


# ISSUING OFFICIAL SIGNATURE

(Part 2)

<b>APPROVAL RECORD</b> (Modified DI-228)	1. TYPE OF DOCUMENT IARMM	2. IDENTIFICATION NUMBER Chapter 4, Section 4.5
3. SUBJECT/TITLE Research Requests, Research Requests for Federal Records Stored at the American Indian Records Repository (AIRR)		
4. SUMMARY OF DOCUMENT CONTENTS Since the publication and implementation of the IARMM 4.5, there was a need to establish a centralized email address where users can submit an electronic version (i.e., scanned copy) of the reference request to the AIRR. The Office of Trust Records responded to the need by establishing an email address and revising the policy and procedure (i.e., 4.5.7.A.1), as well as the Research Request, IARM Form 4001, to incorporate where users can now submit their reference requests via email. The email address has been added to the updated IARM Form 4001.		
5. RELEASE NUMBER AND DATE		
RELEASE NUMBER:	DATE SUBMITTED:	
17-10	3/14/2017	

6. ISSUING OFFICIAL SIGNATURE:	
X 	3/16/2017
	Signed by: J O H N W H I T E

Deputy Special Trustee – Program Management

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

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**Effective Date:**

**Chapter:** 4 Research Requests

**Section:** 4.5 Research Requests for Federal Records Stored at the American Indian Records Repository (AIRR)

**Originating Office:** Office of Trust Records

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**4.5.1 Purpose.**

The purpose of this section is to establish policy and procedures to manage research requests from bureaus, trust bureaus, federal contractors, and authorized users of federal records stored at the American Indian Records Repository (AIRR).

**4.5.2 Scope.**

The provisions of this section 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 Department of the Interior (DOI) that create, use, and manage Indian Fiduciary Trust Records (IFTR), hereinafter referred to as “trust bureaus.”

**4.5.3 Authorities.**

**A. Statutes.**

1. 5 U.S.C. § 552a The Privacy Act of 1974 as amended, Records maintained on Individuals
2. 44 U.S.C., Chapter 33, Disposal of Records
3. 44 U.S.C., Chapter 31, Records Management by Federal Agencies
4. 25 U.S.C., § 4001, American Indian Trust Fund Management Reform Act of 1994, Public Law 103-412

**B. Guidance.**

1. 303 DM 6, Indian Fiduciary Trust Records (September 5, 2003)

**4.5.4 Policy.**

It is the policy of the Office of Trust Records (OTR) to provide access to retired federal records while maintaining integrity and ensuring preservation of the records stored at the AIRR.

**4.5.5 Objectives.**

- A. Safeguard and preserve records while allowing research of the records.
- B. Maintain integrity of the records.
- C. Provide uniformity to process research requests.
- D. Manage and control records to provide adequate support services.

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**4.5.6 Responsibilities.**

- A. OTR. OTR shall develop, update, and disseminate the Indian Affairs Records Management Manual (IARMM) as policy and procedural guidance for research requests for federal records stored at the AIRR.
- B. Bureaus. Bureaus, including all offices and programs under its jurisdiction, shall comply with the research requests procedures for federal records stored at the AIRR.
- C. Trust Bureaus. Trust bureaus shall comply with the research request procedures for federal records stored at the AIRR.
- D. Division Chief, Division of Records Management Operations (DRMO). Division Chief, DRMO, shall provide direction, oversight, and administrative management of the OTR's records management operations. Division Chief, DRMO, shall:
  - 1. Administer OTR's research policies and procedures.
  - 2. Provide program coordination with all federal offices related to OTR's research policies and procedures.
  - 3. Monitor and evaluate the implementation of the research policies and procedures.
  - 4. Ensure the physical custody and maintenance of the records stored at the AIRR.
  - 5. Coordinate research activities and work with the National Archives and Records Administration to retrieve and provide records when required for research purposes.

**4.5.7 Procedures.**

- A. Research Requests. These procedures apply to requests submitted by bureaus, trust bureaus, federal contractors, and authorized users. Only copies of records will be provided in response to a research request unless directed otherwise by the OTR Director or designee.
  - 1. The requestor will complete the Research Request, IARM Form 4001 (Appendix A), to research federal records stored at AIRR. All requests must be submitted by fax, mail, or email directly to the DRMO. If the research request is incomplete, AIRR research supervisor or designee will contact the requestor to resubmit.
  - 2. Upon receipt of the research request, a researcher will be assigned to search for the requested documents. A copy/scanned documents will be sent to the requestor along with a response letter. Requestors will be informed on the status of the research requests within 24 hours of receipt.

**4.5.8 Appendix.**

- A. Research Request, IARM Form 4001.

## APPENDIX A



Office of The Special Trustee for American Indians  
American Indian Records Repository  
17501 West 98th Street, Suite 44-47; Lenexa, Kansas 66219  
Fax (913) 956-2685 / [ost\\_airr\\_research@ost.doi.gov](mailto:ost_airr_research@ost.doi.gov)

### Research Request

#### 1. REQUESTER INFORMATION:

a. Date:	b. First Name:	c. Last Name:
d. Street Address, City, State and Zip Code:		e. Regional/Agency/Program Office:
f. Email Address:	g. Telephone Number:	h. Fax Number:

#### 2. DOCUMENT(S) REQUEST INFORMATION (Be as thorough as possible):

a. Name Search (Last, First, MI):	b. Identifier (Account #, Contract, Allotment, Lease):	
c. Tribe Affiliation:	d. File Name (Project Name):	
e. Agency/Program Office where records were created:	f. Dollar Amount (if applicable):	
g. Document Date or Fiscal Year:	h. Document or Form Number:	i. Accession/Box/File Number:
j. Additional Information (If more space is needed, use Section 6, Additional Information):		

#### 3. METHOD OF INFORMATION DELIVERY:

a. Format for Copy of Documents:	b. Method for Delivery of Copies:
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#### 4. REQUEST FOR AUTHORIZATION:

a. Requester's Name and Title (print):	b. Requester's Signature and Date:
c. Approving Official's Name and Title (print):	d. Approving Official's Signature and Date:

#### 5. AUTHORIZATION FOR RECORDS RELEASE (Refer to Instruction Page for Appropriate Use):

a. Responsible Program Official's Name and Title (print):	b. Region/Agency/Program Office:
c. Check one: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove (if checked, provide justification in Section 6)	d. Responsible Program Official's Signature and Date:



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**Research Request**

**6. ADDITIONAL INFORMATION:**