

# **INDIAN AFFAIRS RECORDS SCHEDULE**

**9100 Series**

**SPECIAL DEPOSIT ACCOUNT (SDA) PROJECT FILES**

**Historical Trust Accounting**

**SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9100**

### **Special Deposit Account (SDA) Project Files**

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**TR-9101-P5**      **SDA Project Case Files**

**NARA JOB #  
N1-075-06-08  
Approved  
9/28/2006**

**Contents:** Records include financial and accounting records documenting transactions within each SDA batch. These records include, but are not limited to, vouchers and schedules of withdrawal and credits (SF-1081), public vouchers for refund (SF-1047), Bureau of Indian Affairs (BIA) intra-bureau cash transaction authorizations (BIA-4285), journal vouchers (SF-1017-G), lease agreements, farming and grazing permits, and may include TAAMS, IRMS, and TFAS reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange by BIA Region and then by SDA account number.

**Official File:** Record copy maintained by originating office.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when project is completed. Maintain in office of record for a maximum of 5 years after cut off, and then retire to the Federal 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 the Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**

## INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 9100**

### **Special Deposit Account (SDA) Project Files**

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**TR-9102-P5**      **SDA Chronological File**

**NARA JOB #  
N1-075-06-08  
Approved  
9/28/2006**

**Contents:** 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 SDA Project 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 chronologically by date received or created.

**Official File:** Field Offices 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 the Federal 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 the Interior and the National Archives and Records Administration.

**Closed Series:** Dates: From 2001 – December 30, 2005

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT**