

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**2300 Series  
CONTRACTS**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

## **Contracts**

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- 2300-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 Contract 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 Contracts 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 superceded 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

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**SERIES: 2300**

**Contracts**

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2301-T0

Bidder Records

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/5d Solicited and Unsolicited Bids and Proposals Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2302-T3F

Bid Files

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

Refer to GRS 3/5 Solicited and Unsolicited Bids and Proposals Files (use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2303-T3F

Unsolicited Proposal Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/5 Solicited and Unsolicited Bids and Proposals Files (use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

### **Contracts**

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2304-P5      Interagency Agreement Case Files

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

**Contents:** Records include formal agreements between Federal entities to perform services on a reimbursable basis as well as original copies of pre-award data such as basic interagency agreement, modifications with supporting papers, cost estimates, voucher transfers between appropriations, schedules of withdrawals, credits, and 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 case or agreement number.

**Official File:** Record copy maintained at originating contract 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

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**SERIES: 2300**

**Contracts**

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2305-T3F

Grant/Contract Monitoring Case Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/3a Routine Procurement Files (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2306-P3 [Indian Self-Determination Grant/Contract Files](#)

NARA JOB # Refer to 1501-P5 [Indian Self-Determination \(ISD\) Contract Files](#) or 1502-P5 [Indian Self-Determination \(ISD\) Grant Files](#)  
N1-075-05-1

Approved  
3/31/2005

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## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2307-T10

Construction Contract Case Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/3a Routine Procurement Files (use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2308-T10      Architect and Engineering (A&E) Contracts

NARA JOB #      Refer to GRS 3/3a Routine Procurement Files (use applicable item)

N1-075-05-1

Approved

3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2309-T10

Indian Self-Determination (Pub. L. 93-638) Audit Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to 1508-P5 Indian Self-Determination (ISD) Audit Files

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## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2310-T10

Service Contracts

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/3a Routine Procurement Files (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

### **Contracts**

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2311-P5      [Buy Indian Act Contract Audit Files](#)

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

**Contents:** Records include documents created in an audit of a contract award regardless of award authority (except PL 93-638) after competitive bidding under the Buy-Indian Act, findings, recommendations and contractor's plan of corrective actions. 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:** Official record maintained by the Department, Office of the Inspector General.

**Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when all corrective actions are completed or 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

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**SERIES: 2300**

**Contracts**

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2312-T3F

Contract or Purchase Transaction Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/3a Routine Procurement Files (use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

**Contracts**

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2313-P3

Indian Child Welfare Act (ICWA) Grants

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to 3612-P5 Indian Child Welfare Act (ICWA) Grant Files

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## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2300**

### **Contracts**

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2314-P5      [Contract Appeals Case Files](#)

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

**Contents:** Records include contract appeals arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; and final decisions. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation.

**Filing Arrangement:** Arrange numerically by case number.

**Official File:** Record copy maintained at originating contract 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.