



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

OST-Wide Policy Memorandum

Deputy Special Trustee – Program Management
Office of Trust Records

Number: OST-WPM-TR-6

Effective: 04/29/2016

Expires: 04/29/2017

Title: Box Criteria Standards

1. **Purpose.** This interim policy authorizes the American Indian Records Repository (AIRR) to implement Box Criteria Standards. The Box Criteria Standards improve records management accountability and economy.
2. **Scope.** This interim policy applies to the Office of the Special Trustee for American Indians, Indian Affairs, and all other Department of the Interior bureaus/offices that maintain Indian Fiduciary Trust Records in accordance with 303 DM 6. This interim policy applies to records created October 1, 2014, and later.
3. **Policy.** Each bureau/office shall ensure the following Box Criteria Standards are applied to each federal record box prior to its shipment to the AIRR:
 - A. Boxes within each accession must contain records from one records series only.
 - B. Boxes contain records that are free of mold and infestation.
 - C. Boxes may contain inactive program/mission-related records with multiple cutoff years for a single record series.
 - D. Maps must be in flat boxes and weigh less than 25 pounds.

4. Roles and Responsibilities.

- A. Senior Managers** (Deputy Special Trustees and Fiduciary Trust Officers). Ensure that program managers and supervisors are familiar with the content of this instruction and implement the interim policy as outlined.
- B. Program Managers and Supervisors** (Program Directors, Division Chiefs, Branch Chiefs, and Office Supervisors). Ensure Records Contacts and anyone who maintains records are fully aware of this interim policy and are in compliance.
- C. Regional Records Liaisons and Records Management Specialists** (Office of Trust Records' field and central office records management representatives). Ensure all designated Records Contacts, Program Managers, Supervisors, and anyone who maintains records receive a copy of this interim policy. Provide guidance, technical assistance, training, and other support, as necessary, to ensure compliance with this interim policy.
- D. Records Contacts** (program's designated first point of contact for records management operations and activities). Comply with this interim policy and ensure its distribution throughout the location(s) served.

5. Approval.

4/29/2016

 **Deb DuMontier**

Signed by: **DEBRA DUMONTIER**
Debra DuMontier, Deputy Special Trustee

Date