

ISSUING OFFICIAL SIGNATURE

(Part 2)

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**Indian Affairs Records Management
Policy & Procedures Manual**

Effective Date: October 20, 2015

Chapter: 2 Recordkeeping Requirements

Section: 2.2.3 Compact/Contract Tribal Records

Originating Office: Office of Trust Records

2.2.3.1 Purpose.

The purpose of this section is to establish policy and procedures to provide guidance on the management of Indian Fiduciary Trust Records (IFTR) by tribes pursuant to a negotiated compact/contract agreement.

2.2.3.2 Scope.

The provisions of this section apply to the Office of Trust Records (OTR).

2.2.3.3 Authorities.

A. Statutes.

1. 25 U.S.C. § 450, et seq., Indian Self-Determination and Education Assistance Act, Public Law 93-638, as amended
2. 25 U.S.C. § 4001, et seq., The American Indian Trust Fund Management Reform Act of 1994, Public Law 103-412

B. Guidance.

1. 303 DM 2, Principles for Managing Indian Trust Assets (October 31, 2000)
2. 303 DM 6, Indian Fiduciary Trust Records (September 5, 2003)
- A. Federal Register, Volume 70, No. 166, pp. 51081-51083, "Final Decision Regarding Self-Determination and Self-Governance Funding Agreement Language on Fiduciary Trust Records Management," (August 29, 2005)

2.2.3.4 Policy.

It is the policy of OTR to assist in the establishment of an effective and efficient records management program for tribally compacted and contracted programs to ensure IFTR are maintained and safeguarded in accordance with federal laws and regulations.

2.2.3.5 Objectives.

- A. Assist the tribes with the establishment of a records management program.
- B. Assist the tribes with the preservation of IFTR in accordance with an appropriate records schedule.
- C. Assist the tribes with the safeguarding of IFTR.

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2.2.3.6 Responsibilities.

- A. Office of Trust Records (OTR). OTR shall provide technical assistance and training to tribes in the development of a records management program for the management of IFTR.
- B. Tribes. Tribes shall establish and maintain a recordkeeping system for IFTR.

2.2.3.7 Procedures.

- A. Request for Records Management Assistance. The tribe shall contact the Regional Records Liaison to request assistance to establish a records management program.
- B. Request for Records Management Briefing. OTR shall provide, at the request of the tribe or tribal program, a records management briefing to tribal program managers. The briefing shall include:
 - 1. A review of OTR's Indian Affairs Records Management Manual (IARMM) including the NARA approved records schedule.
 - 2. An overview on the establishment of a records management program including: 1) overview of records management practices, 2) determining key resources, 3) identifying and inventorying activities and functions, 4) establishing a disposition schedule and records management policies, and 5) training employees. The program must ensure IFTR are properly identified, inventoried, scheduled, and maintained.