

# INDIAN AFFAIRS RECORDS SCHEDULE

2100 Series  
BUDGET

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 2100**

**Budget**

---

2100-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 the documentation of the activities which relate directly to the Budget 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 #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**

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 Budget 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: 2100**

**Budget**

---

- 2101-P5      Congressional District Report Files
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include recapitulation printout reports showing the distribution of Bureau of Indian Affairs (BIA) funds by state and congressional districts for each BIA Regional Office; reports are separated by state and congressional districts for each funding source including documents, forms, and working papers. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence. The original is forwarded to the Department of Interior.
- Filing Arrangement:** Arrange alphabetically then numerically by state and congressional district order.
- Official File:** Official record copy maintained by Central Office, Budget 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: 2100**

**Budget**

---

- 2102-P5      [Quarterly Reprogramming Report Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include quarterly report summary printouts on all funding activities which occurs in the operation of Indian programs and construction appropriations. Reports are cumulative by quarter and by program sub-activities; reports are reconciled with the total appropriation funding which are provided Congress; departmental requests, memoranda, spreadsheet computations; reprogramming requests submitted to the Central Office and recorded into the U.S. Treasury Federal Finance System (FFS) documenting transferred funding among programs or organizations. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence. The original record copy is forwarded to the Department.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Official record copy maintained by Central Office, Budget 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: 2100**

**Budget**

---

2103-P5      [Operating Budget Files](#)

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

**Contents:** Records include monthly computer printouts which show the financial program and actual obligations including cost account, descriptions and unobligated balances. 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 originating 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: 2100**

**Budget**

---

- 2104-P5      [Budget Status Report Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include monthly computer printouts of SF-133, Report on Budget Execution, giving current year budget status by account, amounts available, unobligated balances, advances, reimbursements, accrued expenditures, and undelivered orders and net disbursements. 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 Division of Accounting Management (DAM).
- 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: 2100**

**Budget**

---

2105-P5      [Cost Recovery Report Files](#)

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

**Contents:** Records include general ledger report of the bureau-wide trial balance fund (BIA 300) and the request for letter of apportionment from the budget office as required by the Chief Financial Officer's 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 chronologically.

**Official File:** Record copy maintained by Division of Accounting Management (DAM).

**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: 2100**

**Budget**

---

- 2106-P5      [Facilities Management Program Budget Files](#)
- NARA JOB #**  
**N1-075-05-1**  
**Approved**  
**3/31/2005**
- Contents:** Records include short-range tactical and annual plans, project descriptions, cost accounting data, project commitment listings, estimates of work time, reprogramming action and priority ranking of project; associated legislation and copies of hearings or committee 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 project number.
- Official File:** Record copy maintained at originating office.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when project 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 2100**

**Budget**

---

2107-P5      Daily Transaction Register Files

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

**Contents:** Records include Input Transaction Register, which is a computer printout listing of all documents input into the fiscal system daily; shows batch number, document reference number, area, agency, location, fiscal year, appropriation, accounting information, description, other identification, and amount of transaction used to correct input errors. 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 at originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when register 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: 2100**

**Budget**

---

2108-P5

Monthly Transaction Register Files

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

**Contents:** Records include computer printouts with a line item entry for each transaction by appropriation and activity and show document reference number, area, agency, location, fiscal year, appropriation, activity, cost code, work order number, object class, description, transaction code and amount; general ledger accounts debited or credited date, and Government Auditing Office (GAO) site audit records. 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 at originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when printout was generated. 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: 2100**

**Budget**

---

|  |   |
|--|---|
| 2109-P5  | <u>Accounts Payable and Undelivered Orders Files</u>  |
| <b>NARA JOB #<br/>N1-075-05-1<br/>Approved<br/>3/31/2005</b> | <p><b>Contents:</b> Records include monthly computer printouts which show document number, area, location, appropriation, activity, cost code, work order number, object class description (number of schedule), other identification, undelivered order amount, accounts payable amount, amount disbursed, transaction code; amount and date of last transaction. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.</p> <p><b>Filing Arrangement:</b> Arrange chronologically.</p> <p><b>Official File:</b> Record copy maintained at originating office.</p> <p><b>Disposition Instructions: PERMANENT.</b> Cut off at fiscal year end when printout is generated. 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> |