

INDIAN AFFAIRS RECORDS SCHEDULE

**5300 Series
SCHOOL FACILITIES**

SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 5300

Education – School Facilities

- 5300-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 Educational School Facilities 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 #**
N1-075-05-5
Approved
10/24/2005
- 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 Educational School Facilities 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 superceded 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: 5300

Education – School Facilities

5301-T5 School Functional Requirements Files

NARA JOB # Refer to 2401-P5 Facilities Management Report Files

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Approved

10/24/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 5300

Education – School Facilities

5302-T3 School Equipment Planning Files

NARA JOB # Refer to 3/3 Routine Procurement Files (use applicable item)

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RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 5300

Education – School Facilities

5303-T4 School Renovation/Repair Budget Files

NARA JOB # Refer to 2401d-P5 Facilities Management Report Files – Operations and Maintenance (O&M) Report Files
N1-075-05-5
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OR

NARA JOB # Refer to 2401h-P5 Facilities Management Report Files – Administration Report Files
N1-075-05-5
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10/24/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 5300

Education – School Facilities

5304a-T1 Educational Facilities Inventory Master Files

NARA JOB # Refer to 2401a-P5 Facilities Management Report Files – Inventory Report Files
N1-075-05-5

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5304b-T0 Educational Facilities Inventory Master Files (Magnetic tape data)

NARA JOB # To Be Determined for Scheduling
N1-075-05-5

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 5300

Education – School Facilities

5305-T3

School Project Planning Files

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Refer to 2415-P5 Facilities Project Management Case Files

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