



United States Department of the Interior  
OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS  
4400 Masthead St. N.E., Albuquerque N.M. 87109

## OST-Wide Policy Memorandum

### Deputy Special Trustee – Program Management Office of Trust Records

**Number:** OST-WPM-TR-5

**Effective:** November 12, 2015

**Expires:** November 12, 2016

### Title: Department Records Schedule (DRS) 1 – Administrative Records

#### 1. Purpose

This interim policy authorizes the Office of Trust Records (OTR) to implement the DRS 1 – Administrative Records. The DRS 1- Administrative Records provides mandatory disposition instructions for administrative records common to all bureaus and offices within the Department of the Interior. Administrative records document daily operations and administrative functions, such as budget, finance, payroll, personnel, procurement, facilities management, as well as travel which support Office of the Special Trustee for American Indians (OST) business operations.

#### 2. Scope

This interim policy applies to all offices and programs within OST.

#### 3. Policy

The use of the new DRS 1 – Administrative Records is mandatory and must be implemented with the effective date of this interim directive. The approved schedule is a day-forward schedule from October 1, 2015, which means all offices and programs shall implement the new schedule to all active administrative records covered under DRS-1. OTR will schedule individual records training sessions and may provide records specific DRS training upon request for program and office staff. Included is a link to a copy of the [DRS 1 – Administrative Records](#).

#### 4. Authority

- A. M-12-18, Memorandum for the Heads of Executive Departments and Agencies and Independent Agencies, Managing Government Records Directive, August 24, 2012

**5. Roles and Responsibilities.**

- A. **Senior Managers**<sup>1</sup>. Comply and ensure that program managers and supervisors are familiar with this interim policy.
- B. **Program Managers and Supervisors**<sup>2</sup>. Comply and ensure Records Contacts, program staff, and anyone else who maintains administrative records are fully aware of, and comply with this interim policy.
- C. **Regional Records Liaisons and Records Management Specialists**<sup>3</sup>. Ensure all designated Records Contacts, Program Managers, Supervisors, and program staff who maintain administrative records receive a copy of this interim policy. Provide guidance, technical assistance, training, and other support as necessary to carry out the terms of this interim policy.
- D. **Records Contacts**<sup>4</sup>. Comply with this interim policy when maintaining administrative records. Disseminate this interim policy within their program offices.

**6. Approval.**

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Debra DuMontier, Deputy Special Trustee

Date

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<sup>1</sup> Senior Managers include Regional Directors, Deputy Regional Directors, Line Officers (e.g. Superintendents), Deputy Special Trustees, and Central Office Directors.

<sup>2</sup> Program Managers and Supervisors include Program Directors, Division Chiefs, Branch Chiefs, and Office Supervisors.

<sup>3</sup> Regional Records Liaisons and Records Management Specialists include Office of Trust Records' field and central office records management representatives.

<sup>4</sup> Records Contacts include the program's designated first point of contact for records management operations and activities.