


# ISSUING OFFICIAL SIGNATURE

(Part 2)

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|--|--|---|
| <b>APPROVAL RECORD</b><br>(Modified DI-228)  | <b>1. TYPE OF DOCUMENT</b><br><br><b>IARMM</b> | <b>2. IDENTIFICATION NUMBER</b><br><br>Chapter 4, Section 4.1 |
| <b>3. SUBJECT/ TITLE</b><br><b>Records Disposition, Transfer of Active/Inactive Records</b>  |  |   |
| <b>4. SUMMARY OF DOCUMENT CONTENTS</b><br><b>Revisions to IARMM Section 4.1</b><br><br>This section replaces and supersedes Chapter 4, Section 4.1 Transfer of Records, Issued 11-19-2003, and all policies and procedures related to the transfer of active/inactive records that may have been created and/or distributed. |  |   |
| <b>5. RELEASE NUMBER AND DATE</b>  |  |   |
| <b>RELEASE NUMBER:</b><br><br>17-01  | <b>DATE SUBMITTED:</b><br><br>10-21-2016       |   |

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| <b>6. ISSUING OFFICIAL SIGNATURE:</b>  |
| <div style="text-align: right;">10/26/2016</div> <div style="text-align: center;"></div> <div>Signed by: NOLAN SOLOMON</div> |

John E. White, Deputy Special Trustee – Program Management

**Indian Affairs Records Management  
Policy & Procedures Manual**

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**Effective Date: October 26, 2016**

**Chapter: 4** Records Disposition

**Section: 4.1** Transfer of Active/Inactive Records

**Originating Office:** Office of Trust Records

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#### **4.1.1 Purpose.**

The purpose of this section is to establish policy and procedures to obtain approval to transfer inactive mission-related records to the American Indian Records Repository (AIRR) or a Federal Records Center (FRC) and to transfer active records between bureaus or offices within the Department of the Interior (DOI).

#### **4.1.2 Scope.**

The provisions of this section will apply to Indian Affairs (IA) and the Office of the Special Trustee for American Indians (OST), hereinafter referred to as “bureaus.” The provisions of this section also apply to all other Bureaus and Offices within the DOI that create, use, and manage Indian Fiduciary Trust Records (IFTR), hereinafter referred to as “trust bureaus.”

#### **4.1.3 Authorities.**

##### **A. Statutes.**

1. 44 U.S.C., Chapter 33, Disposal of Records
2. 25 U.S.C., § 4001, The American Indian Trust Fund Management Reform Act of 1994, Public Law 103-412
3. 5 U.S.C., § 552a The Privacy Act of 1974 as amended, Records maintained on Individuals

##### **B. Regulations.**

1. 36 CFR, Part 1232, Transfer of Records to Records Storage Facilities
2. 36 CFR, Part 1231, Transfer of Records from the Custody of One Executive Agency to Another
3. 36 CFR, Part 1226, Implementing Disposition
4. 36 CFR, Part 1220, Federal Records, General

##### **C. Guidance.**

1. 303 DM 6, Indian Fiduciary Trust Records (September 5, 2003)
2. 380 DM 1, Records Management Program and Responsibilities (October 7, 1993)

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**4.1.4 Policy.**

REGULATORY REQUIREMENTS

- A. Bureaus shall store inactive mission-related records at the AIRR (36 CFR 1232.10(b), 380 DM 1.14.C(1)).
- B. Bureaus shall ensure that the National Archives and Records Administration (NARA) approved records schedules are implemented and that records disposition actions are carried out (36 CFR 1232.14(d)).
- C. Bureaus shall comply with the inactive records transfer procedures outlined in the Indian Affairs Records Management Manual (IARMM) (36 CFR 1232.18).
- D. Trust bureaus that create, manage or use IFTR shall transfer inactive IFTR to the AIRR or their designated FRC in accordance with the IARMM (303 DM 6.6.D).
- E. Bureaus shall transfer active records from one agency or office to another in compliance with the IARMM (36 CFR 1231.18(d), 380 DM 1.14.C(2)).

**4.1.5 Objective.**

- A. Provide guidance for an effective, efficient, and uniform method to transfer inactive records to the AIRR or FRC or active records from one agency or office to another.

**4.1.6 Responsibilities.**

- A. Office of Trust Records (OTR). OTR shall develop, update and disseminate the IARMM as policy and procedural guidance to move records from the bureaus to the AIRR or from an agency or office to another within DOI.
- B. Bureaus. Bureaus, including all offices and programs under its jurisdiction, shall transfer inactive records from the bureau to the AIRR or active records from an agency or office to another within DOI, ensuring that NARA approved records schedules are applied for disposition.
- C. Trust Bureaus. Trust bureaus shall transfer inactive IFTR to the AIRR or the designated FRC in accordance with the IARMM.

**4.1.7 Procedures.**

**A. Bureaus Transfer of Inactive Records to the AIRR**

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1. Prepare Inventory of Inactive Records and Box Preparation. To transfer inactive mission-related records to the AIRR, the Originating Responsible Official (ORO) shall:
  - a. Use the appropriate NARA approved records schedule.
  - b. Use the Inactive Records Move Request, IARM Form 2006 (Appendix A) and a Detailed (Appendix B) or High Level (Appendix C) Inventory.
  - c. Use FRC boxes (purchase information for FRC boxes may be obtained by contacting the OTR).
  - d. Separate records by record series.
    - i. Records with the same record series with different cut off years may be grouped together.
    - ii. Arrange the file folders with the earliest cut off year in the front.
  - e. Place file folders in FRC box (file folders must not contain mold or infestation).
    - i. Place file folders upright. Do not lay file folders flat.
    - ii. Place letter-sized file folders facing the front of the box. The word “Front” is pre-printed on the front of the FRC box.
    - iii. Place legal-sized file folders facing to the left side of the box. Turn the box sideways so that the word “Front” is on your left.
    - iv. Allow at least 2 inches of free space within the FRC box for ease of box handling, retrieval and the refiling of documents.
  - f. Prepare a Detailed or High Level Inventory for each box. Consider using a Detailed Inventory if the box contains PII or trust records.
    - i. OTR will accept Detailed or High Level Inventories for all record types (Trust, General Trust, and Tribal).
    - ii. Detailed Inventories will still be required for those records under a Records Retention Order (RRO) or Important Reminder Notice.
  - g. Number box. Use a black marker to number each box sequentially (e.g. 1 of 3, 2 of 3, 3 of 3) in the upper right hand corner of the front box. The numbers must be at least 1.5 to 2 inches in size. The word “Front” is pre-printed on the front of the FRC box.
2. Inactive Move Plan Package Procedures. A Move Plan Package shall be prepared and processed by the ORO for each record series.
  - a. A Move Plan Package consists of:
    - i. A completed Inactive Records Move Request, IARM Form 2006.
    - ii. A completed Detailed or High Level Inventory.
  - b. ORO shall email in electronic format (MS Word, MS Excel or PDF) the completed Move Plan Package(s) for each record series to the respective Regional Records Liaison (RRL) or Records Management Specialist (RMS).

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- c. RRL/RMS shall:
  - i. Review for accuracy and completeness.
  - ii. Return the incomplete and/or inaccurate Move Plan Packages for modification or completion.
  - iii. Enter information from the completed Inactive Records Move Request, IARM Form 2006, for each record series into electronic database and upload the Detailed or High Level Inventory for review and approval.
  - iv. Return the approved Move Plan Package to the ORO with an assigned OTR accession number.
- 3. Shipment of Boxes. ORO shall:
  - a. Label each box with the OTR accession number. Use a black marker to write the OTR accession number on the front bottom center of each FRC box. The word "Front" is pre-printed on the front of the FRC box.
  - b. Use flat boxes for maps. Each box must weigh less than 25 pounds.
  - c. Prepare the boxes for shipment to the AIRR as follows:
    - i. Place a copy of the approved Move Plan Package at the front in box number 1 of each accession.
    - ii. Secure each box by taping the flaps shut using shipping tape to seal the box tightly.
    - iii. Use a shipping carrier that allows for tracking of shipment.
    - iv. Do not stack more than 5 boxes high if shipping records using pallets. Ensure pallets are shrink-wrapped to prevent collapse during transport. Ensure shipping carrier does not stack pallets and is dedicated to shipping records only.
- 4. Receipt of Boxes at AIRR.
  - a. Destination Responsible Official (DRO) shall certify the receipt of complete accessions by completing and signing block 6 of the Inactive Records Move Request, IARM Form 2006, and forward a copy by fax or email to the ORO.
- 5. Receipt of Incomplete Accessions at the AIRR.
  - a. DRO shall provide notification via email three business days after receipt of an incomplete accession. DRO shall contact the following:
    - i. ORO
    - ii. RRL or RMS and respective Supervisor
    - iii. Bureau Privacy Act Officer (PAO) and/or Information Technology (IT) Security Officer
    - iv. Chief, Division of Records Management Policies, Procedures, and Training
    - v. Chief, Division of Records Management Operations

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- b. DRO shall immediately follow-up with a telephone call to the ORO and respective RRL/RMS to confirm receipt of the email notification and information.
- c. RRL/RMS shall:
  - i. Contact and notify the ORO to begin an investigation within one business day of the DRO's email notification.
  - ii. Provide technical assistance, as necessary, to the ORO on all aspects of follow up activity including the ORO's submission of weekly updates and Missing or Illegal Destruction of Records Report, IARM Form 2013 until the matter is resolved.
- d. ORO shall:
  - i. Contact the shipping carrier immediately to initiate a trace on the box(es) not received at the AIRR.
  - ii. Notify the Program Manager/Supervisor that an incomplete accession has been received at the AIRR.
  - iii. Submit a status update on the investigation to the DRO, RRL/RMS, and Bureau PAO/IT Security Officer weekly, beginning from the initial DRO notification to resolution.
  - iv. Complete the following actions 10 days after the DRO's initial email notification if box(es) are not located:
    - 1. Amend the original approved Inactive Records Move Request, IARM Form 2006 and Inventory to reflect the actual number of box(es) received at the AIRR, and submit to the DRO.
    - 2. Complete and submit the Missing or Illegal Destruction of Records Report, IARM Form 2013 (Refer to IARMM 2.4.2) to the respective RRL/RMS for review and processing and provide a courtesy copy to the Bureau PAO.

**B. Trust Bureaus Transfer of Inactive IFTR to AIRR or FRC**

- 1. Inactive Move Plan Package Procedures. A Move Plan Package shall be prepared and processed by the ORO for each record series. The following forms may be obtained by contacting the OTR:
  - a. A Move Plan Package consists of:
    - i. A completed Inactive Indian Fiduciary Trust Records (IFTR) Move Request, IARM Form 2007 (Appendix D).
    - ii. A completed Records Transmittal and Receipt, SF-135.
    - iii. A completed Detailed or High Level Inventory.

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- b. ORO shall email the completed Move Plan Package in electronic format (MS Word, MS Excel or PDF) to OTR Director's office for review and approval.
- c. OTR will return the approved Move Plan Package(s) to the ORO for shipment of inactive IFTR. ORO is responsible to track all shipment of boxes from its originating office to its final destination.

**C. Transfer and Movement of Active Records**

1. Transfer of Active Records.

- a. To permanently transfer custody of active records from any DOI bureau, agency, or program office to another within DOI, the ORO shall:
  - i. Complete a Chain of Custody Plan to Move Active Records, IARM Form 2008 (Appendix E).
  - ii. Complete a Detailed Inventory listing all file folders in each box.
  - iii. Email the Chain of Custody Plan to OTR for approval before transferring any records.


2. Movement of Active Records.

- a. To permanently move active records of one box or more within any DOI bureau, agency, or program office, the ORO shall:
  - i. Complete a Chain of Custody Plan to Move Active Records, IARM Form 2008.
  - ii. Complete a Detailed or High Level Inventory.
  - iii. Email the Chain of Custody Plan to OTR for approval before moving any records.
- b. To permanently move active records of less than one box within the DOI, the ORO shall exercise prudence, appropriate due diligence, and care using customary business and records management practices.

**4.1.8 Appendices.**

- A. Inactive Records Move Request, IARM Form 2006.
- B. Detailed Inventory - Sample.
- C. High Level Inventory – Sample.
- D. Inactive Indian Fiduciary Trust Records (IFTR) Move Request, IARM 2007.
- E. Chain of Custody Plan to Move Active Records, IARM Form 2008.

## APPENDIX A

|  |   |  |
|--|---|--|
|   | <b>INACTIVE RECORDS MOVE REQUEST</b><br><b>OFFICE OF TRUST RECORDS (OTR) APPROVAL</b> | <b>Versatile Record No.</b><br><b>(OTR use only)</b><br><a href="#">Click here to enter text.</a>      |
| <b>1. ORIGINATING RESPONSIBLE OFFICIAL (ORO) INFORMATION:</b>  |   |  |
| a. First Name:<br><a href="#">Click here to enter text.</a>  |   | b. Last Name:<br><a href="#">Click here to enter text.</a>   |
| c. Street Address, City, State, and Zip Code:<br><a href="#">Click here to enter text.</a>   |   |  |
| d. E-mail Address:<br><a href="#">Click here to enter text.</a>  | e. Telephone:<br><a href="#">Click here to enter text.</a>                            | f. Fax:<br><a href="#">Click here to enter text.</a>   |
| <b>2. RECORDS CATEGORY (check one):</b>  |   |  |
| a. <input type="checkbox"/> Inactive Trust Records<br>b. <input type="checkbox"/> Inactive General Trust Records<br>c. <input type="checkbox"/> P.L. 93-638/P.L. 100-297 General Trust Records, Tribe Name: <a href="#">Click here to enter text.</a><br>d. <input type="checkbox"/> P.L. 93-638 Indian Fiduciary Trust Records, Tribe Name: <a href="#">Click here to enter text.</a>                         |   |  |
| <i>(Attach Memorandum of Understanding)</i>  |   |  |
| <b>3. MOVE AND CHAIN OF CUSTODY PLAN INFORMATION:</b>  |   |  |
| a. Program Office:<br><a href="#">Click here to enter text.</a>  |   | b. Location Code:<br><a href="#">Click here to enter text.</a>   |
| c. Quantity of Boxes to be Moved:<br><a href="#">Click here to enter text.</a>   |   | d. Record Series Number:<br><a href="#">Click here to enter text.</a>                                  |
| e. Method of Transportation:<br><a href="#">Click here to enter text.</a>  |   | f. OTR Accession Number (to be completed by OTR):<br><a href="#">Click here to enter text.</a>         |
| g. Receiving Address:<br><b>American Indian Records Repository</b><br><b>17501 W. 98<sup>th</sup> Street, Suite 44 – 47, Lenexa, KS 66219</b>  |   | h. Destination Responsible Official (DRO):<br><b>Records Management Specialist – AIRR 913-956-2604</b> |
| <b>4. CERTIFICATION BY ORO (signature required):</b>   |   |  |
| I certify, the inactive records being moved:   |   |  |
| a. <input type="checkbox"/> <b><u>DO NOT</u></b> contain records subject to a Records Retention Order (RRO) or Tribes in litigation<br>b. <input type="checkbox"/> Do contain records subject to a Records Retention Order (RRO) or Tribes in litigation<br>Tribe Name: <a href="#">Click here to enter text.</a><br>c. <input type="checkbox"/> Are free of mold and infestation (water, fire, dust or pest). |   |  |
|  |   |  |
| Originating Responsible Official's Signature and Date Submitted ( <i>Electronic Copy – Original with Signature on File</i> )   |   |  |
| <b>5. APPROVAL BY OFFICE OF TRUST RECORDS</b>  |   |  |
| Director's Signature and Date Approved:  |   |  |
|  |   |  |
| <b>6. CERTIFICATION BY DRO: I certify all inactive records have been moved successfully and accounted for at the AIRR.</b>   |   |  |
| Destination Responsible Official's Signature and Date Received:  |   |  |
|  |   |  |



## APPENDIX B

### DETAILED INVENTORY - SAMPLE

Bureau Name

Region/Agency/Program Office (Western/San Carlos/Forestry Program)

Agency Location Code

Series Number: (TR-4401-P5 Forestry Management Plans)

Box Number 1 of \_\_\_\_

| File Number | File Folder Label Description  | Cut Off Date |
|-------------|--|--------------|
| 1           | San Carlos Forestry Plan<br>Timber Cutting Project<br>Open Date 2011           | 9/30/2012    |
| 2           | San Carlos Forestry Plan<br>Timber Cutting Project – Unit 52<br>Open Date 2011 | 9/30/2012    |
| 3           | San Carlos Forestry Plan<br>Timber Cutting – Unit 53                           | 9/30/2012    |

## APPENDIX C

### HIGH LEVEL INVENTORY - SAMPLE

Bureau Name

Region/Agency/Program Office (Western/San Carlos/Forestry Program)

Agency Location Code


Series Number: (TR-4401-P5 Forestry Management Plans)

Box Number 1 of \_\_\_\_

Folder Number 1 to Folder 24

| File Number | File Folder Label Description  | Cut Off Date |
|-------------|--|--------------|
| 1           | San Carlos Forestry Plan<br>Timber Cutting Project<br>Open Date 2011           | 9/30/2012    |
| 24          | San Carlos Forestry Plan<br>Timber Cutting Project – Unit 62<br>Open Date 2011 | 9/30/2012    |

## APPENDIX D

|  |   |   |
|--|---|---|
|   | <b>INACTIVE INDIAN FIDUCIARY TRUST RECORDS (IFTR)</b><br><b>MOVE REQUEST</b><br><b>OFFICE OF TRUST RECORDS (OTR) APPROVAL</b> | <b>Versatile Record No.</b><br><b>(OTR use only)</b><br><br>Click here to enter text. |
| <b>1. ORIGINATING RESPONSIBLE OFFICIAL (ORO) INFORMATION:</b>  |   |   |
| a. First Name:<br>Click here to enter text.  |   | b. Last Name:<br>Click here to enter text.  |
| c. Street Address, City, State, and Zip Code:<br>Click here to enter text.   |   |   |
| d. E-mail Address:<br>Click here to enter text.  | e. Telephone:<br>Click here to enter text.  | f. Fax:<br>Click here to enter text.  |
| <b>2. RECORDS CATEGORY (check one):</b>  |   |   |
| a. <input type="checkbox"/> Inactive Indian Fiduciary Trust Records to a NARA Federal Records Center (FRC) or Commercial Records Center.<br>b. <input type="checkbox"/> Inactive Indian Fiduciary Trust Records crossing outside regional or state boundaries.   |   |   |
| <b>3. MOVE AND CHAIN OF CUSTODY PLAN INFORMATION:</b>  |   |   |
| a. Program Name and Office:<br>Click here to enter text.   |   | b. Address Where Records are Currently Located:<br>Click here to enter text.          |
| c. Quantity of Boxes to be Moved:<br>Click here to enter text.   |   | d. Record Schedule or Series Number:<br>Click here to enter text.                     |
| e. Method of Transportation:<br>Click here to enter text.  |   | f. NARA Accession Number, if applicable:<br>Click here to enter text.                 |
| g. Receiving Address:<br>Click here to enter text.   |   | h. Destination Responsible Official (DRO):  |
| <b>4. CERTIFICATION BY ORO (signature required):</b>   |   |   |
| I certify the inactive IFTR being moved:<br>d. <input type="checkbox"/> <b><u>DO NOT</u></b> contain IFTR subject to a Records Retention Order (RRO) or Tribes in litigation.<br>e. <input type="checkbox"/> Do contain IFTR subject to a Records Retention Order (RRO) or Tribes in litigation.<br>Tribe Name: <u>Click here to enter text.</u> |   |   |
| _____<br>Originating Responsible Official's Signature and Date Submitted ( <i>Electronic Copy – Original with Signature on File</i> )  |   |   |
| <b>5. APPROVAL BY OFFICE OF TRUST RECORDS</b>  |   |   |
| Director's Signature and Date Approved:  |   |   |
| <b>6. CERTIFICATION BY DRO:</b> I certify all inactive IFTR have been moved successfully and accounted for at the intended destination location.   |   |   |
| Destination Responsible Official's Signature and Date Received:  |   |   |

## APPENDIX E



### CHAIN OF CUSTODY PLAN TO MOVE ACTIVE RECORDS

These procedures apply to the movement of ACTIVE records within DOI agencies or offices. This form must be used for ACTIVE records only.

#### Originating Responsible Official (ORO)

|                   |                        |
|-------------------|------------------------|
| Name:             | Region/Agency/Program: |
| Street Address:   | City/State/Zip Code:   |
| Telephone Number: | Fax Number:            |

#### Destination Responsible Official (DRO)

|                   |                        |
|-------------------|------------------------|
| Name:             | Region/Agency/Program: |
| Street Address:   | City/State/Zip Code:   |
| Telephone Number: | Fax Number:            |

The originating and destination responsible officials will ensure that the following processes are followed during the transportation and transfer of custody of **ACTIVE records**.

#### STEP 1

- a. The Program Manager must review the records being sent to determine whether the ACTIVE records being moved are related to any of the Tribes listed below:

Tribes with Records Retention Orders and/or Agreements:

- Delaware Tribe of Oklahoma
- Jicarilla Apache
- Ramah Navajo Chapter
- Yankton Sioux Tribe

- b. Check the appropriate statement.

\_\_\_\_\_ This move/transfer **DOES** contain records related to the Tribes identified in Step 1a.  
(Certify below and proceed to Step 2)

CERTIFICATION: I certify the records being moved/transferred DO relate to the tribes listed above.

\_\_\_\_\_  
Program Manager's Signature and Date

\_\_\_\_\_ This move/transfer **DOES NOT** contain records related to the Tribes identified in Step 1a (certify below and proceed to Step 3).

CERTIFICATION: I certify the records being moved/transferred **DO NOT** relate to the tribes listed above.

\_\_\_\_\_  
Program Manager's Signature and Date

**STEP 2**

- a. If records ARE related to the Tribes listed in Step 1a, check the appropriate statement.

\_\_\_\_\_ This move/transfer is not permanent and **DOES NOT** require OTR approval. (Proceed to Step 3)

\_\_\_\_\_ This move/transfer is for the permanent transfer of **ACTIVE RECORDS** and **DOES** require OTR approval. **The ORO must wait for approval from OTR to move these records.** The ORO must prepare and send this Chain of Custody Plan and a Detailed Inventory to:

Office of Trust Records  
4400 Masthead, N.E.  
Albuquerque, NM 87109

or Fax to 505-816-1366

Once the ORO receives the approval from OTR, continue with Step 3. Attach the approved correspondence from the OTR.

**STEP 3**

- a. Place record(s) in an appropriate shipping parcel (box, envelope, tube, etc.).
- b. Place a Detailed Inventory of records in the first box (if sending multiple boxes) envelope, tube, etc., along with this Chain of Custody Plan.
- c. Retain a copy of the Detailed Inventory and the Chain of Custody Plan at the sending office.
- d. Seal each box with shipping tape when applicable or seal envelope, tube, etc.
- e. Number multiple boxes sequentially (e.g., box 1 of 2) when applicable.
- f. Identify and use a shipping carrier \_\_\_\_\_ (name of carrier) that provides tracking information \_\_\_\_\_ (tracking number).
- g. The ORO notifies the DRO when package(s) is ready for shipment and the approximate date of delivery. A copy of the shipping tracking sheet should be retained by the ORO.
- h. The DRO must verify the receipt of all records and provide a signed copy of this form to the ORO within 3 working days from the receipt of records.
- i. The ORO and DRO will create and maintain a file per shipment in accordance with the DRS 1.1.02 – Long-term Administration Records. The file will contain the Detailed Inventory, Chain of Custody Plan, and other supporting documentation.

I certify that all records listed on the detailed inventory were shipped to the destination office.

\_\_\_\_\_

Originating Responsible Official (Print Name)

\_\_\_\_\_

Date

\_\_\_\_\_

Originating Responsible Official (Signature)

I certify that all records listed on the detailed inventory were received and accounted for.

\_\_\_\_\_

Destination Responsible Official (Print Name)

\_\_\_\_\_

Date

\_\_\_\_\_

Destination Responsible Official (Signature)