

ISSUING OFFICIAL SIGNATURE

(Part 2)

APPROVAL RECORD (Modified DI-228)	1. TYPE OF DOCUMENT IARMM	2. IDENTIFICATION NUMBER Chapter 2, Section 2.2.1
3. SUBJECT/TITLE Recordkeeping Requirements, Permanent and Temporary Records		
4. SUMMARY OF DOCUMENT CONTENTS Revisions to IARMM Section 2.2.1		
Replaces Chapter 2, Section 2.2.1, Issued 03-06-2009		
5. RELEASE NUMBER AND DATE		
RELEASE NUMBER:	DATE SUBMITTED:	
15-26	10-16-2015	

6. ISSUING OFFICIAL SIGNATURE:	
	10/20/2015
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**Indian Affairs Records Management
Policy & Procedures Manual**

Effective Date: October 20, 2015

Chapter: 2 Recordkeeping Requirements

Section: 2.2.1 Permanent and Temporary Records

Originating Office: Office of Trust Records

2.2.1.1 Purpose.

The purpose of this section is to establish policy and procedures to identify permanent and temporary records created or received during the course of business.

2.2.1.2 Scope.

The provisions of this section apply to Indian Affairs (IA) and the Office of the Special Trustee for American Indians (OST), hereinafter referred to as “bureaus.”

2.2.1.3 Authorities.

A. Statutes.

1. 25 U.S.C., § 4001, The American Indian Trust Fund Management Reform Act of 1994, Public Law 103-412

B. Regulations.

1. 36 CFR, Part 1220, Federal Records, General
2. 36 CFR, Part 1222, Creation and Maintenance of Federal Records

2.2.1.4 Policy.

Bureaus shall use the National Archives and Records Administration (NARA) approved records schedules to identify permanent and temporary records created and maintained in the course of official business.

REGULATORY REQUIREMENTS

- A. Bureaus shall identify and prescribe specific categories of records to be systematically created or received and maintained by bureau staff in the course of their official duties (36 CFR 1222.24(1)).
- B. Permanent records are any records that have been determined by NARA to have sufficient value to warrant its preservation (36 CFR 1220.18).
- C. Temporary records are any records that have been determined by the Archivist of the United States to have insufficient value (on the basis of current standards) to warrant its preservation (36 CFR 1220.18).

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2.2.1.5 Objective.

- A. Provide information and guidance to determine the difference between permanent and temporary records.

2.2.1.6 Responsibilities.

- A. Office of Trust Records (OTR). OTR shall issue, update, disseminate and provide training on the NARA approved records schedules as guidance to identify and categorize permanent and temporary records.
- B. Bureaus. Bureaus, including all offices and programs under its jurisdiction, shall ensure complete and accurate records are created or received and identified as permanent or temporary.

2.2.1.7 Procedures.

- A. The NARA approved records schedule shall be used to identify bureau program records.
- B. Records identified as permanent shall not be destroyed by bureau offices or by NARA.
- C. All active records shall be listed on the Files Maintenance and Disposition Plan (or Files Plan). Refer to IARMM Chapter 2.3.1.