

INDIAN AFFAIRS RECORDS SCHEDULE

**5200 Series
CONTINUING EDUCATION**

SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 5200

Education – Continuing Education

- 5200-P5 Program Correspondence and Policy/Directives Files
- NARA JOB #**
N1-075-05-5
Approved
10/24/2005
- 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 documentation of the activities which relate directly to the Continuing Education 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 the United States Department of Interior and the National Archives and Records Administration.
- NARA JOB #**
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- 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 Continuing Education 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 the United States Department of Interior and the National Archives and Records Administration.

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SERIES: 5200

Education – Continuing Education

5201-T5 Education Loan Case Files

NARA JOB # Refer to 5202-P5 Higher Education Loan/Grant/Scholarship Files
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SERIES: 5200

Education – Continuing Education

5202-P5 [Higher Education Loan/Grant/Scholarship Case Files](#)

NARA JOB #
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Contents: Records include documents such as loan application, agreement, recommendation and progress report of payment or delinquent notices, letter requesting financial assistance/replies, initial application, letter of admission from University or College, Certification of Indian Blood (CIB), Certificate of Lineage, transcript, award letter, financial need analysis, Pell Grant, Federal Aid Funding Student Aid (FAFSA) form, degree check list, probation letter and withdrawal document on student with an outstanding loan. Includes denial letter, letter of appeal and other related correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange by tribe then alphabetically by name.

Official File: Action (originating/receiving) Office.

Disposition Instructions: **PERMANENT.** Cut off at school year end in which case or contract is closed. 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 the United States Department of Interior and the National Archives and Records Administration.

SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-22).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 5200

Education – Continuing Education

5203-T3 Education Financial Assistance Request Files

NARA JOB # Refer to 5202-P5 Higher Education Loan/Grant/Scholarship Case Files
N1-075-05-5

Approved

10/24/2005

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 5200

Education – Continuing Education

5204-P3 [Adult Education Case Files](#)

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Contents: Records include documents for adult education applicant such as selection of vocational course, acceptance document of the school or vocational trade program, individual progress report and monthly/annual report from facility. Includes Certificate of Indian Blood (CIB) and Certificate of Lineage and printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange by tribe then alphabetically by name.

Official File: Action (originating/receiving) Office

Disposition Instructions: **PERMANENT.** Cut off at school year end when applicant completes or withdraws from program or contract close. 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 the United States Department of Interior and the National Archives and Records Administration.

SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (BIA-22).