

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**2800 Series**

**PROPERTY MANAGEMENT**

**and**

**2850 Series**

**PROCUREMENT**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

# INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 2800**

## **Property Management and Procurement**

- 2800-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 that are created; received and where action is taken; or have the primary responsibility for the documentation of activities which relate directly to the Property 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 Property 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2801-T4      [Vehicle Release Files](#)

NARA JOB #      Refer to GRS 10/6 [Motor Vehicle Release Files](#)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2802-T1      Government Transportation Request (GTR) Files

NARA JOB #      Refer to GRS 9/4b General Travel and Transportation Files  
N1-075-05-1

Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2803-T3

Government Bills of Lading (GBL) Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 9/1c Commercial Freight and Passenger Transportation Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2804-T3

Government Losses in Shipment Act Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 9/2 Lost or Damaged Shipments Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2805-T2

Property Receipt Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/3 Routine Procurement Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2806-T3

[Excess Personal Property Files](#)

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 4/2 [Excess Personal Property Reports](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### **Property Management and Procurement**

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2807-P5

#### Property Transaction Source Document Files

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

**Contents:** Records include Bureau of Indian Affairs (BIA) Form 4310, Property Accountability Transaction, and BIA Form 4312, Property Invoice, which are accumulated in controlling and accounting for nonexpendable personal property in the BIA and reflect the acquisition, assignment, transfer and disposition of property. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by location then numerically by property identification number.

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

**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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### **Property Management and Procurement**

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2808-P5

#### Property Loan Agreement Files

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

**Contents:** Records include documents of accountability for Government-owned real or personal property loaned to individuals as well as records which have arisen as a result of an individual's misuse of or damage to the loaned property. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by name.

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

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when loaned property is returned. 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.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-1).**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### **Property Management and Procurement**

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2809-P5

#### Employee Property Issue Files

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

**Contents:** Records include card file, known as Department of Interior Form 105, Receipt for Property, used for documenting loan of property. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by name.

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

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when all loaned items are returned and/or a new card is issued. 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: 2800**

**Property Management and Procurement**

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2810-T2

Property Inventory Listings

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/9a Inventory Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2811-T2

Inventory Control Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/9b Inventory Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### Property Management and Procurement

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2812a-T3      Board of Survey and Loss or Theft Files (Reports involving pecuniary liability)

NARA JOB #      Refer to GRS18/15 Personal Property Accountability Files (use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

2812b-T3      Board of Survey and Loss or Theft Files (All other reports)

NARA JOB #      Refer to GRS18/15 Personal Property Accountability Files (use applicable item)  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2813-T0

Property Pass Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 18/12 Property Pass Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### **Property Management and Procurement**

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2814-P5

#### Personal Property Report Files

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

**Contents:** Records include reports from the electronic master file reflecting all accountable property items throughout the Bureau of Indian Affairs (BIA). These reports reflect action codes, document reference numbers, area, agency, unit, and nomenclature codes; BIA identification numbers; book or purchase values; make or other identification, serial numbers, and nomenclature descriptions. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Record copy maintained at Central 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

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**SERIES: 2800**

### Property Management and Procurement

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2814a-T0      Personal Property Master Files (Printout/paper copies used as record copy)

NARA JOB #      Refer to 2814-P5 Personal Property Report Files  
N1-075-05-1  
Approved  
3/31/2005

2814b-T0      Personal Property 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

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**SERIES: 2800**

### **Property Management and Procurement**

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2815-P5

#### Real Property Report Files

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

**Contents:** Records include reports pertinent to real property items under the jurisdiction of the Bureau of Indian Affairs. These reports reflect area/agency codes, activities, unit designations, holding agency designations, usage codes, year acquired, assigned building numbers, property codes, General Services Administration (GSA) locations, cost, ownership codes, size of property, and card codes. Also included are printouts of electronic mail, documents created through word processing and spreadsheets software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by location.

**Official File:** Record copy maintained at Central 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

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**SERIES: 2800**

### Property Management and Procurement

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2815aT1      [Real Property Master File \(Printout/paper copies used as record copy\)](#)

NARA JOB #      Refer to 2815-P5 [Real Property Report Files](#)  
N1-075-05-1  
Approved  
3/31/2005

2815b-T0      [Real Property Master File \(Magnetic tape data\)](#)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### **Property Management and Procurement**

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2816-P5      [Fedstrip Supplementary Address Report Files](#)

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

**Contents:** Records include reports which contain the basic address codes for each office location within the Bureau of Indian Affairs. These reports reflect supplementary addresses, mailing addresses, area and/or agency codes, General Services Administration (GSA) location codes and date established. Also included are printouts of electronic mail, documents created through word processing and spreadsheets 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 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

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**SERIES: 2800**

### Property Management and Procurement

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2816a-T1      [Fedstrip Supplementary Address File \(Printout/paper copies used as record copy\)](#)

NARA JOB #      Refer to 2816-P5 [Fedstrip Supplementary Address Report Files](#)  
N1-075-05-1  
Approved  
3/31/2005

2816b-T0      [Fedstrip Supplementary Address File \(Magnetic tape data\)](#)

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

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2817-T2

Space Allocation and Utilization Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 11/2a Agency Space Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2818-T2

[Space Reporting Files](#)

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 11/2b [Agency Space Files](#) (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2819-T1

Quarters Evaluation Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 15/3 Housing Management Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### Property Management and Procurement

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2820a-T2      [Quarters Assignment Files \(Area Office files\)](#)

NARA JOB #      Refer to GRS 15/4 [Housing Lease Files](#)  
N1-075-05-1  
Approved  
3/31/2005

2820b-T0      [Quarters Assignment Files \(Agency files\)](#)

NARA JOB #      Refer to GRS 15/4 [Housing Lease Files](#)  
N1-075-05-1  
Approved  
3/31/2005

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2821-T0

Requests for Work Authorization

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 11/5 Building and Equipment Service Files

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2822-T0

Key Control Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 18/16 Key Accountability Files (Use applicable item)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2823a-T0      History Recycle Input Tape (Printout/paper copies used as record copies)

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

2823b-T0      History Recycle Input Tape (Magnetic tape data)

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

**RESERVED**

**To Be Scheduled with Related Electronic System**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2824-T1

Postal Records

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 12/5a Post Office and Private Mail Company Records

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2825-T3

[Mail Sampling Report Files](#)

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 12/6b [Mail and Delivery Service Control Files](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2826-T0

Mailing Lists and Related Materials

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

Refer to GRS 12/6h Mail and Delivery Service Control Files

**RESERVED**

# INDIAN AFFAIRS RECORDS SCHEDULE

## 2850 Series PROCUREMENT

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

### **Property Management and Procurement**

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- 2850-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 the documentation of activities which relate directly to the Procurement 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 Procurement 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.
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- Official File:** Office(s) with primary responsibility.
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## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2851-T0      [Vendor Reference Files.](#)

NARA JOB #      No longer used – Non-record material

N1-075-05-1

Approved

3/31/2005

RESERVED

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2852-T6      Procurement Registers

NARA JOB #      No longer used – Non-record material  
N1-075-05-1  
Approved  
3/31/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2853-T3F

Purchase Order Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/3a Routine Procurement Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2800**

**Property Management and Procurement**

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2854-T2

Requisition Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 3/8a Routine Procurement Files

**RESERVED**