

**INDIAN AFFAIRS RECORDS**  
**SCHEDULE**

**4500 Series**

**NATURAL RESOURCES**

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 4500**

### Natural Resources

TR-4500-P5 Program Correspondence and Policy/Directives Files

NARA JOB #  
N1-075-06-7  
Approved  
3/23/2006

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Natural Resources 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 United States Department of Interior and the National Archives and Records Administration.

NARA JOB #  
N1-075-06-7  
Approved  
3/23/2006

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 Natural Resources 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 United States Department of Interior and the National Archives and Records Administration.

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4501-P5

### Natural Resources Management Plan

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work; budget; studies; surveys; tests; assessments; field notes; audits; analyses; statements; evaluations; consultations; results; periodic plans and reports on land conservation; utilization and management; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Chronological by planning fiscal year.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end of planning period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

## INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 4500**

**Natural Resources**

TR-4502-P5

### Indian Land Permit

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records:

**Pre-decision:** advertisement, bid proposals, bid list/abstract of bids, bond authority to grant privileges on allotted land, authority document for restricted land or land without secure clear legal title, statements of competition, approval officer reports, environmental assessment (EA), notice of availability, finding of no significant impact (FONSI), biological assessment (BA), archaeology and cultural surveys, endangered and threatened species, wetland surveys and reconnaissance, layouts and designs, logging and road plans, performance bond documents, fee property road access agreements, grazing land accountability records, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Decision:** permit, modifications, statement and certificate of award, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Post-decision:** operation reports, inspection reports, specific data and resulting reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Accounting:** payment receipts, public refund voucher, county treasurer deposits/receipts, historical transactions listings, journal vouchers, bill of collections, intra-bureau transaction forms, transmittal forms (work tickets), DAM non-trust deposits, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and correspondence.

**Filing Arrangement:** Numerical by permit.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when permit is cancelled, expired, or revoked. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

**RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.**

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4503-P5

Range and Wildlife Maps (Duplicates)

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: prints of individual reservation forest and forage areas, range unit maps, blueprints, black and white prints, linen copies of allotment plat books, manuscripts or annotated materials, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Alphabetical by tribe.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4504-P5

Range Survey

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: surveys, tests, assessments, field notes, analyses, statements, evaluations, consultations, results, reports, special studies for range grazing potential, range maps relating to the area, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Alphabetical by reservation.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when survey studies are completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

4505

Grazing Permit Bid Files

NARA JOB #  
N1-075-04-3  
Approved  
11/21/2003

Refer to TR-4502-P5 – Indian Land Permit

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

4506

Grazing Permit Case Files

NARA JOB #  
N1-075-04-3  
Approved  
11/21/2003

Refer to TR-4502-P5 – Indian Land Permit

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4507-P5

Range Reports

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: periodic and special agency reports on phases of range and wildlife operations, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by reporting fiscal year.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4508-P5

Range and Wildlife Maps

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: prints of individual reservation forest and forage areas, range unit maps, blueprints, black and white prints, linen copies of allotment plat books, manuscripts or annotated materials, and one copy (record set) of each version, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Alphabetical by tribe.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4509-P5

Agricultural Extension Program

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; accomplishment reports; extension projects; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Chronological by program fiscal year.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4510-P5

Extension Reports

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: monthly, periodic, and annual consolidated reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Chronological by reporting fiscal year.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4511-P5

Rehabilitation Program

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work; budget studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; rehabilitation plans and projects for mining, range, agriculture, land and soil erosion; water development; restocking of fish and wildlife; noxious weed eradication; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Chronological by program fiscal year.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4512-P5

### Rights Protection Program (Unresolved Claims)

**NARA JOB #  
N1-075-04-3  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following claims records (three major categories – trespass, contract, and title): grazing, utility, road, railroad, agricultural, recover land fee patent-cancel, recover land patented as swamp land, recover title-force fee patent, removal of mineral resource, uranium contamination, non-rental payment, unpaid lease rental, breach of contract, fence encroachment, building encroachment, flood damage, inundation flood seepage, unauthorized silt deposit, wrongful land sale, wrongful occupancy of land and structure, and water rights; claims; claim resolutions; legislative activities; technical studies; supporting documentation; and related correspondence.

**Filing Arrangement:** Alphabetical by claim type.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end in which claim is resolved or rejected. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4513-P5

Hopi Partitioned Land Case File

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: personal data, census enumerations, livestock inventories, surveys, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Alphabetical by resident name.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

**RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.**

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4514-P5

Hopi Partitioned Land Survey

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: surveys, assessments, field notes, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Numerical by land tract.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when survey is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

**RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.**

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4515-P5

Herd Management Program

**NARA JOB #  
N1-075-04-3  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; statements; evaluations; consultations; reports; range, habitat, and wildlife surveys; inventories; statistical data for related environmentally sensitive issues; restrictions for wildlife native to region; legal proceeding documentation effecting a location; project records involving restocking, sale, and hunting; analysis and results; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Chronological by program fiscal year.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4516-P5

### Endangered Species Program

**NARA JOB #  
N1-075-04-3  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; range, habitat, and wildlife surveys; inventories; statistical data for related environmentally sensitive issues; records on restrictions for wildlife native to region; legal proceeding documentation effecting a location; projects requiring budgets; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Chronological by program fiscal year.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4517-P5

Fish and Wildlife Program

**NARA JOB #**  
**N1-075-04-3**  
**Approved**  
**11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; results; reports; project budgets; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation; and related correspondence.

**Filing Arrangement:** Chronological by program fiscal year.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

## INDIAN AFFAIRS RECORDS SCHEDULE

---

**SERIES: 4500**

**Natural Resources**

---

TR-4518-P5

Range Management Program

**NARA JOB #  
N1-075-04-3  
Approved  
11/21/2003**

**Contents:** Include, but not limited to, the following records: scope of work; budget; assessments; audits; analyses; statements; evaluations; consultations; results; reports; grazing land accountability documents; surveys; inventories; studies; restrictions for wildlife native to region; legal proceeding documentation effecting a location; project records; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

**Filing Arrangement:** Chronological by program fiscal year.

**Official File:** Action (originating/receiving) Office.

**Disposition: PERMANENT.** Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.