

INDIAN AFFAIRS RECORDS SCHEDULE

2400 Series

FACILITIES MANAGEMENT

SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2400

Facilities Management

- 2400-P5 Program Correspondence and Policy/Directives Files
- NARA JOB #
N1-075-05-1
Approved
3/31/2005
- a. Program Correspondence Files – Official Files
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 Facilities Management 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
Files created and related to the internal program policy, guidance and regulations of daily operations for the Facilities Management 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- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when superseded or rescinded.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.

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Facilities Management

- 2401-P5 Facilities Management Report Files
- NARA JOB#**
N1-075-05-1
Approved
3/31/2005
- a. Inventory Report Files
Contents: Record includes towers, schools, residential housing, and other structures by physical location, construction materials, characteristics, size, general state of repair, use square footage, ownership, and occupant, electro-mechanical equipment, utility systems, warranties, ground inventories, parking lots, sidewalks, game fields, and landscaping. 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 region or location number.
- Official File:** Record copy maintained by the office of origin.
- 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. Backlog and Inspection Report Files
Contents: Record includes printout reports for prioritization, ranking and approval of deferred maintenance deficiencies, development and tracking of health and safety item abatement plans and capital improvement lists, cost estimates, identification of all improvement, repair and construction projects, allocation of funds, and tracking special project initiatives for fire safety, roofing, telecommunications and new constructions. Project Management printout reports include tracking and managing planning, design, and construction phases of projects, fund reports, prioritization and ranking, "what if" analysis, project cost estimates, asset capitalization, monitor reports for new construction, facility improvement and repair activities. 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 region, location number, building and backlog number.
- Official File:** Record copy maintained by the office of origin.
- 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.

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Facilities Management

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2401-P5

Facilities Management Report Files

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N1-075-05-1

Approved

3/31/2005

c. Budget Report Files

Contents: Record includes U.S. Treasury Federal Finance System (FFS) printout reports on project management funds, budget allotments, expenditures, emergency fund requests, prioritizes and funds minor improvement and repair work, information related to five (5) year strategic plans, and obligations and expenditures for transactions, programs, and projects. 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 region, location number, building and backlog number.

Official File: Record copy maintained by the office of origin.

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

d. Operations and Maintenance (O&M) Report Files

Contents: Record includes printout reports for actual location utilities information, student enrollment, regional cost index formula (inflationary factor for each location), custodial models, technology, inventory mapping, location frequency mapping, cost factors, labor rates, funding allocation levels for each location, and distribution schedules for annual O&M funding. 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 program and location number.

Official File: Record copy maintained by the office of origin.

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.

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Facilities Management

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2401-P5

Facilities Management Report Files

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N1-075-05-1

Approved

3/31/2005

e. Work Ticket Report Files

Contents: Record includes printout reports for customer-generated work tickets for preventive, unscheduled, and routine maintenance tasks. 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 location number and work ticket number.

Official File: Record copy maintained by the office of origin.

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

f. Environmental Report Files

Contents: Record includes printout reports on managing and tracking environmental audits, asbestos in schools, complying with environmental requirements, audit location, environmental findings, photographs, corrective actions, progress, funding method selected, key requirements of the Environmental program, Asbestos Hazard Emergency Response Act (AHERA) 3 Year Re-inspection Reports and other compliance 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 alphabetically by location number and audit number.

Official File: Record copy maintained by the office of origin.

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.

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Facilities Management

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2401-P5

Facilities Management Report Files

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g. Law Enforcement Report Files

Contents: Record includes BIA and tribal law enforcement program reviews for detention facilities, program compliance audits, self-audits, program risk factors, risk control objectives, control techniques in place, methods of testing (document reviews, interviews and observations) risk assessments, and findings and recommendations for improvement. 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 location number and program and/or management function.

Official File: Record copy maintained by the office of origin.

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

h. Administration Report Files

Contents: Record includes printout reports on static information (Organization and U.S. Treasury Federal Finance System (FFS) organizations, Inventory Divisions, Sub-divisions and Classifications, and Look-Up tables), personnel certification and user roles, and form definition controls and access rights, and functionality to allow/disallow funding for individual backlogs.

Filing Arrangement: Arrange alphabetically by static information category, alphabetically by last name of personnel, form name and/or location.

Official File: Record copy maintained by the office of origin.

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.

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SERIES: 2400

Facilities Management

2402a-T0 [Plant Management Operations Master Files \(Printout/paper copy used as record copy\)](#)

NARA JOB # Refer to 2414-P5 Operations and Maintenance Case Files
N1-075-05-1
Approved
3/31/2005

2402b-T0 [Plant Management Operations Master Files \(Magnetic tape data\)](#)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2400

Facilities Management

2403a-T0 Plant Management Location Files (Printout/paper copies used as record copy)

NARA JOB # Refer to 2401-P5 Facilities Management Report Files (Use applicable item)
N1-075-05-1
Approved
3/31/2005

2403b-T0 Plant Management Location Files (Magnetic tape data)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
Approved
3/31/2005

RESERVED

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SERIES: 2400

Facilities Management

2404a-T0 Microdex Files (Paper copies used as record copy)

NARA JOB # Refer to GRS 17 Cartographic, Aerial Photographic, Architectural and Engineering Records (Use applicable item)
N1-075-05-1
Approved
3/31/2005

2404b-T0 Microdex Files (Microfilm data)

NARA JOB # Refer to GRS 17 Cartographic, Aerial Photographic, Architectural and Engineering Records (Use applicable item)
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2400

Facilities Management

2405a-T0 [Plant Management Buildings File \(Printout/paper copies used as record copy\)](#)

NARA JOB # Refer to 2401-P5 - [Facilities Management Report Files](#) (Use applicable item)
N1-075-05-1
Approved
3/31/2005

2405b-T0 [Plant Management Buildings File \(Magnetic tape data\)](#)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
Approved
3/31/2005

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2400

Facilities Management

2406-P3

Buildings and Utilities Plans, Drawings and Specifications

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)

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SERIES: 2400

Facilities Management

2407-T3 Building and Utilities (B&U) Evaluation Survey Files

NARA JOB # Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)

N1-075-01-5

Approved

3/31/2005

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SERIES: 2400

Facilities Management

2408-T3

Building and Utilities Reports

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2400

Facilities Management

2409a-T0 Plant Management Utility Files (Printout/paper copies used as record copy)

NARA JOB # Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)
N1-075-05-1
Approved
3/31/2005

2409b-T0 Plant Management Utility Files (Magnetic tape data)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
Approved
3/31/2005

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SERIES: 2400

Facilities Management

2410a-T0 Plant Management Repair and Maintenance Master Files (Printout/paper copies used as record copy)

NARA JOB # Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)
N1-075-05-1
Approved
3/31/2005

2410b-T0 Plant Management Repair and Maintenance Master Files (Magnetic tape data)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
Approved
3/31/2005

RESERVED

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SERIES: 2400

Facilities Management

2411a-T0 Plant Management Repair and Maintenance Log (Printout/paper copies used as record copies)

NARA JOB # Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)
N1-075-05-1
Approved
3/31/2005

2411b-T0 Plant Management Repair and Maintenance Log (Magnetic tape data)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
Approved
3/31/2005

RESERVED

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SERIES: 2400

Facilities Management

2412a-T0 Plant Management Major Alterations and Improvement Log (Printout/paper copies used as record copy)

NARA JOB # Refer to 2415-P5 - Facilities Project Management Case Files (Use applicable item)
N1-075-05-1
Approved
3/31/2005

2412b-T0 Plant Management Major Alterations and Improvement Log (Magnetic tape data)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
Approved
3/31/2005

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SERIES: 2400

Facilities Management

2413a-T0 Plant Management Schedule of Services (Printout/paper copies used as record copy)

NARA JOB # Refer to 2401-P5 - Facilities Management Report Files (Use applicable item)
N1-075-05-1
Approved
3/31/2005

2413b-T0 Plant Management Schedule of Services (Magnetic tape data)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
Approved
3/31/2005

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SERIES: 2400

Facilities Management

- 2414-P5 [Operations and Maintenance Case Files](#)
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- Contents:** Record includes Bureau records encompassing all phases of agency, school, dormitory, and detention center facility administration activities on program management, custodial services, site operation support, preventive maintenance, unscheduled maintenance, budgetary funds, quarterly reports, semi-annual reports, needs availability, distribution requests, actual distribution documents, and printouts from the Facility Management Report Files. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange by alphabetically by region, agency, location and project number.
- Official File:** Record copy maintained by the office of origin.
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when project is funded. 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.

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SERIES: 2400

Facilities Management

2415-P5 Facilities Project Management Case Files

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

a. Planning Case Files

Contents: Record includes progress monitoring, progress schedules, payment requests, cuff accounts, quarterly budget and finance reports, statements of work and application, soil investigation, topography, boundary, utilities condition assessment, Section 106 Consultation Process, Flood Hazard Determination, Environmental Assessment, Site Analysis, Site Plan, A/E Requirement, education specifications & program requirements, and construction cost estimates. 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 project name then chronologically by project number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when project is complete or Builder's warranty expires. 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. Design Case Files

Contents: Record includes progress monitoring, progress schedules, payment requests, cuff accounts, quarterly budget and finance reports, statements of work and application, site selection, 43 CFR Requirements, master design plans, archaeological and environmental requirements for electrical, Leeds, civil, mechanical, and structural clearances, and construction cost estimates. 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 project name then chronologically by project number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when project is complete or Builder's warranty expires. 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.

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Facilities Management

(Continuation)

2415-P5

Facilities Project Management Case Files

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N1-075-05-1
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c. Design and Building Case Files

Contents: Record includes progress monitoring, progress schedules, payment requests, cuff accounts, quarterly budget and finance reports, statements of work and application, soil investigation, topography, boundary, utilities condition assessment, Section 106 Consultation Process, Flood Hazard Determination, Environmental Assessment, Site Analysis, Site Plan, A/E Requirement, contract modifications and amendments, and submittals. 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 project name then chronologically by project number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when project is complete or Builder's warranty expires. 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.

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N1-075-05-1
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3/31/2005

d. Construction Case Files

Contents: Record includes progress schedules updates, payment requests, cuff accounts, quarterly control reports for on-site reviews, inspections, commissioning, special testing, contract modification and amendments, and submittals to structure fire protection for sprinkler systems, alarm systems, and other fire-related structure installations. 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 project name then chronologically by project number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when project is complete or Builder's warranty expires. 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.

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Facilities Management

(Continuation)

2415-P5

Facilities Project Management Case Files

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

e. Department of Justice (DOJ) Requirement for Construction of Detention Center Case Files

Contents: Record includes progress monitoring, progress schedules updates, payment requests, cuff accounts, quarterly control reports for on-site reviews, field inspections, commissioning, special testing, contract modification and amendments, and submittals to fire protection for sprinkler systems, alarm systems, and other fire-related structure installations. 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 project name then chronologically by project number.

Official File: Record copy maintained by the office of origin.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when project is complete or Builder's warranty expires. 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.