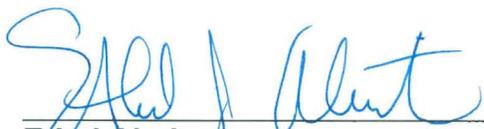


## IARMM TRANSMITTAL SHEET

DOCUMENT IDENTIFICATION NUMBER	SUBJECT	ACTION
Chapter 4, Section 4.3	<b>RESEARCH REQUESTS, RESEARCH/RETRIEVAL OF TRIBAL RECORDS FROM THE AMERICAN INDIAN RECORDS REPOSITORY</b>	NEW
FOR FURTHER INFORMATION		DATE
Office of Trust Records 505-816-1607		03/18/2010

This release prescribes policy and procedures for research requests and retrieval of inactive Indian fiduciary trust records, created and maintained by a Tribe and/or Consortium pursuant to a Public Law 93-638 contract or Self-Governance compact that are stored at the American Indian Records Repository (AIRR).



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**Ethel Abeita**  
Director, Office of Trust Records

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### FILING INSTRUCTIONS:

**Insert:** On the Trust Portal in the Trust Library under Program Offices, OCIO, Office of Trust Records, Manual

**Effective Date:** March 18, 2010

**Chapter:** 4.0 Research Requests

**Section:** 4.3 Research/Retrieval of Tribal Records from the American Indian Records Repository

**Originating Office:** Office of Trust Records

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#### **4.3.1 Purpose.**

This chapter establishes policy and procedures for research requests and retrieval of inactive Indian Fiduciary Trust Records (IFTR), created and maintained by Tribe(s) and/or Consortia (Tribe/Consortium) pursuant to a Public Law 93-638 contract or Self-Governance compact that are stored at the American Indian Records Repository (AIRR).

#### **4.3.2 Authorities.**

- A. 5 U.S.C. § 552a, The Privacy Act of 1974.
- B. 25 U.S.C. § 450, et seq., Indian Self-Determination and Education Assistance Act, Public Law 93-638.
- C. 25 U.S.C. § 4001, et seq., the American Indian Trust Fund Management Reform Act of 1994, Public Law 103-412.
- D. 44 U.S.C. § 3101 & § 3301, Federal Records Act, Public Law 81-754.
- E. 25 CFR, Subpart C § 900.8, Contracts Under the Self-Determination and Education Assistance Act.
- F. 25 CFR, Subpart Q § 1000.392, The Freedom of Information Act under the Annual Funding Self-Governance Amendment.
- G. 25 CFR, Subpart Q §1000.393, The Privacy Act under the Annual Funding Self-Governance Amendment.
- H. Federal Register, Volume 70, No. 166, pp. 51081-51083, "Final Decision Regarding Self-Determination and Self-Governance Funding Agreement Language on Fiduciary Trust Records Management," August 29, 2005.

#### **4.3.3 Policy.**

It is the policy of the Office of Trust Records (OTR) to provide Tribes/Consortia access to their respective inactive Indian Fiduciary Trust Records stored at the AIRR and to maintain the integrity and preservation of the records.

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#### **4.3.4 Responsibilities.**

A. Office of Trust Records (OTR). Pursuant to a signed agreement with a Tribe/Consortium, OTR is responsible for storage and preservation of Tribe/Consortium inactive ITFR stored at the AIRR.

B. Chief, Division of Records Management Operations (DRMO). The Division Chief has been delegated the responsibility for the direction, oversight, and administrative management of the AIRR. The Division Chief performs the following functions:

1. Develops and administers OTR research and retrieval policies and procedures.
2. Provides program coordination and liaison with Tribe/Consortium related to OTR's research and retrieval policies and procedures.
3. Monitors, evaluates, and implements OTR's research and retrieval policies and procedures.
4. Provides research and retrieval services as requested by Tribe/Consortium.
5. Provides access to Tribe/Consortium records stored at the AIRR.

#### **4.3.5 Procedures.**

A. Research Request. A written research request must be initiated by an individual authorized by the Tribe/Consortium to approve research requests and access the records. This individual must be identified in the Memorandum of Understanding at the time the Tribe/Consortium agrees to store records at the AIRR.

1. The requestor must complete the Research Request (IARM Form 4001), to request specific information from records stored at the AIRR.
2. The requestor shall fax the research request directly to the AIRR. If the Research Request is incomplete (without the proper signature or document information), the AIRR will contact the requestor and provide guidance on how to complete the research request before it is accepted and entered into the Research Request Database.

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3. The researcher shall contact the requestor within one business day of the receipt of the research request, by phone or fax, regarding the status of the research request and to confirm the requestor's fax and phone numbers.

4. A response letter informing the requestor of the results of the research request, as well as copies of the findings are sent to the requestor when the research is completed.

B. Research Request Reports. Research request reports are initiated by OTR DRMO staff:

1. OTR DRMO will submit one report to the designated authorized official (Records Officer or designee) of each Tribe/Consortium that stores records at the AIRR. The report will document all research requests and box retrieval activities conducted for the month on records stored at the AIRR related to the Tribe/Consortium records.

2. OTR DRMO will compile all monthly reports of all activities on Tribe/Consortium records stored at the AIRR and submit one report to the OTR Director.

C. Request to Withdraw the Records. If withdrawal of a box(es) is requested in writing by an authorized individual, OTR DRMO will comply with the request and document the return of the box(es) to the Tribe/Consortium.

#### **4.3.6 Appendix.**

IARM Form 4001, Research Request.