

INDIAN AFFAIRS RECORDS SCHEDULE

2900 Series

SAFETY

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2900

Safety

- 2900-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 that are created; received and where action is taken; or have the primary responsibility for the documentation of activities which relate directly to the Safety 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 #**
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- 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 Safety 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- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when superseded or rescinded.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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SERIES: 2900

Safety

2901-T3

Safety and Security Inspection Case Files

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Refer to GRS 18/9 Survey and Inspection Files (Government-owned Facilities)

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2900

Safety

2902-T3

[Safety and Health Inspection Reports](#)

NARA JOB #

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Refer to GRS 18/9 Survey and Inspection Files (Government-owned Facilities)

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2900

Safety

2903-T5

Emergency Planning Case Files

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Refer to GRS 18/27 Emergency Planning Case Files

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SERIES: 2900

Safety

2904a-T5 Emergency Test and Exercise Files (Consolidated or comprehensive reports reflecting agency results of tests conducted under emergency plans. Maintained in Central Office)

NARA JOB # Refer to GRS 18/28 Emergency Operations Tests Files
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2904b-T3 Emergency Test and Exercise Files (Other papers accumulating from emergency operations tests such as instructions to participants, staff assignments, messages, tests of communications and facilities, and copies of reports)

NARA JOB # Refer to GRS 18/28 Emergency Operations Tests Files
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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2900

Safety

2905-T3

[Motor Vehicle Operator Files](#)

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Refer to GRS 10/7 [Motor Vehicle Operator Files](#)

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SERIES: 2900

Safety

2906-T6

Motor Vehicle Accident Report Files

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Refer to GRS 10/5 Motor Vehicle Accident Files

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SERIES: 2900

Safety

2907-T3

Employee Personal Injury Case Files

NARA JOB #

Refer to GRS 1/31 Personal Injury Files

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2900

Safety

- 2908a-P3 Safety Management Information Files (Documents supporting the issuance of SF-46, Motor Vehicle Identification Cards to Employees)
- NARA JOB # Refer to GRS 10/7 Motor Vehicle Operator Files
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- 2908b-P3 Safety Management Information Files (Employee claims submitted to the office of Workman's Compensation (OWC))
- NARA JOB # Refer to GRS 1/34 Occupational Injury and Illness Files
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- 2908c-P3 Safety Management Information Files (Case files with supporting documents pertaining to Tort Claims filed by an individual against the U.S. Government)
- NARA JOB # Refer to GRS 6/10a Administrative Claims Files
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- 2908d-P3 Safety Management Information Files (Records concerning individuals which have arisen as a result of that individuals misuse or damage to Government-owned or Government-leased motor vehicles, other equipment, facilities and salary overpayments as a result of misuse of leave relating to OWC claims deemed invalid)
- NARA JOB # Refer to GRS 6/10b Administrative Claims Files
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