

# ISSUING OFFICIAL SIGNATURE

(Part 2)

<b>APPROVAL RECORD</b> (Modified DI-228)	1. TYPE OF DOCUMENT <b>IARMM</b>	2. IDENTIFICATION NUMBER Chapter 2, Section 2.3.1
3. SUBJECT/TITLE <b>Recordkeeping Requirements, Filing System</b>		
4. SUMMARY OF DOCUMENT CONTENTS <b>Revisions to IARMM Section 2.3.1</b>		
<b>Replaces Chapter 2, Section 2.3.1, Issued 03-06-2009</b>		
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Signed by: JOHN WHITE	

John E. White, Deputy Special Trustee – Program Management

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

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**Effective Date:** October 20, 2015

**Chapter:** 2 Recordkeeping Requirements

**Section:** 2.3.1 Filing System

**Originating Office:** Office of Trust Records

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**2.3.1.1 Purpose.**

The purpose of this section is to establish policy and procedures for developing a filing system to ensure efficient maintenance and use of records.

**2.3.1.2 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.” The provisions of this section also apply to other Bureaus and Offices within the Department of the Interior (DOI) that create, use, and manage Indian Fiduciary Trust Records (IFTR), hereinafter referred to as “trust bureaus.”

**2.3.1.3 Authorities.**

**A. Regulations.**

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

**B. Guidance.**

1. 303 DM 2, Principles of Managing Indian Trust Assets (October 31, 2000)
2. 380 DM 3, Files Management (May 9, 1995)

**2.3.1.4 Policy.**

**REGULATORY REQUIREMENTS**

- A. Bureaus shall ensure records series and systems adequately document programmatic and administrative activities (36 CFR 1222.28).
- B. Bureaus shall establish, maintain, and update a Files Maintenance and Disposition Plan (or Files Plan) (36 CFR 1222.28(a)).
- C. Bureaus shall implement a files management system to ensure records are identified, classified and filed (36 CFR 1222.34).
- D. Bureaus shall apply manual recordkeeping requirements for records and information stored on network drives, also known as shared drives, that do not have the functionality of an electronic recordkeeping system (36 CFR 1236.20).

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GUIDANCE

- E. Bureaus and trust bureaus shall establish and maintain a system of records that permits beneficial owners to obtain information regarding their Indian trust assets in a timely manner (303 DM 2.7.J).
- F. Bureaus shall establish a files management system that is designed to organize, store and retrieve records and information effectively and efficiently (380 DM 3.5).

**2.3.1.5 Objectives.**

- A. Identify and classify types of records.
- B. Label file folders for ease of retrieval and disposition.
- C. Develop and maintain a Files Plan.

**2.3.1.6 Responsibilities.**

- A. Office of Trust Records (OTR). OTR shall issue, update and disseminate the Indian Affairs Records Management Manual (IARMM) as policy and procedural guidance to develop, establish and maintain a filing system.
- B. Bureaus. Bureaus, including all offices and programs under its jurisdiction, shall establish, implement, and maintain a filing system by identifying the types of records, storing records, and creating and maintaining a current Files Plan.

**2.3.1.7 Procedures.**

- A. Types and Classification of Records.
  - 1. Evaluate and separate by record types:
    - a. Program records from administrative records.
    - b. Indian Fiduciary Trust Records (IFTR) from general trust records.
  - 2. Classify record types by applying the appropriate records schedule number.
- B. Prepare File Folder Labels.
  - 1. Place records in file folders.
  - 2. Prepare file folder labels.
    - a. Program files will have two labels. Both labels shall be placed facing the front of the file folder.
      - i. Left side label will include: 1) Records series number from the National Archives and Records Administration (NARA) approved records schedule, 2) series title, 3) subject identifier, such as case file name or number, contract or

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- project name or number, etc., 4) key criteria identifier for IFTR, if required (Appendix C) and 5) the file open (creation) date.
- ii. Right side label will include: 1) Cut-off date. The cut-off date may not be known at the time the file folder is created, therefore, it should be left blank until the exact date is known, 2) Filing Office. Indian Affairs Records Schedule Program Code, 2-digit code (Appendix A), 3) Parts of Folders for multiple folders (optional), and 4) the retention status with disposition instructions (optional).

**Example 1 Standard Program File Folder Label**

1501- P5 Indian Self-Determination Contract Files Contract No. 1234567 Opened: 10/01/2015 or FY 2016	Cut-Off: _____ Filing Office: 15 Part _ of _ (optional) Retention: Permanent (optional) Maintain in office... (optional)
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1501-P5 (records series number)  
Indian Self-Determination Contract Files (series title)  
Contract No. 1234567 (subject identifier)  
Opened: 10/01/2015 or FY 2016 (creation date)

**Example 2 Key Criteria Identifier Requirement Program File Folder Label**

TR-4401-P5 Forestry Management Plans San Carlos Forestry Plan Timber Cutting Project Opened: 10/01/2015 or FY 2016	Cut-Off: _____ Filing Office: 44 Part _ of _ (optional) Retention: Permanent (optional) Maintain in office... (optional)
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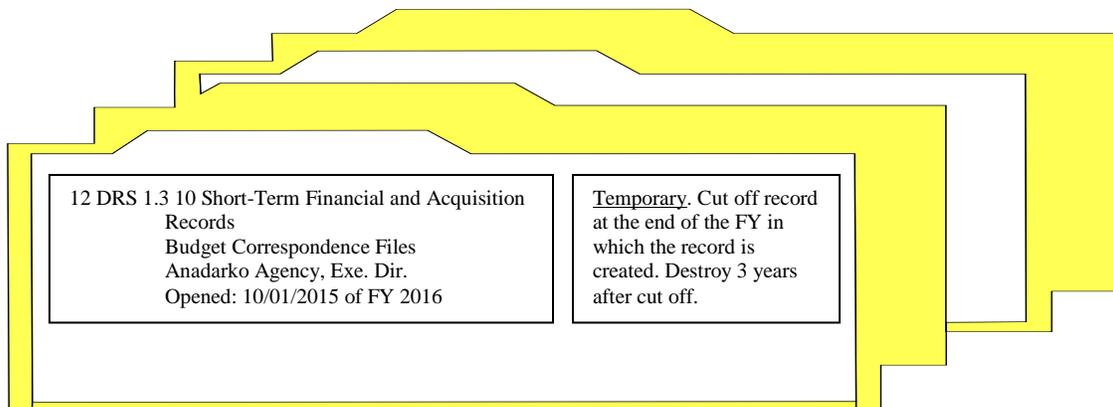
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TR-4401-P5 (record series number)  
Forestry Management Plans (series title)  
San Carlos Forestry Plan (subject identifier)  
Timber Cutting Project (key criteria identifier)  
Opened: 10/01/2015 or FY 2016 (creation date)

- b. Administrative files will have two file folder labels. Both labels shall be placed facing the front of the file folder.
  - i. Left side label will include: 1) Indian Affairs Records Schedule Program Code, 2-digit code, 2) NARA approved record series number, 3) records title series, 4) subject identifier, and 5) file open (creation) date.
  - ii. Right side label will include the disposal instruction (create a simplified version).

Example Administrative File Folder Labels



12 (Indian Affairs Records Schedule Program Code, 2-digit code)  
DRS 1.3 10 (Departmental Records Schedule)  
Short-Term Financial and Acquisition Records (records title series)  
Budget Correspondence Files (records title/identifier)  
Anadarko Agency, Executive Director (subject identifier)  
Opened: 10/01/2015 or FY 2016 (creation date)

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- C. Personally Identifiable Information (PII). It is recommended that file folder labels not contain more than one PII as an identifier. If there are two or more PII as identifiers, a partial second identifier may be used (i.e., Doe, John (xxx-xx-1234)).
- D. Arrange File Folders. Arrange file folders in filing cabinets using the appropriate records schedule. Separate and arrange by placing administrative records first followed by program records.
- E. Files Maintenance and Disposition Plan (or Files Plan) (IARM Form 2001). At the beginning of each fiscal year, or upon relocating offices or filing cabinets, each bureau shall have program offices establish and/or update the Files Plan (Appendix B) by:
  - 1. Conducting an inventory of all files and records within program offices.
  - 2. Determining the appropriate records schedule to use for filing purposes and disposition.
  - 3. Sorting files by record series.
  - 4. Listing records in the following order, regardless of media: 1) administrative records in numerical order, 2) program records in numerical order, and 3) unscheduled records (see note below).
  - 5. Assigning the physical location of all record series by numbering and labeling all file cabinets in the program office, which should include electronic records that reside on shared drives and other locations.
  - 6. Submitting the Files Plan to the appropriate RRL/RMS for initial review.
  - 7. Finalizing and submitting the Files Plan to the appropriate program manager for approval.
  - 8. Training program staff on the proper use of the Files Plan.
  - 9. Maintaining a copy of Files Plan in the first drawer of the first cabinet for easy reference.

Note: If a document or file does not fit within the description of an existing record series, it must be identified on the Files Plan as an “Unscheduled Record”. A brief description must be entered onto the Files Plan. To establish a new record series for unscheduled records, refer to IARMM Chapter 1.3.

### **2.3.1.8 Appendices.**

- A. Indian Affairs Records Schedule Program Codes.
- B. Files Maintenance and Disposition Plan (or Files Plan), IARM Form 2001.
- C. Trust Record Series with File Label Key Criteria.

**Appendix A**  
Indian Affairs Records Schedule Program Codes

**2-Digit Code**      **Program**

Executive Management

10	General Administrative files
11	Policy files, Annual reports
12	Executive Management
13	Indian Gaming
14	Legal
15	Indian Self-Determination

Operations

21	Budget
22	Automated Data Processing (ADP)
23	Contracts
24	Facilities Management
25	Finance
26	Payroll
27	Personnel
28	Property Management and Procurement
29	Safety

Tribal Services

32	Acknowledgement
33	Employment Assistance
34	Housing
35	Law Enforcement
36	Social Services
37	Tribal Government

Trust

42	Credit
43	Environment Quality Services
44	Forestry
45	Range Management
46	Realty
47	Roads and Transportation
48	Trust Funds and Individual Indian Monies (IIM)
49	Irrigation and Power

Education

52	Continuing Education
53	School Facilities
54	School Operations
55	Supplemental Program

Office of the Special Trustee for American Indians (OST)

60	OST
61	Indian Fiduciary Financial Trust
62	Appraisal Services (pending)

**FILES MAINTENANCE AND DISPOSITION PLAN (or Files Plan)**

<b>1. Records Custodian (name and telephone number):</b>		<b>2. Date prepared:</b>		<b>3. Page of</b>	
		<b>4. Region/Agency/Program:</b>		<b>5. Approved by and date:</b>	
<b>6. Series No.:</b>	<b>7. Location:</b>	<b>8. File Title:</b>	<b>9. Description of Records (contents):</b>	<b>10. Disposition Instructions:</b>	<b>11. Vital Records</b>
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

**Appendix C**  
Trust Record Series with File Label Key Criteria

<b>Records Series</b>	<b>Record Series Title</b>	<b>Key Criteria</b>
<b>TR-4300 Environmental</b>		
TR-4300a-P5	Program Correspondence Files - Official Files	No additional information required
TR-4300b-P5	Program Correspondence and Policy/Directives Master Files - Official Files	No additional information required
TR-4301-P5	Environmental Impact Statements	<b>Project Name</b>
TR-4302-P5	Environmental Control Files	<b>Project Name</b>
TR-4303-P5	Cultural Resources Site Study	<b>Project Name</b>
TR-4304-P5	Hazardous Waste Site Surveys	<b>Project Name</b>
TR-4305-P5	Hazardous Substance Project	<b>Project Name</b>
TR-4306-P5	Water Sampling Test	<b>Project Name</b>
TR-4307-P5	Soil Testing	<b>Project Name</b>
TR-4308-P5	Engineering and or/ Construction Testing	<b>Project Name</b>
TR-4310a-P5	Comprehensive Environmental Response, Compensation, and Recovery Act/Program File	<b>Project Name</b>
TR-4310b-P5	Comprehensive Environmental Response, Compensation, and Recovery Act/Project File	<b>Project Name</b>
TR-4311-P5	Environmental Audits	<b>Report Name or Number</b>
TR-4312a-P5	Environmental Compliance Program File	<b>Project Name</b>
TR-4312b-P5	Environmental Compliance Project File	<b>Project Name</b>
TR-4313-P5	Environmental Site Assessment	<b>Assessment Name or Number</b>
TR-4314a-P5	National Environmental Policy Act Program File	<b>Program Name</b>
TR-4314b-P5	National Environmental Policy Act Project File	<b>Project Name</b>

<b>TR-4400 Forestry and Fire</b>		
TR-4400a-P5	Program Correspondence Files - Official Files	No additional information required
TR-4400b-P5	Program Correspondence and Policy/Directives Master Files - Official Files	No additional information required
TR-4401-P5	Forestry Management Plans	<b>Project Name</b>
TR-4402-P5	Timber Sales	No additional information required
TR-4405-P5	Monthly Timber Cut Reports/Other than Individual Timber Sales or Permits	<b>Report Name or Number</b>
TR-4406-P5	Cutting Permits	No additional information required
TR-4408-P5	Log Scale Sheets/Other than Individual Timber Sales or Permits	No additional information required
TR-4409-P5	Forestry Scale Report/Other than Individual Timber Sales or Permits	<b>Report Name or Number</b>
TR-4410-P5	Forestry Check Scale Report/Other than Individual Timber Sales or Permits	<b>Report Name or Number</b>
TR-4413-P5	Financial Statements/Indian-Owned Operations	No additional information required
TR-4415-P5	Forestry Manuscript of Annotated Maps	No additional information required
TR-4416-P5	Fire Management Plans and Agreements	<b>Project Name</b>
TR-4417-P5	Individual Fire Reports	<b>Report Name or Number</b>

TR-4418-P5	Annual Forestry Reports	<b>Report Name or Number</b>
TR-4420-P5	Timber Trespass	No additional information required
TR-4421-P5	Fire Trespass	No additional information required
TR-4422-P5	Cumulative Forestry Comparative Statements	<b>Account Number</b>
TR-4423-P5	Timber Marketing	<b>Project Name</b>
TR-4424-P5	Fire Fighter Management	<b>Region or Area Name</b>
TR-4425-P5	Fire Dispatch Logs	<b>Log Number</b>
TR-4426a-P5	Fire Facility Construction Program File	<b>Project/Program Name or Number</b>
TR-4426b-P5	Fire Facility Construction Project File	<b>Project/Program Name or Number</b>
TR-4427a-P5	Interagency Dispatch Operations Program File	<b>Project/Program Name or Number</b>
TR-4427b-P5	Interagency Dispatch Operations Project File	<b>Project/Program Name or Number</b>
TR-4428a-P5	Fire Equipment Program File	<b>Project/Program Name or Number</b>
TR-4428b-P5	Fire Equipment Project File	<b>Project/Program Name or Number</b>
TR-4429a-P5	Rural Fire Assistance Program File	<b>Project/Program Name or Number</b>
TR-4429b-P5	Rural Fire Assistance Project File	<b>Project/Program Name or Number</b>
TR-4430a-P5	Wildland Fire Preparedness Program File	<b>Project/Program Name or Number</b>
TR-4430b-P5	Wildland Fire Preparedness Project File	<b>Project/Program Name or Number</b>
TR-4431a-P5	Wildland Fire Suppression Program File	<b>Project/Program Name or Number</b>
TR-4431b-P5	Wildland Fire Suppression Project File	<b>Project/Program Name or Number</b>
TR-4432a-P5	Wildland Urban Interface Program File	<b>Project/Program Name or Number</b>
TR-4432b-P5	Wildland Urban Interface Project File	<b>Project/Program Name or Number</b>
TR-4433a-P5	Hazardous Fuels Reduction Program File	<b>Project/Program Name or Number</b>
TR-4433b-P5	Hazardous Fuels Reduction Project File	<b>Project/Program Name or Number</b>

<b>TR-4500 Natural Resources</b>		
TR-4500a-P5	Program Correspondence Files - Official Files	No additional information required
TR-4500b-P5	Program Correspondence and Policy/Directives Master Files - Official Files	No additional information required
TR-4501-P5	Natural Resources Management Plan	<b>Project Name</b>
TR-4502-P5	Indian Land Permit	No additional information required
TR-4503-P5	Range and Wildfire Maps/Duplicates	No additional information required
TR-4504-P5	Range Survey	No additional information required

TR-4507-P5	Range Reports	<b>Report Name or Number</b>
TR-4508-P5	Range and Wildfire Maps	No additional information required
TR-4509-P5	Agricultural Extension Program	<b>Project/Program Name or Number</b>
TR-4510-P5	Extension Reports	<b>Project Name</b>
TR-4511-P5	Rehabilitation Program	<b>Project/Program Name or Number</b>
TR-4512-P5	Rights Protection Program/Unresolved Claims	<b>Name or Number, Land, Contract, Owner</b>
TR-4513-P5	Hopi Partitioned Land Case File	No additional information required
TR-4514-P5	Hopi Partitioned Land Survey	No additional information required
TR-4515-P5	Herd Management Program	<b>Project/Program Name or Number</b>
TR-4516-P5	Endangered Species Program	<b>Project/Program Name or Number</b>
TR-4517-P5	Fish and Wildlife Program	<b>Project/Program Name or Number</b>
TR-4518-P5	Range Management Program	<b>Project/Program Name or Number</b>

<b>TR-4600 Real Estate and LTRO</b>		
TR-4600a-P5	Program Correspondence Files - Official Files	No additional information required
TR-4600b-P5	Program Correspondence and Policy/Directives Master Files - Official Files	No additional information required
TR-4601a-P5	Original Allotment - Individual	No additional information required
TR-4601b-P5	Original Allotment - Tribal (Government Acquired Land)	No additional information required
TR-4601c-P5	Alaskan Native Allotment (ANA)	No additional information required
TR-4601d-P5	Alaskan Native Township Parcels	No additional information required
TR-4609-P5	Land Transactions	No additional information required
TR-4611-P5	Land Survey Field Notes	No additional information required
TR-4612-P5	Cadastral Surveys	No additional information required
TR-4613-P5	Land Maps and Plans	No additional information required
TR-4614-P5	Acquired Sub-Marginal Land Books	No additional information required
TR-4615-P5	Land Acquisition Map Books	No additional information required
TR-4616-P5	Indian Land Right-of-Way and Easements	No additional information required
TR-4618-P5	Indian Land Lease Case Files	No additional information required
TR-4621-P5	Indian Mineral Assessment Records	<b>Project Name</b>

TR-4622-P5	Town Lot Use Permits	No additional information required
TR-4624-P5	Real Estate Appraisal Report Files	<b>Report Name or Number</b>
TR-4628-P5	Reservation Land Use and Development Plan	<b>Project Name</b>
TR-4629-P5	Real Property Report	<b>Report Name or Number</b>
TR-4631-P5	Probate File	No additional information required
TR-4633-P5	Twenty-Day Case File	No additional information required
TR-4634-P5	Master Land Description File	No additional information required
TR-4635-P5	Land Chain of Title Plant File	No additional information required
TR-4636-P5	Individual Chain of Title Plant File	No additional information required
TR-4641-P5	LRIS Location Directory	No additional information required
TR-4643-P5	Indian Land Records	No additional information required
TR-4645-P5	Restriction Removal File	No additional information required
TR-4646a-P5	Unresolved Rights Case - Statute of limitations/Unresolved Rights Cases - Litigation	<b>Claim Name or Number</b>
TR-4646b-P5	Unresolved Rights Case - Statute of limitations/Unresolved Rights Cases - Non Litigation	<b>Claim Name or Number</b>
TR-4647-P5	Recordation Logs (Non-LRIS)	No additional information required
TR-4648-P5	Title Documents	No additional information required
TR-4649-P5	Individual and Tribal Tract File	No additional information required
TR-4650-P5	Identification and Research Records	No additional information required
TR-4651-P5	Land Status Maps, General Land Office Plats, and Land Acquisition Maps	No additional information required
TR-4652-P5	Land Index File	No additional information required
TR-4653-P5	Probate Documents	No additional information required
TR-4654-P5	Right-of-Ways	<b>Project or Individual Name, Permit Number</b>
TR-4655-P5	Abstract of Titles	No additional information required

<b>TR-4700 Roads</b>		
TR-4700a-P5	Program Correspondence Files - Official Files	No additional information required
TR-4700b-P5	Program Correspondence and Policy/Directives Master Files - Official Files	No additional information required
TR-4701-P5	Roads Construction Project Case File	<b>Project Name or Number</b>
TR-4702-P5	Annual Roads Construction Program Accomplishment Reports	<b>Report Name or Number</b>
TR-4703-P5	Road Survey Books and Field Notes	<b>Survey Name or Number</b>
TR-4704-P5	Project Maps and Drawings	No additional information required

TR-4705-P5	Road Inventory File	No additional information required
TR-4706-P5	Bridge Inventory File	<b>Bridge Name</b>
TR-4707-P5	Roads Program Project File	<b>Project Name or Number</b>
TR-4708a-P5	Road and Bridge Construction Reports	<b>Report Name or Number</b>
TR-4708b-P5	Road and Bridge Maintenance Reports	<b>Report Name or Number</b>
TR-4709a-P5	Road and Bridge Construction Finance File	<b>Project Name or Number</b>
TR-4709b-P5	Road and Bridge Maintenance Finance File	<b>Project Name or Number</b>
TR-4710-P5	National Bridge Inventory System (NBIS) Report Files	<b>Report Name or Number</b>
TR-4711a-P5	Road Design Project File	<b>Project Name or Number</b>
TR-4711b-P5	Bridge Design Project File	<b>Project Name or Number</b>
TR-4712-P5	Technical Assistance Program File	<b>Project Name or Number</b>
TR-4713-P5	Nuclear Regulatory Commission (NRC) Radiation Exposure File	<b>License Number</b>

<b>TR-4900 Irrigation and Power</b>		
TR-4900a-P5	Program Correspondence Files - Official Files	No additional information required
TR-4900b-P5	Program Correspondence and Policy/Directives Master Files - Official Files	No additional information required
TR-4901-P5	River Basin Studies	<b>Project Name or Number</b>
TR-4902-P5	Irrigation Project Planning Case File	<b>Case Name or Number</b>
TR-4903a-P5	Irrigation Project Land Designation File	<b>Project Name or Number</b>
TR-4903b-P5	Power Project Land Designation File	<b>Project Name or Number</b>
TR-4904a-P5	Irrigation and Power Construction Program File	<b>Project Name or Number</b>
TR-4904b-P5	Irrigation and Power Construction Project File	<b>Project Name or Number</b>
TR-4905-P5	Irrigation Engineering Data File	<b>Project Name or Number</b>
TR-4906-P5	Irrigation Maps and Drawing	No additional information required
TR-4907-P5	Irrigation Forecast File	<b>Project Name or Number</b>
TR-4908-P5	Irrigation Reports	<b>Report Name or Number</b>
TR-4909-P5	Power Meter Records	<b>Project or Individual Name</b>
TR-4910-P5	Irrigation and Water Rights Legal Case File	No additional information required
TR-4911-P5	Indian Electric Power Utilities File	No additional information required
TR-4912-P5	Power Reports	<b>Report Name or Number</b>
TR-4913-P5	Irrigation and Power Customer Billing Files	<b>Account Name or Number</b>
TR-4915-P5	Power Operative Maps, Drawing and Standards	No additional information required
TR-4916a-P5	Irrigation Work Order Files	<b>Project Name or Work Order Number</b>
TR-4916b-P5	Power Work Order Files	<b>Project Name or Work Order Number</b>
TR-4917-P5	Soil Surveys	<b>Survey Name or Number</b>
TR-4918-P5	Soil and Moisture Conservation Maps	No additional information required
TR-4919-P5	Soil and Moisture Conservation Reports	<b>Report Name or Number</b>
TR-4920-P5	Soil and Moisture History File	<b>Report Name or Number</b>
TR-4921-P5	Irrigation Assessment Order Modifications	<b>Project Name or Number</b>
TR-4922-P5	Long-Term Cropping Plan	<b>Report Name or Number</b>
TR-4924-P5	National Cooperative Soil Survey	<b>Survey Name or Number</b>
TR-4925-P5	Soil Inventory and Evaluation File	<b>Survey Name or Number</b>
TR-4926a-P5	Irrigation Feasibility Program File	<b>Project Name or Number</b>
TR-4926b-P5	Irrigation Feasibility Project File	<b>Project Name or Number</b>

TR-4927a-P5	Irrigation Operation and Maintenance Program File	<b>Project/Program Name or Number</b>
TR-4927b-P5	Irrigation Operation and Maintenance Project File	<b>Project/Program Name or Number</b>
TR-4928a-P5	Irrigation Rehabilitation and Betterment Program File	<b>Project/Program Name or Number</b>
TR-4928b-P5	Irrigation Rehabilitation and Betterment Project File	<b>Project/Program Name or Number</b>
TR-4929a-P5	Safety of Dams Program File	<b>Project/Program Name or Number</b>
TR-4929b-P5	Safety of Dams Project File	<b>Project/Program Name or Number</b>
TR-4930a-P5	Safety of Dams Emergency Management Program File	<b>Project/Program Name or Number</b>
TR-4930b-P5	Safety of Dams Emergency Management Project File	<b>Project/Program Name or Number</b>
TR-4931a-P5	Safety of Dams Maintenance Program File	<b>Project/Program Name or Number</b>
TR-4931b-P5	Safety of Dams Maintenance Project File	<b>Project/Program Name or Number</b>
TR-4932-P5	Water Resources Planning and Project Proposal File	<b>Project/Program Name or Number</b>
TR-4933-P5	Water Resources Interagency Agreements	No additional information required
TR-4934a-P5	Water Resources Program File	<b>Project/Program Name or Number</b>
TR-4934b-P5	Water Resources Project File	<b>Project/Program Name or Number</b>

<b>TR-6000</b>	<b>Office of the Special Trustee</b>	
TR-6000a-P2	Program Correspondence Files - Official Files	No additional information required
TR-6000b-P2	Program Correspondence and Policy/Directives Master Files - Official Files	No additional information required
TR-6001-P2	Litigation Case files	No additional information required
TR-6002-P2	Investigative Case Files	No additional information required
TR-6003-P2	PL 93-638 Compact/Contract and Trust Program Files	No additional information required
TR-6004-P2	Controlled Correspondence Office Files	No additional information required
TR-6005-P2	Assessment Files	No additional information required
TR-6006-P2	Annual Audit Report Files	<b>Report Name or Number</b>
TR-6007-P2	Project Case Files	No additional information required
6008-P2	Training Files	No additional information required
TR-6009-P2	Research Request Files	No additional information required
TR-6010-P2	Litigation Research Files	No additional information required

6011-P2	Access Files	No additional information required
TR-6012a-P2	Indian Services Special Disbursing Agent (ISSDA) Case Files - Daily Check Case Files	No additional information required
TR-6012b-P3	ISSDA - Oil and Gas Case Files	No additional information required
TR-6012c-P4	ISSDA - Wind River Per Capita Case Files	No additional information required
TR-6012d-P5	ISSDA - Post Office and Private Mail Company Records	No additional information required
TR-6012e-P6	ISSDA - Tracking and Control Records	No additional information required
6013-BISS	Box Index Search System (BISS)	No additional information required

<b>TR-6200 Appraisal Services</b>		
TR-6200a-P5	Program Correspondence Files - Official Files	No additional information required
TR-6200b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	No additional information required
TR-6201-P5	Appraisal Services Case/Work Files	No additional information required
TR-6202a-P5	Appraisal Request System - Input Files	No additional information required
TR-6202b-P5	Appraisal Request System - Master Data Files	No additional information required
TR-6202c(1)-P5	Appraisal Request System - Archival Scanned Images	No additional information required
TR-6202c(2)-P5	Appraisal Request System - Non-Archival Scanned Images	No additional information required
TR-6202d(1)-P5	Appraisal Request System - System Generated Documents in Case Files	No additional information required
TR-6202d(2)-P5	Appraisal Request System - System Generated Documents Organized by Program, Regional, Agency or Field Office	No additional information required
TR-6202e-P5	Appraisal Request System - System Documentation	No additional information required

<b>TR-9000 Historical Trust Accounting</b>		
TR-9001a-P5	Program Correspondence Files - Official Files	No additional information required
TR-9001b-P5	Program Policy/Directives Master Set with Case History Files - Official Files	No additional information required
TR-9002-P5	Executive Director's Chronological File	<b>Subject Name</b>
TR-9003-P3	Cobell v. Norton Related Electronic Mail Records	No additional information required
TR-9004-P5	Indian Reservation Histories	No additional information required
TR-9005a-P5	Historical Accounting Quality Control Files-Quality Control Reviews	No additional information required
TR-9005b-P5	Historical Accounting Quality Control Files-Quality Control Reports	No additional information required
TR-9006-P5	Historical Trust Statistical Reports	<b>Report Name or Number</b>
TR-9007-P5	Historical Trust Accounting Document Request Tracking and Control Files	No additional information required

TR-9008a-P5	Historical Statement of Account Files - Mailing	No additional information required
TR-9008b-P5	Historical Statement of Account Files - Returned Mail	No additional information required

<b>TR-9100 Special Deposit Account (SDA) Project Files</b>		
TR-9101-P5	SDA Project Case Files	No additional information required
TR-9102-P5	SDA Chronological File	<b>Subject Name</b>

<b>TR-9200 Tribal Trust Accounting Project Files</b>		
TR-9201-P5	Tribal Trust Account Project Files	No additional information required

<b>TR-9900 Electronic System</b>		
TR-9901-P	System Title: Accounting Reconciliation Tool (ART)	No additional information required