-1 Approved 3/31/2005	<p>Contents: Records include documents responding to any OIG audit regarding Bureau of Indian Affairs roles and responsibilities in implementing and regulating the Indian Gaming Regulatory Act. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.</p> <p>Filing Arrangement: Arrange chronologically.</p> <p>Official File: Central Office Indian Gaming Management Office.</p> <p>Disposition Instructions: PERMANENT. Cut off at fiscal year end when audit 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.</p>

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1300

Indian Gaming

1307-P5 Indian Gaming Purchase Contract or Agreement Files

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Contents: Records include contracts or agreements for procurement of service, material and/or supplies subject to the regulations under the Indian Gaming Regulatory Act. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arranged chronologically.

Official File: Central Office Indian Gaming Management Office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when contract or agreement is completed, canceled or terminated. 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: 1300

Indian Gaming

- 1308-P5 [Indian Gaming Security Clearance Files](#)
- NARA JOB#**
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- Contents:** Records include security clearance and confidential information of a director and other management officials managing an Indian Gaming Casino (name, other names used, date and place of birth, citizenship, social security number, drivers license number, physical description and fingerprints), and listing of individuals obtaining clearance, referral document to the Federal Bureau of Investigation, Information Management Division, and notification of findings to the Regional Director. 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, then alphabetically by individual.
- Official File:** Central Office Indian Gaming Management Office.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when security clearance 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.
- SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (5 USC 552b).**