

INDIAN AFFAIRS RECORDS SCHEDULE

1500 Series

INDIAN SELF-DETERMINATION

SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1500

Indian Self-Determination

- 1500-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 Indian Self-Determination 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.
- NARA JOB #**
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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 Self-Determination 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: 1500

Indian Self-Determination

- 1501-P5** **Indian Self-Determination (ISD) Contract Files**
- NARA JOB #
N1-075-05-1
Approved
3/31/2005** **Contents:** Records include official contracts made with tribes in accordance with Title I, Section 102 of P.L. 93-638, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, financial payment record monitoring reports, Model Contract and Annual Funding Agreements, modifications and/or amendments, and corrective action plans. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.
- Filing Arrangement:** Arrange numerically by contract number.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final payment has been made and contract is officially 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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1500

Indian Self-Determination

- 1502-P5** **Indian Self-Determination (ISD) Grant Files**
- NARA JOB #
N1-075-05-1
Approved
3/31/2005** **Contents:** Records include official grants made to tribes in accordance with Title I, Section 103 of P.L. 93-638, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, financial payment record monitoring reports, Model Grant and Annual Funding Agreements, modifications and/or amendments, and corrective action plans. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.
- Filing Arrangement:** Arrange numerically by grant number.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final payment has been made and grant is officially 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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1500

Indian Self-Determination

1503-P5 **Indian Self-Determination (ISD) Self-Governance Grants and Cooperative Agreements Files**

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

Contents: Records include official grant or cooperative agreements made with tribes in accordance with Title I, Section 9 of P.L. 93-638, in lieu of a contract and/or grant contained in Sections 102 and 103, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, payment record monitoring reports, Model Grant/Cooperative and Annual Funding Agreements, financial modifications and/or amendments, and corrective action plans. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

Filing Arrangement: Arrange numerically by contract or grant number.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when final payment has been made and grant is officially 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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1500

Indian Self-Determination

1504-P5 **Indian Self-Determination (ISD) Self-Governance Demonstration Project Planning Grant Files**

**NARA JOB #
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3/31/2005**

Contents: Records include official grants made to tribes in accordance with Section 302 of Title III, Tribal Self-Governance Demonstration Project of P.L. 93-638, as amended by P.L. 100-472, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, financial payment record monitoring reports, Model Grant and Annual Funding Agreements, modifications and/or amendments, and corrective action plans. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

Filing Arrangement: Arrange numerically by grant number.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when final payment has been made and grant is officially 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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1500

Indian Self-Determination

- 1505-P5** **Indian Self-Determination (ISD) Self-Governance Compact Files**
- NARA JOB #
N1-075-05-1
Approved
3/31/2005** **Contents:** Records include official compact made with tribes in accordance with Section 402 of P.L. 93-638, as amended, P.L. 103-413, applications, instrument awards, special conditions, fiscal and program review checklists and memoranda, adjustment notices, financial and narrative progress reports, financial payment records, corrective action plans, and monitoring reports. 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 compact/grant number.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final payment has been made and compact is officially 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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1500

Indian Self-Determination

- 1506-P5** **Indian Self-Determination (ISD) Construction Contract Files**
- NARA JOB #
N1-075-05-1
Approved
3/31/2005** **Contents:** Records include official contracts made with tribes in accordance with the contract process provided in Section 102 of P.L. 93-638, as amended, applications, correspondence, instrument awards, special conditions, fiscal program review check lists, adjustment notices, financial and narrative progress reports, financial payment record monitoring reports, Model Contract and Annual Funding Agreements, modifications and/or amendments, and corrective action plans. 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 contract number.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final payment has been made and contract is officially 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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1500

Indian Self-Determination

- 1507-P5** **Indian Self-Determination (ISD) Architect and Engineering (A&E) Contract Files**
- NARA JOB #
N1-075-05-1
Approved
3/31/2005** **Contents:** Records include construction design and surveys, criteria for rating proposals, task orders, contractor cost estimate agreements, evaluation for the construction prerequisites, and are issued under Indefinite Delivery Contracts or formally advertised for competitive bidding, and corrective action plans. 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 contract number.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when final payment has been made and contract is officially 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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1500

Indian Self-Determination

- 1508-P5** **Indian Self-Determination (ISD) Audit Files**
- NARA JOB #
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3/31/2005** **Contents:** Records include documents created during contract audits conducted by the Office of the Inspector General or a Certified Public Accounting firm, bill of collection documents, audit resolution documents, findings, recommendations, and planned corrective actions by the contractor as well as official audit reports maintained by the Department and Office of the Inspector General. 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 audit number.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year 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

SERIES: 1500

Indian Self-Determination

1509-P5 **Indian Self-Determination (ISD) Appeals Files**

NARA JOB #
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3/31/2005

Contents: Records include decision appeals, correspondence, administrative records, and dispute litigation documents. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

Filing Arrangement: Arrange numerically by judicial case number.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when appeal decision 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: 1500

Indian Self-Determination

1510-P5 **Indian Self-Determination (ISD) Delegation of Authority Files**

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3/31/2005**

Contents: Records include documents involving the appointment and training of personnel which are designated under Delegation of Authority as an Awarding Official Representative (AOR), Awarding Official Technical Representative (AOTR), and a Subordinate Awarding Official Technical Representative (SAOTR). 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 designation then alphabetically by name.

Official File: Record copy maintained by Indian Self-Determination office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when authority is 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: 1500

Indian Self-Determination

- 1511-P5** **High-Risk Files**
- NARA JOB #
N1-075-05-1
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3/31/2005** **Contents:** Records include documentation of Tribes placed on high risk status due to non-compliance issues of contracts; correspondence, request for technical assistance, meetings, resolutions, assigned work group meeting(s), and plan of action to address high-risk as well as the memorandum of agreements between Tribes, the Bureau of Indian Affairs, and the Tribes' bank and transfer information of P.L. 93-638 funds from the bank to the Tribe. 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.
- Official File:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when corrective actions to reduce risk issues 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

SERIES: 1500

Indian Self-Determination

- 1512-P5** **Public Law 93-638 Contract Support Funds (CSF) Distribution Log Files**
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- Contents:** Records include compilation of information necessary to provide for distribution and award of contract support funds (CSF); total amount of funding available, date of award, contractor/program, contract number, modification number, initial award, direct base amount, approved CSF rate, CSF rate year, prior year CSF carryover; CSF distribution allowable, CSF distribution @ 75 percent, and the balance remaining to be distributed to vendors. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Instructions:** Arrange chronologically by fiscal year.
- Official File:** Record copy maintained by Indian Self-Determination 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.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1500

Indian Self-Determination

1513-P5 Public Law 93-638 Contract Support Funds (CSF) Need Report Files

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

Contents: Records include compilation of information providing an estimate of tribal contractor's contract support fund (CSF) award, summary report showing the tribe/tribal organization fiscal year program funds, total direct program funds eligible for CSF, indirect cost rate, total CSF need at 100 percent, total CSF paid to date, and the total remaining CSF need; notices within the Federal Register, policy memorandums for distribution, and directives. 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 Indian Self-Determination office.

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: 1500

Indian Self-Determination

- 1514-P5** **Indirect Cost Agreement Files**
- NARA JOB #
N1-075-05-1
Approved
3/31/2005** **Contents:** Records include signed agreements negotiated between tribes and the National Business Center (NBC). 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:** Record copy maintained by Indian Self-Determination office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when agreement is 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: 1500

Indian Self-Determination

- 1515-P5** **Federal Property Acquired by Indian Self-Determination (ISD) Contract or Grant Files**
- NARA JOB #
N1-075-05-1
Approved
3/31/2005** **Contents:** Records include documents relating to government-furnished property acquired by tribal contract or grantee in accordance with P.L. 93-638, Indian Self-Determination and Education Assistance Acts, as amended as well as disposition of property transaction by loan, sale, donation, or related form lists, and screener identification holder; SF-122, Transfer Order, Excess Property, SF-129 and BIA-4335; and donations of Personal Property to Indian Tribes or Tribal Organizations. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange alphabetically by tribe or grantee name.
- Official File:** Record copy maintained at Indian Self-Determination 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.