

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**5500 Series**

**EDUCATION SUPPLEMENTAL PROGRAMS**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

### **Education – Supplemental Programs**

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- 5500-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 Education Supplemental 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 Education Supplemental 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

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5501-P5      [Chapter 1 Title I Project Files](#)

NARA JOB #      No longer used  
N1-075-05-5  
Approved  
10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

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5502-P5

[Chapter 1 Title I Complaint Files](#)

NARA JOB #

N1-075-05-5

Approved

10/24/2005

Refer to 1401-P5 [Investigation and Litigation Files](#)

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

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5503a-P3      [Chapter 1 Annual Evaluation Report Files](#)

NARA JOB #      Refer to 5513-P5 [Assessment Report Files](#)  
N1-075-05-5  
Approved  
10/24/2005

5503b-T2      [Chapter 1 Annual Evaluation Report Files](#)

NARA JOB #      Refer to 5513-P5 [Assessment Report Files](#)  
N1-075-05-5  
Approved  
10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

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5504-T4

Title IV Files

NARA JOB #

N1-075-05-5

Approved

10/24/2005

Refer to 5510-P5 Supplemental Education Program Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

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5505-T4

[Title VII - Bilingual Education Files](#)

NARA JOB #  
N1-075-05-5  
Approved  
10/24/2005

No longer used

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

### **Education – Supplemental Programs**

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5506-P5      [Johnson O'Malley \(JOM\) Act Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include plans for administering JOM funds received through contracts with the BIA which identifies methods and extents of JOM payments, eligibility criteria for school districts and students, general fund support, special services, records and reports, budget and contract procedures, costs, and special conditions. Includes plans from each school district with estimates of JOM funds required. 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 contract number.

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

**Disposition Instructions:** **PERMANENT.** Cut off at school year end in which contract term ends. 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

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5507-T6      Johnson O'Malley (JOM) Act State Annual Plan Report Files

NARA JOB #      Refer to 5506-P5 Johnson O'Malley (JOM) Act Files  
N1-075-05-5  
Approved  
10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

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5508a-T0      Johnson O'Malley (JOM) Act Contracts

NARA JOB #      Refer to 5506-P5 Johnson O'Malley (JOM) Act Files  
N1-075-05-5  
Approved  
10/24/2005

5508b-P3      Johnson O'Malley (JOM) Act Contracts (Official record copy)

NARA JOB #      Refer to 5506-P5 Johnson O'Malley (JOM) Act Files  
N1-075-05-5  
Approved  
10/24/2005

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

**Education – Supplemental Programs**

---

5509-T3

Monitoring Reports

NARA JOB #

N1-075-05-5

Approved

10/24/2005

Refer to 5421-P5 Monitoring Report Files

**RESERVED**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

### **Education – Supplemental Programs**

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- 5510-P5      [Supplemental Education Program Files](#)
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- Contents:** Records include documents relating to supplemental sub-grant programs funded by the U.S. Department of Education and distributed through the Washington D.C. Office of Indian Education Programs. Documents related to supplementary flow through funds received at the school. Program files contain the project application, budget and funds distribution document, expenditure report, signed assurances, status reports and on-site monitoring reports, local improvement plan and/or materials developed as a result of the project, correspondence, and related information and other documents required by the state for a responsive program. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software application, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange by program then chronologically.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions:** **PERMANENT.** Cut off at school year end in which funding has ended. 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

### **Education – Supplemental Programs**

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5511-P5      [English Language Learners \(ELL\) Case Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include initial assessment, English Language Learner (ELL) plan, parental notification permission, waivers and follow-up evaluation. 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 grade then alphabetically.

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

**Disposition Instructions:** **PERMANENT.** Cut off at school 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

### **Education – Supplemental Programs**

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5512-P5      [Indian Education Files](#)

**NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**

**Contents:** Records include application, approved project, transfer of funds, budget, funding documents, financial transactions, letter of grant award, annual reports, school calendars, and evaluations to include summer school programs.. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software application, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically.

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

**Disposition Instructions: PERMANENT.** Cut off at school year end in which grant is completed or ended. 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

### **Education – Supplemental Programs**

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- 5513-P5      [Assessment Report Files](#)
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- Contents:** Records include pre-test and post-test scores from standard achievement tests, portfolios, other evaluative information required, course assessment and placement testing. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software application, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange alphabetically by assessment.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions: PERMANENT.** Cut off at school year end in which assessment report is complete. 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.

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 5500**

### **Education – Supplemental Programs**

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- 5514-P5      School-wide Title Files
- NARA JOB #**  
**N1-075-05-5**  
**Approved**  
**10/24/2005**
- Contents:** Records include Consolidated School Reform Plans (CSRP), subsequent yearly amendments, annual reports, school calendars, school report cards, accreditation, parent notification of school status and Adequate Yearly Progress (AYP), Office of Indian Education Program (OIEP) letter of school status and AYP, AYP status report and AYP Appeals to include summer school programs.. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software application, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Action (originating/receiving) Office.
- Disposition Instructions: PERMANENT.** Cut off at school year end in which new legislation becomes effective. 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.