

ISSUING OFFICIAL SIGNATURE

(Part 2)

APPROVAL RECORD (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 Revisions to IARMM Section 4.5 This section replaces and supersedes Chapter 4, Section 4.5 Research Requests for Federal Records Stored at the AIRR, Issued 10/28/2011, and all policies and procedures related to research requests for Federal records stored at the AIRR that may have been created and/or distributed.		
5. RELEASE NUMBER AND DATE		
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X 	10/26/2016
Signed by: NOLAN SOLOMON	

John E. White, Deputy Special Trustee – Program Management

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

Effective Date: October 26, 2016

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

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, The 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 or mailed directly to 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 Appendices.

- 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

Research Request

1. REQUESTOR INFORMATION:			
a. Date: Click here to enter text.	b. First Name: Click here to enter text.	c. Last Name: Click here to enter text.	
d. Street Address, City, State and Zip Code: Click here to enter text.			
e. Region/Agency/Program Office: Click here to enter text.	f. E-mail Address: Click here to enter text.	g. Telephone: Click here to enter text.	h. Fax: Click here to enter text.
2. DOCUMENT(S) REQUEST INFORMATION (Provide as much information as possible):			
a. Account Holder's Last name: Click here to enter text.		b. Account Holder's First name: Click here to enter text.	
c. Tribe: Click here to enter text.		d. Account Number: Click here to enter text.	
e. Office/Agency where records were created: Click here to enter text.		f. Dollar Amount (if applicable): Click here to enter text.	
g. Document date or fiscal year: Click here to	h. Document or form number: Click here to enter text.	i. Document Type: Click here to enter text.	
j. Accession and/or box number: Click here to enter text.		k. Format for copy of documents: Click here to enter text.	l. Method for delivery of copies: Click here to enter text.
m. Additional Information (if more space is needed, use Additional Information on page 2): Click here to enter text.			
3. REQUEST AND APPROVING OFFICIAL'S AUTHORIZATION:			
a. Requestor's Signature:		b. Requestor's Position Title (print): Click here to enter text.	
c. Approving Official's Name and Title (print): Click here to enter text.		d. Approving Official's Signature and Date:	
4. AUTHORIZATION FOR RECORDS RELEASE (Refer to Instruction Page for Appropriate Use):			
a. Responsible Program Official's Name and Title (print): Click here to enter text.		b. Region/Agency/Program Office: Click here to enter text.	
c. Check one: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove (if checked please provide justification in section 5 on page 2)	d. Responsible Program Official's Signature and Date:		