

U. S. DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

MAIL AND RECORDS HANDBOOK

Guidelines to:

● MAIL MANAGEMENT

● TELECOMMUNICATION MANAGEMENT

● MICROFILMING

● VITAL RECORDS PROGRAM

● AVAILABILITY OF OFFICIAL
RECORDS TO THE PUBLIC

Supplement Number Two
To Part 15
Office Operations
Bureau of Indian Affairs Manual

OFFICE OPERATIONS
Mail and Records Handbook

FOREWORD

This handbook is designed to provide procedural guidelines on the records management functions in the Bureau with the exceptions of Correspondence, Filing Systems, and Records Disposition which are given attention in other parts of the manual and/or handbooks. This supplement to basic manual material in 15 BIAM 2 and 3 provides general background information on Records Management and more detailed guidelines on Mail Management, Telecommunication Management, Microfilming, Vital Records, and Availability of Official Records to the public. It is designed for use by operating personnel and more specifically to assist the technician working in Records Management.

Guidelines and instructions related to the Bureau's paperwork management functions are being published in 0 BIAM, 15 BIAM, 33 BIAM, and 35 BIAM. In addition to this handbook, 15 BIAM includes instructions on correspondence already published in the "Bureau of Indian Affairs Correspondence Handbook." 15 BIAM will also include handbooks for technicians and clerical personnel on Files Management and Records Disposition.

MAIL AND RECORDS HANDBOOK
Table of Contents

TABLE OF CONTENTS

1. Records Management - General
 - .1 Purpose and Objectives
 - .2 Authority
 - .3 Organization and Responsibilities

2. Mail Management
 - .1 General
 - .2 Guidelines
 - .3 Mail Management Objectives
 - .4 Mail Management Standards
 - .5 Postal Regulations
 - A. Official Mail
 - B. Types of Mail Service
 - C. Nonmailable Matter
 - D. Size Limitations on Mail
 - .6 Official Mailing Indicia
 - A. Policy
 - B. When to Use Official Mailing Indicia
 - C. When Not to Use Official Mailing Indicia
 - D. Official Business Reply Mail
 - .7 Payment for Postal Services
 - A. Responsibility and Method of Estimating Postal Services Costs
 - B. Items Included in Estimate
 - C. Reporting
 - D. Payment
 - E. Postage Meter Requirements
 - F. Reporting Postage Meter Usage
 - .8 Suggested Mailing Practices
 - A. Selection of Envelopes and Mailing Labels
 - B. Addressing for Automation
 - C. Preparation of Mail
 - D. Use of Post Office Stop System (Washington Office)
 - E. Use of Zone Improvement Program (ZIP) Code Designations
 - F. Use of Self-Mailer
 - G. New Types of Mailing Pieces
 - .9 Mail Management Evaluation Criteria

3. Telecommunication Management
 - .1 Guidelines
 - .2 Use of Telephones in Bureau Offices
 - A. General
 - B. Limitations

BIAM REISSUE
FEBRUARY 1984

MAIL AND RECORDS HANDBOOK
Table of Contents

- 4. Micrographics
 - .1 Microphotography
 - .2 Acquisitions
 - .3 Approval of Microphotographic Projects
 - .4 Micrographic Terms
 - A. Aperture Card
 - B. Computer Output Microfilm
 - C. Flat-Bed (Planetary) Camera
 - C. Microcard
 - E. Microcopy
 - F. Microfilm
 - G. Microfiche
 - H. Microfilming
 - I. Microform
 - J. Micrographics
 - K. Micrographic System
 - L. Microimage
 - M. Microprint
 - N. Microreproduction
 - O. Reader
 - P. Reader/Printer
 - Q. Reduction Ratio
 - R. Rotary Camera
 - .5 Basic Uses of Microfilm
 - .6 Limitations
 - A. Roll Microfilm
 - B. Computer Output Microfilm
 - .7 Standards and Procedures
 - .8 Microfilming Service on A Reimbursable Basis
 - .9 Legal Status of Microfilmed Records
 - A. General
 - B. Records Destroyed Under Statutes
 - C. Microfilm Not Covered by Statutes
 - D. Precautions
 - .10 Evaluation of Micrographics Systems
- .5 Vital Records Programs
 - .1 Authority
 - .2 Objectives
 - .3 Responsibility
 - .4 Program Aids
 - .5 Selection of Vital Records

BIAM REISSUE
FEBRUARY 1984

MAIL AND RECORDS HANDBOOK

Table of Contents

- .6 Methods of Protection
- .7 Storage at General Services Administration Depository
- .8 Vital Records Protection Status Reporting

- 6. Availability of Official Records
 - .1 Purpose
 - .2 Responsibilities
 - .3 Clearance of Requests
 - A. Extensive Searches or Reviews
 - B. Records Not Clearly Identified
 - C. Large Quantities of Copies
 - D. Records Not Under the Physical Control of the Bureau
 - .4 Restrictions and/or Exceptions on Disclosure
 - A. Compulsory Process
 - B. Testimony
 - C. Public Information Law 90-23, Subsection (e)
 - D. Documents re Injury or Death of Employees
 - E. Records Relating to Matters in Pending Litigation
 - F. Tribal Records Stored or Housed by the Bureau
 - .5 Records Sought by Indian Claims Attorneys
 - .6 Copies of Official Documents
 - A. Copies Admissible as Evidence
 - B. Authority
 - C. Charges
 - .7 Certifications
 - A. Certifying Officers
 - B. Records as Evidence in Federal Courts
 - C. Other Records
 - D. Limitations

OFFICE OPERATIONS
Mail and Records Handbook

CHAPTER 1 - RECORDS MANAGEMENT - GENERAL

1.1 Purpose and Objectives. The Bureau's overall records or "paperwork" management program is designed to provide for efficient, economic, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all of its records. The objectives of the records management program in the Bureau are:

A. Improve the quality of letters and memoranda so as to facilitate operations through clearer expressions of information and instructions.

B. Reduce costs by simplifying preparation and handling of correspondence, particularly when it is of a repetitive nature.

C. Eliminate unnecessary paperwork.

D. Assure the permanent or extended retention of records having long-range legal, historical, administrative, and other values.

E. Reduce the volume of records by disposition of those of temporary value.

F. Improve the usefulness of the records retained.

G. Minimize the cost of records maintenance.

H. Protect records from loss, alienation, defacing or alteration, or from disposition without appropriate authority.

1.2 Authority. The Federal Records Act of 1950 requires the head of each Federal Agency to establish and maintain an active, continuing program for economical and efficient records management within the agency. Program guidelines are established in Federal Property Management Regulations 101-11.1, entitled Federal Records; General. Parts 430-436 of the Departmental Manual define the purpose, scope, and content of and the responsibilities for records management in the Department of the Interior, and places the responsibility for records management on the head of each Bureau or office.

OFFICE OPERATIONS
Mail and Records Handbook

1.3 Organization and Responsibilities. Responsibility for development and coordination of the Bureau records management program is assigned to the Central Office Management Research Staff. In addition to developing the program, the Management Research Staff conducts continuing studies to maintain effective operations and adequate instructions, maintains liaison with Bureau offices and other Federal agencies to insure compliance with regulations, reviews, operations, and reports necessary for effective administration. The responsibility shall include the following records management program areas:

- Correspondence (15 BIAM)
- Reports (33 BIAM)
- Forms (33 BIAM)
- Directives (0 and 33 BIAM)
- Mail (15 BIAM)
- Files (15 BIAM)
- Records Disposition (15 BIAM)
- Microfilming (15 BIAM)
- Records Availability (15 BIAM)
- Vital Records (15 BIAM)
- Paperwork Automation (35 BIAM)

A. Records and Communications Services will provide administrative services for the Headquarters Office, Washington, D.C., on the following record functions: Mail, files, records disposition, records availability, and vital records.

B. Each Area Director is responsible for development and implementation of the records management program within his area. Under normal circumstances, the responsibility should be assigned to an Area Records Officer with functions similar to those prescribed for the Central Office Management Research Staff, above. Upon assignment, the name, unit, location, and telephone number of the Area Records Officer will be submitted in writing to the Central Office Management Research-Staff. Changes will be reported promptly.

C. Superintendents and heads of operating offices are responsible for the records management program on a local level. This responsibility may be assigned to a local Records Officer in larger agencies.

MAIL AND RECORDS HANDBOOK
Mail Management

CHAPTER 2 - MAIL MANAGEMENT

2.1 General. Mail Management by definition is the application of efficient and economical management techniques to mail processing operations, including receiving, sorting, opening, routing, distribution, delivery, control, pickup, and dispatching of mail.

2.2 Guidelines. The following publications provide additional guidance on mail management and should be available to each mailroom of the Bureau.

A. Mail Management guidelines for the Federal Government including the mail management function, program requirements, and program implementation are established in Federal Property Management Regulations 101-11.304.

B. Departmental Mail Management standards are set forth in 433 DM 1 and 2.

C. Chapter 3 of the BIA Correspondence Handbook includes Bureau instructions pertaining to the selection of envelopes and mailing labels and addressing mail.

D. U.S. Postal Service (U.S.P.S.) regulations are contained in the "Domestic Mail Manual" along with revisions which should be available for use in all mailrooms. Other publications, "Directory of Post Offices" and "International Mail" (Publication 42) and revisions may also be needed. Copies of these publications can be purchased from the Government Printing Office as follows:

All copies needed by offices under the jurisdiction of an Area should be obtained through the Area's Property and Supply Office. Copies required by offices under the Central Office should be obtained through Property and Supply in the Washington Office.

E. For ZIP code requirements, each mailroom should maintain the latest copy of the "National ZIP Code Directory." Copies of this directory can be purchased from the Government Printing Office through the appropriate Property and Supply Office (see D above).

2.3 Mail Management Objectives. Mail Management is designed to improve and expedite operations by the development of efficient and rapid mail handling and routing procedures. The mail handling staff in each office has the following objectives:

A. Deliver all mail promptly to those responsible for action.

B. Institute only minimum and necessary controls to insure or facilitate action within reasonable time limits, or to prove receipt to meet legal or regulatory requirements.

MAIL AND RECORDS HANDBOOK
Mail Management

C. Dispatch all outgoing mail quickly, accurately, and according to regulations.

2.4 Mail Management Standards. Standards for effective mail management within the Bureau shall include:

A. Establishment of central mail receiving and dispatching points, whenever appropriate, to insure economical processing.

B. Development and maintenance of current routing guides to insure prompt and accurate delivery.

C. Development and maintenance of time schedules for mail pickup and delivery to insure efficient messenger service.

D. Development of work measurement data to establish performance standards when volume of mail and number of mail personnel are sufficiently large to warrant the cost of such development. (A minimum of three (3) persons in a mailroom, each doing similar repetitive work on a full-time basis would probably be necessary to justify local development of performance standards.)

2.5 Postal Regulations. Transmission of official mail through postal channels is governed by regulations of the U.S.P.S. contained in the "Domestic Mail Manual." Postal regulations are implemented for Bureau use as follows:

A. Official Mail. Letters, books, reports, maps and drawings, or other material relating exclusively to the business of the Government are termed official mail and may be transmitted at Government expense through facilities provided by the U.S.P.S. Any unofficial matter made a part of or enclosed with official matter removes the entire communication from the category of official mail.

B. Types of Mail Service. The following types of mail service are available for official U.S. Government mail.

(1) Airmail.

Description: Fastest service for international mail weighing 10 ounces or less.

Application: Do not use airmail service on domestic mail.

MAIL AND RECORDS HANDBOOK
Mail Management

(2) Express Mail.

(a) Domestic.

Description: Guaranteed next-day delivery service to over 400 cities nationwide. Programed or regular service available. Depending on volume, could be less expensive than first-class mail.

Application: Check advantages of using this service with your local post office when speed of delivery is critical.

(b) International.

Description: Provides faster but more expensive service than airmail to Australia, Belgium, France, Hong Kong, Japan, Netherlands, and United Kingdom.

Application: Check with your local post office when speed of delivery to these countries is critical.

(3) First-Class Mail.

Description: Fastest service (next to express mail) for domestic mail. Receives same service as airmail. More than 90 percent of first-class domestic mail is delivered within 2 days.

Application: Use for handwritten and typewritten correspondence and other material requiring speedy delivery. NOTE: The Postal Service will treat as first-class mail all pieces weighing 13 ounces or less unless they are endorsed to a lower class.

(4) Priority Mail (heavy pieces).

Description: Fastest available mail service for first-class mail weighing over 13 ounces and other classes over 9 ounces and not more than 70 pounds.

Application: Use only when speed of delivery is critical. NOTE: Pieces over 13 ounces will be treated as third- or fourth-class mail by the Postal Service unless they are endorsed as priority mail.

MAIL AND RECORDS HANDBOOK
Mail Management

(5) Third-Class Mail.

(a) Bulk Rate.

Description: Requires Postal Service permit and special premail sorting and preparation by ZIP codes. Rates are applied to mailings of identical pieces of printed matter and merchandise sent to different addresses in quantities of not less than 50 pounds or 200 pieces. Savings exceed 50 percent of first-class postage on pieces weighing 1 ounce or less.

Application: Use instead of first class for qualifying mail when speedy delivery is not essential.

Each piece must weigh under 16 ounces and must be identical in size, weight, and number of enclosures. The printed textual matter need not be identical. Consult your local post office on bulk-rate mailing permits.

(b) Single-Piece Rate.

Description: Low-cost service for single pieces of printed matter and merchandise weighing over 1 ounce and less than 16 ounces.

Application: Use instead of first class for qualifying mail when speedy delivery is not essential.

(6) Fourth-Class Mail (parcel post).

Description: Lowest cost service for printed matter and merchandise weighing between 16 ounces and 70 pounds. (Postage savings are as much as 70 percent over priority mail.) An even lower special fourth-class rate is available for books weighing up to 70 pounds (no minimum limitation). Qualifying books must contain at least 24 pages, at least 22 of which must be printed and consist wholly of reading matter or bibliography or consist of reading matter with only incidental blank spaces for notation. The Postal Service indicates that 95 percent of parcel post items sent from the Washington, D.C., parcel post facility should be delivered within the 48 contiguous States within 2 to 7 days, depending on distance.

Application: Use for qualifying mail when speedy delivery is not essential.

(7) Registered Mail.

Description: Security service. Movement is controlled throughout the postal system. Delivery can be restricted to the addressee. For an additional fee, a return receipt (proof of delivery) can be obtained from the addressee. Postal indemnity is limited to \$100 for official Government mail.

MAIL AND RECORDS HANDBOOK
Mail Management

Application: Use only when required by law for material that requires extensive security and protection or to transmit SECRET defense-classified material. Obtain return receipts only when proof of receipt by addressee is essential for the records of the sending agency.

(8) Certified Mail.

Description: Proof of delivery service. Available only for first-class and priority mail. The carrier obtains the addressee's signature, which is kept for 2 years by the delivering post office. A return receipt can also be obtained for an additional fee. Certified mail does not offer extra security or payment for loss. Certified mail costs substantially less than registered mail. Restricted delivery may be obtained for an additional fee.

Application: Use only when proof of delivery is essential and the material has no monetary value. Use for CONFIDENTIAL defense-classified material.

(9) Special Delivery.

Description: Receives preferential handling to the extent possible in dispatch and transportation and ensures delivery by addressee's post office on day of receipt.

Application: Use only when specifically required by law or when prompt delivery by receiving post office is essential.

(10) Insured Mail.

Description: Insurance is available for third- and fourth-class and priority mail for protection against loss or damage up to \$200. Restricted delivery and return receipts are available for an additional fee.

Application: Use only when the replacement cost of the item justifies the expense of insurance. Normally, Federal agencies should not insure third- and fourth-class mail.

(11) Restricted Delivery.

Description: Provides means to restrict delivery to addressee or to an agent of the addressee who has been specifically authorized in writing by the addressee to receive restricted delivery mail.

Application: Use only when it is desired to limit delivery to addressee or agent.

MAIL AND RECORDS HANDBOOK
Mail Management

(12) Special Handling.

Description: Provides preferential handling in dispatch and transportation between post offices. Does not provide special delivery.

Application: Use for third- and fourth-class mail when it is necessary to give such material preferential handling. It is less expensive to send a third- or fourth-class parcel by special handling than to send the same parcel by first-class or priority mail.

(13) Return Receipt.

Description: Provides receipt for delivery signed by the addressee or agent. Available for mail that is sent COD, is insured for more than \$15, or is registered or certified.

Application: Use only when it is desired to know to whom or when delivery was made or when a signed receipt is needed.

(14) Military Official Mail. Military Official Mail (MOM) service is available for all official Government mail addressed to an overseas Military Post Office (APO or FPO). MOM receives airlift from the point of exit from the United States to overseas APO's or FPO's at approximately one-half the cost of airmail. Mail sent via MOM is generally transported by land from the mailing point to the post of exit. Because of the savings involved, you should use this service whenever possible. All parcels sent via MOM should be marked with large letters "MOM" to the upper right of the address in the area between the address and the indicium. Envelopes need not be marked.

(15) Intra-agency Mail Service. Mail addressed to persons within an agency who occupy the same or an adjacent building is delivered by the agency's messengers. Under special conditions, the messengers may deliver mail to addressees in other agencies within the same city or area. If additional information is required, attach a routing slip. If a cover is desirable, use a chain envelope such as Standard Form 65-A, -B, or -C, U.S. Government Messenger Envelope. A sealed envelope is seldom used for within-agency mail sent by messenger.

(16) Mail Service Between Agencies.

(a) In many cities an interagency messenger service provides fast pickup and delivery between Federal agencies within that city. In Washington, D.C., this service is called the U.S. Mail and Messenger Service. Postal Service Form OM 2 lists the Washington, D.C., agencies receiving the service and a "Stop" number for each delivery point. Stop numbers are also listed in the Interior Department Telephone Directory. Material should normally be sent

MAIL AND RECORDS HANDBOOK
Mail Management

in one of the three sizes of the U.S. Government Messenger Envelope. Folded material may be sent via interagency messenger service in a plain envelope or in a postage- and fees-paid envelope on which the indicium is lined out.

(b) Don't use the U.S. Mail and Messenger Service for:

- (1) Security classified mail.
- (2) Mail to an addressee not included in the U.S. Mail and Messenger Service.
- (3) Unofficial mail.

(17) Diplomatic Pouch. Agencies can arrange with the State Department for diplomatic pouch service if it is needed. In general, this service is used for official mail to an agency's representatives under the jurisdiction of diplomatic or consular posts abroad. All such mail is dispatched through the Department of State.

C. Nonmailable Matter. The Domestic Mail Manual, Part 124, lists specific items and types of matter which for various reasons are not accepted for transmission by mail. Nonmailable matter described in detail in the Domestic Mail Manual include such things as:

- Harmful matters
- Intoxicating liquor
- Obscene and indecent matter
- Lotteries, false representations, libelous matter
and solicitations in the guise of bills, or
statements of account
- Disloyalty and threats to the President
- Copyright violations
- Certain foreign communications

Some matter is mailable under special rules and include such things as:

- Perishable matter
- Plant quarantines
- Concealable firearms
- Switchblade knives

MAIL AND RECORDS HANDBOOK
Mail Management

Mail matter may not be mailed in any form if done so in violation of postal regulations for such reasons as failure to pay postage, improper size or weight, improper permits, improper addresses, etc.

Postal restrictions should be known and observed in each office. When mailers are in doubt as to whether any matter is properly mailable, they should ask the postmaster. Receipt of nonmailable matter by a Bureau office should be reported immediately to local postal officials.

D. Size Limitations on Mail. New minimum size regulations for all mail became effective July 15, 1979. In addition, a surcharge was imposed for certain nonstandard size mail.

The new minimum size standards require that mail 1/4 inch or less in thickness be:

- (1) at least 3 1/2 inches in height and at least 5 inches long.
- (2) rectangular in shape and;
- (3) at least .007 inches thick.

All mail other than keys and identification devices not meeting these standards will be returned to the sender.

A surcharge is imposed for first-class mail weighing one ounce or less and single piece rate third-class mail weighing two ounces or less which does not meet the new size standards.

Mail in these categories will be nonstandard if it exceeds 6 1/8 inches in height or 11 1/2 inches in length or 1/4 inch in thickness, or if its length is less than 1.3 times the height or more than 2.5 times the height.

2.6 Official Mailing Indicia.

A. Policy.

(1) All official mail, except metered and stamped, shall bear the eagle symbol and the legend "Postage and Fees Paid, U.S. Department of the Interior" in the upper right corner. No other postage is required. This legend may not be handwritten or typewritten. It may be applied by rubber stamp. It must include the pertinent U.S.P.S. Revenue Pieces Weight Processing Code, which is "INT-414" for BIA.

POSTAGE AND FEES PAID
U. S. DEPARTMENT OF THE INTERIOR
INT-414



BIAM REISSUE
FEBRUARY 1984

MAIL AND RECORDS HANDBOOK
Mail Management

(2) Official mail matter sent as "Postage and Fees Paid" must show in the left corner of the address side, the name and address of the Department, bureau, or office; "Official Business;" and "Penalty for Private Use, \$300."

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
WASHINGTON, D. C. 20245

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300

B. When to Use Official Mailing Indicia. Official mailing indicia shall be used for all official mail except metered and stamped, sent through the U.S.P.S. facilities. This includes special delivery, registered and certified mail, parcel post, foreign mail, etc.

C. When Not to Use Official Mailing Indicia. Official mailing indicia or government postage meter shall not be used under the following conditions:

(1) By employees for personal communication. (The submission of an application for employment or an application in a competitive Civil Service examination is considered to be a personal matter when first submitted to an agency; thereafter, it becomes official Government business. The applicant must, therefore, pay his own postage for the initial submission.)

Penalty. "Whoever makes use of any official envelope or endorsement authorized by law to avoid the payment of postage or registry fee on his private letter, packet, package, or other matter in the mail, shall be fined not more than \$300." (18 USC 1719)

(2) For the transmission of official communications between offices served by bureau messengers. U.S. Government Messenger Envelopes (SF-65) should be used.

(3) For storage or inside envelopes.

BIAM REISSUE
FEBRUARY 1984

MAIL AND RECORD HANDBOOK
Mail Management

D. Official Business Reply Mail. Effective September 1, 1980, Federal agencies will be required to obtain business reply permits if they wish to distribute official envelopes, cards, cartons, or labels to persons or organizations when an official response is desired. The printing of business reply envelopes requires a special format. Normally, commercial-size number 9 business reply envelopes should be used to accommodate materials that are smaller than 8.5 by 11 inches. However, other sizes may be used for special purposes. Agencies should initiate action soon to obtain business reply envelopes promptly, in order to have an adequate supply by September 1. For additional information, see Postal Bulletin No. 21228, dated January 17, 1980.

(1) Purpose. This provides guidance on design, control, and use of envelopes for official business reply mail. It implements applicable requirements of Part 137 of the U.S. Postal Service Domestic Mail Manual.

(2) Definition. Official business reply mail consists of mail pieces returned to any official address in the Bureau, via the U.S. Postal Service, by mailers outside the Federal government, for which the return postage is paid for by the Bureau. It includes any first class mail piece for which the Bureau furnished a return envelope to a specific respondent, or distributed cards or envelopes for general use.

(3) Applicability. The decision to employ official business reply mail rests with the program organization responsible for management of funds to which return postage will be charged. The decision normally will be made on the basis of whether payment of respondent's postage in replying to that organization will be justified to the extent that the program or effort is improved or enhanced significantly, compared to what results may be if respondents paid their own postage. The presence of the following criteria may indicate the use of business reply mail.

(a) There is no legal or statutory requirement to reply.

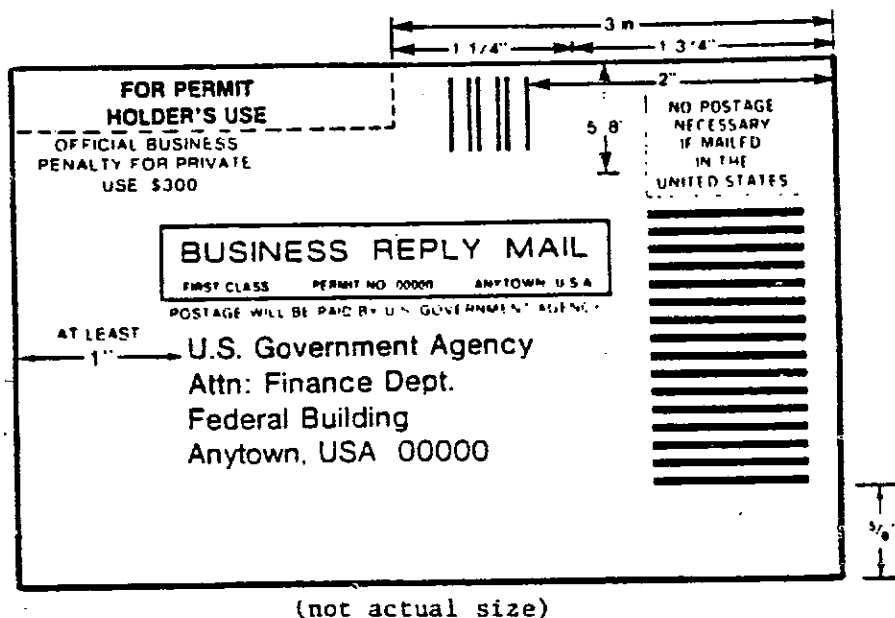
(b) It will improve the results of surveys, reviews, and polls to the benefit of the Government.

(c) It will assist citizens in their voluntary application for information or services, or will improve the collection of essential information voluntarily furnished the Government.

(4) Envelopes.

(a) Design. In addition to size standards, there are specific design standards incorporating required information, which official business reply envelopes must meet. See Illustration 1.

MAIL AND RECORDS HANDBOOK
Mail Management



(not actual size)

Illustration 1

(b) Control. The method of charging postage and the amount charged is significantly different for official business reply mail as compared with official penalty mail. Business reply envelopes will be controlled by using organizations, and will not be open-stock items as are official stationery and penalty envelopes.

(5) Permit. Use of official business reply mail requires a paid permit from the U.S. Postal Service, which is obtained under the provisions of Part 137.273F, Domestic Mail Manual. The Bureau may obtain a single permit to cover all specifically identified field addresses to which official business reply mail will be delivered. The Division of Management Research and Evaluation will evaluate program needs for Business Reply mail and obtain the Bureau's permit if warranted.

(6) Payment for Postage and Fees. Returned official business reply mail is charged to the Bureau on a piece-by-piece basis, as opposed to charges based on sampling for official outgoing penalty mail. Accounting for returned mail pieces will be made at destination Post Offices before delivery. Actual payment will be included in the total postage payment to the U.S. Postal Service in accordance with procedures set forth in 31. DM 2.

**BIAM REISSUE
FEBRUARY 1984**

MAIL AND RECORD HANDBOOK
Mail Management

(7) References. The following contain information bearing upon the use of official business reply mail, and should be reviewed before initiation of its use.

- (a) Part 137.25, U.S. Postal Service Domestic Mail Manual
- (b) Chapter I of the Department's Correspondence and Mail Handbook, (433 DM)
- (c) 312 DM 2
- (d) "Payment for Official Mail, Fiscal Year 19XX" issued annually by the Finance Group, U.S.P.S. Headquarters, Washington, D.C. 20260.

2.7 Payment for Postal Services. Procedures for the payment of postage and transmission of all official mail matter are in accordance with an agreement negotiated annually between the Department of the Interior and the U.S.P.S. and are applicable to all offices of the Bureau.

Bureau procedures are as follows based on current Department of Interior instructions:

A. Responsibility and Method of Estimating Postal Services Costs. Each Bureau office (Central Office, Area Office, Agency, School, etc.) which dispatches mail shall be responsible for estimating postal costs based on a sampling technique unless they use a postage meter. An actual count of mail processed by each office shall be made during two weeks of each year. The sampling periods are selected by the U.S.P.S. each year on a random basis. MR&E will notify all offices when sampling is to be done and what forms are to be used.

B. Items Included in Estimate. Estimates of Postal Service costs shall include all official matter entered in the United States Postal Service, such as ordinary first-class mail, special delivery, registered mail, foreign mail, parcel post, periodicals, postage-due items, proof of mailings, reply cards or envelopes, return receipts, etc.

C. Reporting. Agencies, offices, schools, etc., are required to submit their completed reports to their area level for consolidation immediately following each sampling period. Consolidated Area reports and reports from any other reporting offices shall be promptly submitted to the Central Office, Division of Management Research and Evaluation. Based on reports received, Management Research and Evaluation will prepare the annual consolidated report to the U.S.P.S.

**BIAM REISSUE
FEBRUARY 1984**

MAIL AND RECORDS HANDBOOK
Mail Management

D. Payment. Rates of postage and fees for use in estimating yearly postal charges are prescribed in Subchapter 130 of the Domestic Mail Manual. Quarterly billings by the U.S.P.S. are based on one-quarter of the Bureau's fiscal year estimate and submitted to the Bureau on Standard Form 1080.

Bureau offices desiring to review the postal payment procedures more thoroughly may wish to refer to the Department Manual, Part 312.2.

E. Postage Meter Requirements. Some offices in the Bureau now use postage meters. These offices are exempt from the sampling requirements above, but must meet other requirements. In "Payment for Official Mail - Fiscal Year 1980," the U.S.P.S. lists the following requirements:

- (1) The using agency will be required to rent their own meters.
- (2) The using agency will maintain a daily record of meter register readings, PS Form 3602-A.
- (3) The using agency will report monthly or quarterly the ascending and descending meter register readings.
- (4) The using agency will adhere to all regulations relating to commercial meter licenses such as preparation, place of deposit and dating.

F. Reporting Postage Meter Usage. In order to comply with E(3) above, each office using a postage meter shall report its final ascending and descending meter register readings for each quarter to MR&E immediately following the close of the quarter. MR&E will consolidate these figures and report them to the U.S.P.S.

2.8 Suggested Mailing Practices.

A. Selection of Envelopes and Mailing Labels. Before correspondence is sent to an addressee, an envelope or mailing label must be prepared. The only exception is internal mail that will be delivered by an agency messenger or consolidated in the mailroom for forwarding to agency field offices. This mail does not need to be enveloped. If such mail contains sufficient address information after the "To:" caption, it can be sent without further addressing.

The types of envelopes and labels that may be used are described in the Bureau Correspondence Handbook, 15 BIAM, Supplement 1, Part I, Chapter 3. You may requisition envelopes that are listed in the Stores Stock Catalog issued by the Federal Supply Service, General Services Administration. Envelopes are also available under Federal Supply Schedule Contract (see FSC Class 7530: Envelopes, Printed and Plain).

MAIL AND RECORDS HANDBOOK
Mail Management

B. Addressing for Automation. Mailing envelopes and labels will be addressed according to guidance from the U.S. Postal Service. Illustration 2 provides current U.S.P.S. guidance to ensure that automated devices in post offices will be able to handle them expeditiously.

1 BASIC FORMAT

The address area should be in block form with all of the lines having a uniform left margin. It should be at least 1 inch from the left edge of the envelope and at least 5/8 inch up from the bottom of the envelope. No print should appear to the right or below it.

6 ACCOUNT NUMBERS, DATES, ATTENTION LINES etc.

Enter these on any line of the address block above the second line from the bottom.

2 UNIT NUMBER

Mail addressed to occupants of multiunit buildings should include the number of the apartment, room, suite, or other unit. The unit number should appear immediately after the street address on the same line—never above, below or in front of the street address.

5 STREET ADDRESS OR BOX NUMBER

These should be placed on the line immediately above the city, state, and ZIP Code. When indicating a box number at a particular station, the box number should precede the station name.

Correct spelling of street names is essential since some machines match the names in the address to those like it on the machine's memory.

**GENERAL XYZ CORP
ATTN MR C P JONES
1000 MAIN ST ROOM 4325
DETROIT MI 48217**

3 CITY STATE AND ZIP CODE

These should appear in that sequence on the bottom line of the address-block. This is where automatic sorting equipment is instructed to look for this information.

Mail presorted by ZIP Codes bypasses many processing steps in the post office and can get to its destination quicker.

4 WINDOW ENVELOPES

Inserts and envelopes must be matched so that the address will show through the window no matter how much the insert slides around in the envelope. There should be at least 1/4 inch between the address and the left, right, and bottom edges of the window whatever the position of the insert.

Illustration 2

MAIL AND RECORDS HANDBOOK

Mail Management

C. Preparation of Mail. The following guidelines should be observed in preparing mail to expedite handling by the U.S.P.S.

(1) Letter-size envelopes should not exceed 1/4 inch in thickness. This means about four sheets of bond paper or eight tissue weight sheets, or equivalent combinations. "Non-Machinable" should be written above the address on any letter-size envelope that is thicker than 1/4 inch after it has been stuffed and sealed.

(2) All envelopes should be pressed flat before sealing to remove as much air as possible. Each mail piece should be sealed securely. However, in the case of registered mail, U.S.P.S. regulations forbid the placing of paper strips, cellophane tape, or wax or paper seals over the intersection of the flaps on the envelope or package where the special postmark impressions will be made.

(3) Official matter in the form of letter mail, or other matter classified as first-class when mailed by the public, is given the same preferential treatment accorded first-class mail and should be sacked separately from mail that is not given preferential treatment.

(4) Printed and other official matter under the classification of second-, third-, or fourth-class is treated in the same manner in which mail of these classes is handled when mailed by the public. Mail weighing in excess of four pounds should be bagged separately.

(5) The indication of type of service desired, when other than regular mail, may be made on the envelope, card, packages, etc., by rubber stamping, hand printing, typewriter, or by overprinting when the volume of a particular service warrants.

(6) To the extent practicable, daily mailings to the same addressee should be consolidated.

(7) Mail sacks for quantity mailings and labels for identifying the contents may be obtained from the local post offices.

(8) Quantity mailings should be tied with all addresses facing the same way to facilitate cancellation and distribution by the U.S.P.S. Mail addressed to the same city or State should be tied together.

(9) Computerized systems should be programmed, when possible, so that addressed are produced in ZIP Code sequence. The mail should then be tied in bundles by ZIP Code.

**BIAM REISSUE
FEBRUARY 1984**

MAIL AND RECORDS HANDBOOK
Mail Management

D. Use of Post Office Stop System (Washington Office). The Post Office stop system is designed to expedite the delivery of Congressional mail and of mail to other Government agencies in the Washington, D.C., area. Stop mail is kept separate from other outgoing mail in our mailroom and at the Post Office. Several processing steps are eliminated within the Post Office resulting in more rapid delivery. This service is confined to Government agencies and Congress. No deliveries or collections are made at private residences or commercial establishments.

Under the stop system, Government agencies or bureaus and both houses of Congress have been assigned stop numbers which identify them. The Bureau's stop number is 264. The stop numbers which have been assigned to Government agencies and bureaus appear in the back of the Department of Interior Telephone Directory.

E. Use of Zone Improvement Program (ZIP) Code Designations. ZIP Code is a five-digit national coding plan which identifies each postal delivery unit and links that unit with a major post office through which mail is routed for delivery. The first digit identifies one of 10 large geographical areas of the Nation. The first three digits identify a major city or major distribution point (sectional center). The five digits together identify an individual post office, an area within a city, or a specific delivery unit.

(1) The ZIP Code shall be used on envelopes (except when the stop system is used), stationery and publications or whenever an office address is shown. It shall be included in the address portion of all outgoing letters as well as on the envelopes (except on envelopes sent under the stop system). The ZIP Code shall appear on the last line of both the address of destination and return address following the city and State. Not less than two nor more than six spaces should be left between the last letter of the State and the first digit of the code.

(2) Applications, questionnaires, and other forms which contain spaces for inserting addresses shall also contain the words "ZIP CODE" and space for the insertion of the "ZIP CODE" number following the "City and State."

(3) ZIP Coded mailing lists will be added to or corrected without charge by the post office. The lists should be submitted to the local postmaster on printed or typed cards.

(4) City ZIP Code directories are furnished free. They may be obtained from the postmasters of the multi-coded cities.

MAIL AND RECORDS HANDBOOK
Mail Management

(5) Publication 65, National ZIP Code Directory, replaces the State ZIP Code Directory. This publication contains a ZIP Code for each mailing address within the Nation. Arranged alphabetically by State, it provides a listing of all post offices, stations, and branches, with the appropriate five-digit ZIP Code for each delivery area. This publication will be updated annually as needed to include up-to-date street listings and ZIP Code changes. The U.S.P.S. will not furnish copies for free distribution to the agencies. As new editions of the directory are announced, the Department's Printing Section will contact the bureaus and offices for their requirements, as prescribed in 314 DM 9.

F. Use of Self-Mailer. A "self-mailer" is a mail piece that has no outer cover, wrapping, or envelope for the material being mailed. A self-mailer can be a folded or unfolded post card, a single sheet, or a number of sheets. The use of a self-mailer is permissible under the following conditions:

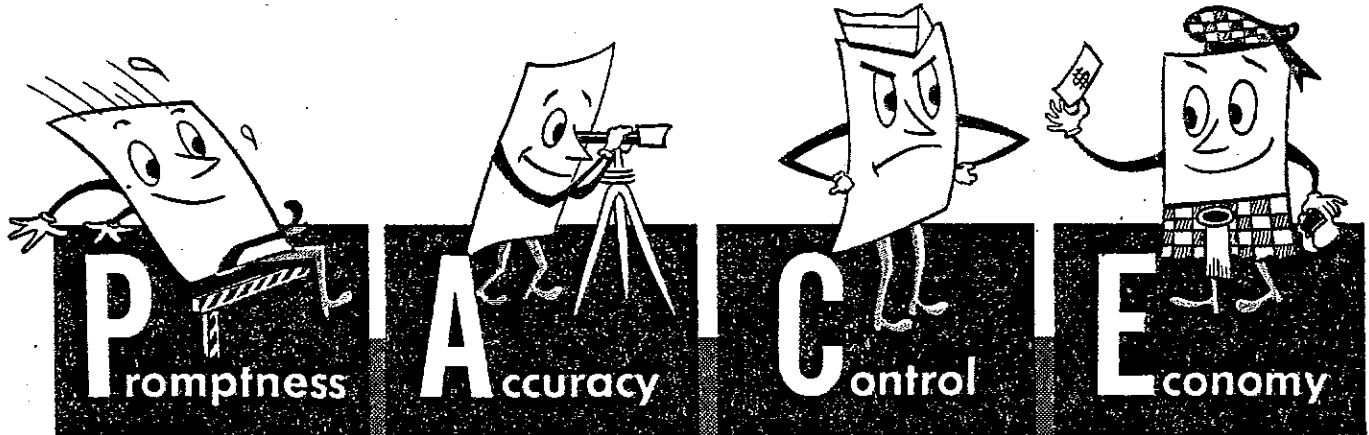
- (1) The pieces should be folded flat, including those made up in state bundles. If practical, pieces should be folded to letter size to aid distribution by postal employees. Individual pieces must be fastened on the longest open edge. It is preferred that they be fastened on all three open edges. A gummed fastener is preferable but staples may be used if they lie completely flat and do not stick up to catch. The edges need not be fastened when a number of pieces, all having the same post office in the addresses, are placed in a bundle.
- (2) Pieces that cannot be folded to letter size without damage, such as multi-page booklets and magazines, need not be sealed on more than one edge (the "spine" or binding edge.)
- (3) When double reply cards are used, the cards should be fastened with at least one gummed fastener or flat staple as described above. The reply portion when detached must also conform with the requirements for letter-size mail.
- (4) Self-mailers that are not presorted, faced, and tied in bundles by ZIP Code must meet all requirements for envelopes or single cards, including size, weight, shape, construction, addressing, color, and complete sealing.
- (5) Self-mailers not meeting envelope or single card requirements may be mailed as third-class mail preferably, or as first-class mail if necessary for more rapid handling. They must be presorted, faced, and tied by ZIP Code.
- (6) A clear rectangular space, not less than 2 3/4 by 4 inches, should be provided on the self-mailer for return address, penalty or postage indicia, name and address of addressee, postal endorsements, and other pertinent matter.

MAIL AND RECORDS HANDBOOK
Mail Management

G. New Types of Mailing Pieces. When an office plans to prepare large quantities of mailing pieces which are not of standard form or design, a sample should be submitted to the U.S.P.S., Washington, D.C. 20260.

2.9 Mail Management Evaluation Criteria. Inefficient mail operations may be indicated by the following danger signals: (1) When the elapsed time exceeds four working hours between receipt of a letter in the mailroom and its delivery to the action unit, and (2) when more than 15% of incoming mail is controlled by the use of a mail control form.

MAIL MANAGEMENT GUIDES 15 BIAM 2



- | | | | |
|---------------------------------|-------------------------------|--|--|
| 1. Route to action office first | 7. Define who gets what mail | 13. Delegate signing authority | 19. Reduce number of sorts |
| 2. Use copy for joint action | 8. Specify reply points | 14. Organize for direct delivery | 20. Limit time stamping |
| 3. Set reply time limits | 9. Develop routing guide | 15. Record only significant mail | 21. Restrict copy making |
| 4. Limit clearances, reviews | 10. Deliver mail unopened | 16. Control a document at one point | 22. Use bulk mailing, window envelopes |
| 5. Limit rewrites | 11. Use office symbols | 17. Avoid overlapping messenger routes | 23. Use labor saving devices |
| 6. Follow up in action office | 12. Put procedures in writing | 18. Tailor messenger schedules | 24. Select right postal service |

POSTAGE AND FEES PAID PLAN
QUANTITIES REFLECTED IN ONE WEEK'S COUNT OF MAILINGS

OFFICE _____ FOR WEEK OF _____

A. REGULAR MAILINGS

Type and Size	Service	Unit Rate	Quantity	Total Cost
<u>ENVELOPES, etc.:</u>				
<u>SMALL</u> - up to 5 3/4" x 11 1/2".....	First-class	\$.08	_____	_____
	Airmail	.11	_____	_____
<u>LARGE</u> - up to 11" x 13" & weighing 5 oz. or less	First Class	.24	_____	_____
	Airmail	.40	_____	_____
<u>ODD-SIZE</u> - Over 11" x 13" or weighing over 5 oz.	First-Class	.65	_____	_____
	Airmail	1.20	_____	_____
<u>PACKAGES:</u> Packages will be given parcel post service unless endorsed "Priority Mail."				
<u>SMALL</u> - 14 lbs. or less (Recommended maximum size 11" x 9" x 10")	Fourth-class**	1.50	_____	_____
	Priority	4.00	_____	_____
<u>MEDIUM</u> - Over 14 lbs. but not over 27 lbs. (Recommended maximum size 11" x 9" x 20")	Fourth class**	3.00	_____	_____
	Priority	12.00	_____	_____
<u>LARGE</u> - Over 27 lbs. but not over 40 lbs. (Over size 11" x 9" x 20")	Fourth-class**	4.25	_____	_____
	Priority	18.50	_____	_____
<u>EXTRA LARGE</u> - Up to 100" length & girth over 40 lbs. but not over 70 lbs.	Fourth-class**	6.50	_____	_____
	Priority	31.00	_____	_____

* Second, Third and Fourth-class Offices
** Registered mail must be sent Airmail, First-class or Priority

B. SPECIAL SERVICES

Matter Receipted on Delivery	Unit Cost	Quantity	Total Cost
Registered mail (Limit \$100 POD Indemnity).....	1.20	_____	_____
Certified mail.....	.30	_____	_____
Restricted delivery.....	.50	_____	_____
Return receipts.....	.15	_____	_____
Insured mail (Limit \$200 POD Indemnity).....	.40	_____	_____
<u>Other Services</u>			
Special delivery.....	.75	_____	_____
Foreign (double rate of 2A or International Rates)	_____	_____
Postage due.....	.15	_____	_____
Form 3547 (Change of Address).....	.10	_____	_____
Return mail, etc.....	.15	_____	_____
Incoming reply envelopes furnished to obtain official information:			
<u>SMALL</u> - up to 5 3/4" x 11 1/2".....	.08	_____	_____
<u>LARGE</u> - up to 11" x 13".....	.24	_____	_____
Total Cost			

C. EXCEPTIONS TO PRECEDING UNIT RATES:

<u>PIECE THIRD-CLASS RATES:</u> (Must be endorsed Third-class)			
<u>SMALL</u> size - less than 5 3/4" x 11 1/2".....	.08	_____	_____
<u>LARGE</u> size - over 5 3/4" x 11 1/2".....		_____	_____
Weighing 7 oz. or less.....	.20	_____	_____
Weighing in excess of 7 oz.....	.48	_____	_____
<u>POST CARD RATES</u>			
Must be thickness .007" to .0095" and not less than 3 1/4" x 4 1/4" and not more than 4 1/4" x 6"			
Regular mail.....	.06	_____	_____
Airmail.....	.09	_____	_____

TOTALS.....

SUPPLEMENTAL QUANTITIES OF MAILINGS (Not included above)
one time voluminous or mass mailings. Please identify as once a year quarter, month, etc.....

TOTALS.....

OFFICE OPERATIONS
Mail and Records Handbook

CHAPTER 3 - TELECOMMUNICATION MANAGEMENT

3.1 Guidelines

A. Chapter 4 of the BIA Correspondence Handbook includes Bureau instructions pertaining to the following:

1. Types of Telegraphic Messages
2. Precedence
3. Typing of Message
4. Copies
5. Telegraphic Style
6. Bureau Telecommunications

B. Part 101-35 of Federal Property Management Regulations prescribes policies and methods governing the utilization by executive agencies of telecommunications within the United States.

3.2 Use of Telephones in Bureau Offices

A. General. The use of telephones in Bureau offices will accomplish prompt and efficient handling of Government business and will contribute toward a savings in paperwork and costs. For these reasons, the use of telephones in transacting Government business is encouraged.

B. Limitations

1. Use of Recording Machines. No officer or employee of the Bureau shall use machines for recording telephone conversations, except in those instances where machines are a regular part of the operating equipment for power dispatching and similar purposes. Each such exception shall be subject to advance Secretarial approval. Where approved, the recording equipment shall be operated so as to give adequate notice to the parties to the call and shall be used only for the purposes outlined in the statement-of justification. Secretarial approval shall be secured through the submission of a statement describing the nature of the equipment to be used, provisions for warning devices, the types of calls for which it will be used, and the justification for recording to the Central Office, Attention, Management Research Staff.

OFFICE OPERATIONS
Mail and Records Handbook

2. Stenographic Monitoring of Telephone Calls.

Except as provided herein, no officer or employee of the Bureau shall authorize or permit the practice of monitoring telephone conversations with persons within or outside the Bureau. During the course of a telephone conversation, a third party may be permitted to come on the line after adequate notice to the other party has been given to take notes on this portion of the conversation. This practice shall be strictly limited to cases of real need. The monitoring shall be terminated with notice to the other party as soon as this portion of the telephone call is completed.

3. Unauthorized Use of Bureau Telephone Facilities.

The use of official telephones for personal calls is prohibited except in cases of emergency where public communication facilities are unavailable or where use of such facilities is impractical. It is the responsibility of the heads of offices to establish criteria which will result in compliance with this policy. When unofficial calls of an emergency nature are permitted, and these involve long distance (toll or message units) charges to the Government, such amounts must be recovered from the individual making or receiving the call.

MAIL AND RECORDS HANDBOOK
Micrographics

4. MICROGRAPHICS

4.1 Micrographics. Authorities and standards for micrographics are covered in the Federal Property Management Regulations Subpart 101-11.5 and in 437 DM 1.

4.2 Acquisitions.

A. No microfilming equipment may be purchased where the cost is in excess of \$50,000 without prior approval from the Central Office. This limitation applies regardless of the source from which microfilming equipment is obtained.

B. Acquisition of services outside the Bureau involving an annual cost in excess of \$10,000 will be subject to approval from the Central Office.

C. No microfilm project which contemplates the destruction of the original records may be undertaken until authority for the destruction of the records has first been obtained from the National Archives and Records Service, through the Central Office, in accordance with FPMR 101-11.406-2. The Standard Form 115 shall provide for the disposition of the original records and microforms. The SF-115 shall include the following certification: "This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506."

D. Procurement of Computer Output Microfilm is subject to the provisions of 41 CFR 101-32 which covers automatic data processing equipment.

4.3 Approval of Microphotographic Projects.

A. The Division of Management Research and Evaluation will be responsible for obtaining Departmental approval for new or extensions of existing micrographics applications involving equipment costs in excess of \$50,000 and/or acquisition of services involving an annual cost in excess of \$10,000. MR&E shall forward such applications and the proposed equipment and/or service requisitions to the Office of Information Resources Management (Attention: Paperwork Management) for review and approval or other recommendation.

B. Each proposed microfilm project submitted to the Central Office for approval shall indicate:

(1) A comparison of the current system versus the proposed system to determine the need for the documents or information and the use which they are put.

BIAM REISSUE
FEBRUARY 1984

MAIL AND RECORDS HANDBOOK
Micrographics

(2) Alternative considerations to micrographics including:

(a) Revising records control schedules to provide for the disposition of paper records by disposal by transfer of inactive paper records to the Federal records centers, or by offer of permanently valuable paper records to the National Archives and Records Service; and

(b) Improving current retrieval and distribution procedures using paper records.

(3) Consideration of all feasible alternative methods of creating the microform records, such as:

- (a) Purchase, lease, or lease-purchase of equipment;
- (b) Sharing micrographic equipment already in BIA;
- (c) Using the micrographic facility of another agency;
- (d) Contracting with NARS for reimbursable micrographic services;
- (e) Contracting with a commercial services firm;
- (f) Other alternatives identified in the cost analysis.

(4) An analysis of the workload and staffing requirements to ensure sufficient trained personnel to operate and maintain the micrographic system.

(5) An examination of the information needs of the user when determining reduction ratio, format, quality control procedures, viewing equipment and user training.

(6) A review of equipment to ensure compatibility within the Bureau and those used to transmit information to other agencies and the public.

(7) A determination of the availability and cost of specialized space requirements, i.e., temperature, humidity control, or plumbing.

(8) A cost/benefit analysis in accordance with Office of Management and Budget (OMB) Circular A-76, if it meets the guidelines described therein.

Local administrative review, evaluation, and clearance procedures should be documented based on these guidelines and followed for projects which do not require Central Office approval.

Each microfilm proposal should be considered both in relation to purposes for which the process may be used effectively and to the limitations inherent in the process.

4.4 Micrographic Terms. Some of the more commonly used micrographic terms are:

A. Aperture Card: A file or punched tabulating card with a rectangular cut-out specifically designed for mounting a film image.

B. Computer Output Microfilm (COM): Microfilm containing data produced by a recorder from computer generated signals.

C. Flat-Bed (Planetary) Camera: A microfilm camera mounted over a flat table-type photographic area. The document is placed on the flat surface, the picture is taken, and the document is removed by hand. The document remains stationary on the table during the entire photographic process.

D. Microcard: A patented microform, generally a standard size library catalog card, having on it only a catalog entry in more or less the usual form but also, in greatly reduced microprint, the text of the book or other item described in the entry.

E. Microcopy: A photographic reproduction of a document or a document series so reduced in size that magnification is required for legibility. Generally, an authorized microcopy may be substituted legally for an original (paper) document that has been destroyed after microfilming. (See 4.2C).

F. Microfilm:

(1) Raw (unexposed and unprocessed) film with characteristics that make it suitable for use in micrographics;

(2) The process of recording microimages on film; and

(3) A fine-grain, high-resolution photographic film containing an image greatly reduced in size from the original.

G. Microfiche: A microproduction of multiple images on a sheet or cut film rather than roll film. Includes necessary indexing or cataloging information.

H. Microfilming: Producing miniature photographic film images of records.

I. Microform: Any form of micrographics containing microimages.

BIAM REISSUE
FEBRUARY 1984

MAIL AND RECORDS HANDBOOK
Micrographics

J. Micrographics: The science and technology of document and information microfilming and associated microform systems.

K. Micrographic System: A configuration of equipment and procedures for the production, reproduction, maintenance, storage, retrieval, display, or use of microforms. A micrographic system may involve one or more, but not necessarily all, of the functions listed.

L. Microimage: A unit of information, such as a page of text or a drawing, that has been made too small to be read without magnification.

M. Microprint: A paper print made from a microminiature image of the same size as the negative. A method of combining microfilming with conventional printing to produce one hundred pages of text on each side of a 6 by 9 inch sheet of paper.

N. Microreproduction: A copy too small to be read without the aid of magnification. Also, the process of reproducing such a copy.

O. Reader: A device for projecting an enlarged readable microimage.

P. Reader-Printer: A machine which combines a reader with a device for making readable paper copies of the microimage.

Q. Reduction Ratio: Difference in size between a document and its microfilm image. It is expressed as the linear dimension of the original document in proportion to the linear dimension of the document as it appears in the image.

R. Rotary Camera: A camera used in microfilming, so named because of the rotating drum over which papers are fed to be photographed. It differs from the flat-bed camera in that the paper is in motion during the entire time it is being photographed. As the paper passes a slot, the film is moved at the same relative rate of speed. Full illumination is provided only during the time the paper is passing the slot or drum aperture. No shutter is used with the lens, and exposure is determined usually by light intensity.

4.5 Basic Uses of Micrographics:

A. To save labor and time in performing repetitive operations. -

One of the beneficial uses of micrographics is to save labor and time in performing repetitive operations. Performing repetitive tasks by means of microphotography may also effect a monetary savings over other methods. The use of micrographics may save time and expense in the following respects: expedite the work flow; reduce handling; reduce requirements for supplies,

MAIL AND RECORDS HANDBOOK
Micrographics

equipment, and space; shorten searching time; eliminate standby time; or reduce mailing and transportation costs. The type of savings anticipated should be identified in project justifications or evaluations. They should also be included in cost reduction and management improvement programs.

B. To insure the safety of essential records.

Records which have been determined to be essential may be microfilmed as insurance against loss. The paper records then may be retained at the point of origin and the microfilm/microfiche stored at an alternate site. The process is particularly beneficial when storage space is critical at the alternate storage location, since microfilming may reduce the bulk of a given quantity of records by as much as 98 percent.

C. To duplicate records in microfilm or paper print form.

When more than one copy of a document is required for research or processing, it may be advantageous to use microfilm. The advantages of using microfilm to duplicate records are the speed with which they may be copied, the comparatively low cost of the film, and the compactness of the microfilm file. Generally, all microfilming results in the duplication of paper records in film or reproduced paper form. This use of microfilm, however, is distinguished from space and equipment savings projects by the fact that no destruction of the paper records is contemplated at the time the records are photographed.

D. To save space and equipment in storing records.

Microfilm may be a desirable method to reduce space of equipment requirements, either when the paper copy is to be destroyed after microfilming or when the paper copy will be retained at another site. The desirability of microfilming to save the cost of space and filing equipment must be judged on the basis of savings in space and equipment costs after the costs of microfilming has been deducted. Prompt disposal of valueless records and prompt retirement of other records in compliance with disposition standards contained in regulations governing the disposition of records are the two major means for reducing recordkeeping costs. These means must be explored fully before microfilming is undertaken to save space or equipment.

E. To preserve deteriorating records.

When records of permanent value are found to be deteriorating or becoming brittle because of poor quality paper stock or fading, microfilming may prove to be one of the most economical methods of preserving the information contained in the records. Permanent records which are becoming badly mutilated through constant use may also be preserved on microfilm.

BIAM REISSUE
FEBRUARY 1984

MAIL AND RECORDS HANDBOOK
Micrographics

4.6 Limitations.

A. Roll Microfilm. Some significant limitations are:

- (1) Cost of preparing records for filming including removal of disposable material.
 - (2) Cost of filming as compared to storage of records at the Federal Records Center.
 - (3) Inconvenience of comparison of images on the same film and of references to retakes spliced into the beginning of a reel.
- Comparing documents on a microfilm reader can become a difficult and time consuming operation. The reason for this difficulty is that the image of one document disappears from view when the film is moved forward or backward to the photographic image of another document. Unless the searcher's memory is exceptionally good, a notation of the data appearing on the first record will have to be made before winding the film to the second document. This is less convenient than having the paper records side by side.
- (4) Necessity to overcome photographic difficulties caused by the physical characteristics of the records.

Wide variations in physical characteristics, particularly in colors of paper and amount of contrast between the legend and the paper color, make the production of good quality microfilm difficult. A good film image normally can be produced when the amount of exposure is adjusted accurately for each document. However, when large numbers of documents must be filmed each day the precise adjustment of exposure for each document must be smoothed and flattened and the filing sequence of documents must be maintained. In view of the many difficulties normally encountered, the microfilming of a typical file is far from an automatic process of feeding papers through a high-speed camera. Experience has shown that trained personnel and technically competent supervisors are required to produce quality microfilm.

- (5) Inability to conveniently interfile material after filming if the film is kept in rolls.

Once a file has been microfilmed, it is very difficult and costly to add, in its normal sequence, material subsequently received. If a chronological correspondence file is to be microfilmed, for example, the files must be cut off on a predetermined date and the microfilm should not include material received subsequent to that date. This creates difficulties with replies received after the cutoff date of the basic communication. The usual solution to this problem is to postpone microfilming until the files are closed completely. An alternate method of solving this problem is to microfilm additional

MAIL AND RECORDS HANDBOOK
Micrographics

papers on a supplemental reel and to cross-index to the original files. This system, however, necessitates reference to two or more film reels when information from the file is required.

(6) Difficulties of utilizing microfilm records for reference.

The time required to find a record on rolls of film may be longer than would be required if the records were available in a paper file. The basic reason for this is that once the file drawer of paper records is opened, the search is quickly localized by easily recognized file guides and no more time is required to reach to the rear than to the front of the drawer. On a microfilm reel containing the equivalent of almost a drawer of records, the time required to hand wind the film to the 75th foot will be three times as long as for a record at the start of the reel. Conversely, however, much travel time from the working area to the files area can be saved by having on microfilm reels the equivalent of many file cabinets in close proximity to the searcher.

(7) Necessity of using experienced operators who may not be readily available where records are located.

B. Computer Output Microfilm (COM).

(1) COM is suitable to many special applications when:

(a) Data volumes are too large for conventional paper printout, microfilming of the paper printout or on-line computer systems; and

(b) The data base seldom requires updating more than once a day. Generally data is updated and distributed on a daily, weekly or monthly basis, although quarterly and annual issuances may be converted to COM advantageously.

(2) Offices may consider installing a COM system if problems exist such as:

(a) Inadequate access to the data by users or potential users;

(b) A lack of file integrity and file security;

(c) Slow production or delays in distributing the information;

(d) Use problems caused by high volumes;

(e) Lack of space;

(f) Slow retrieval; and

(g) The cost of the present system.

BIAM REISSUE
FEBRUARY 1984

MAIL AND RECORDS HANDBOOK
Micrographics

(3) COM can solve these problems by:

(a) Improving access through multiple reference copies distributed to various users;

(b) Providing file integrity and a by-product security or vital record copy of the original microfilm until it is superseded;

(c) Permitting faster production, reproduction, and distribution to reduce turnaround time from input to output;

(d) Creating smaller volumes of records to improve office appearance, reduce file or storage space and facilitate handling; and

(e) Permitting the use of better indexing techniques to improve retrieval and response time.

(4) Cost Advantages. Cost savings of a COM system versus other systems are usually the result of the use of less costly handling techniques and materials, faster production and reproduction, lower distribution costs, and improved response or retrieval times.

Updatable computer microfiche may offer additional savings in controlling and managing correspondence and achieving better file integrity and security.

4.7 Standards and Procedures. For satisfactory results, microfilming operations require equipment, film, and processing designed for the purpose. The following standards govern the microfilming of permanent records:

A. The integrity of the paper records will be preserved on the microfilm (Integrity refers to the principle that official records of an Agency are kept in their entirety without mutilation, alteration, or unauthorized destruction of portions of them). The microcopies will be so arranged, identified, and indexed so that an individual document or component of a records series can be located with reasonable facility, and will contain all significant record detail needed for probable future reference.

B. The film stock used in making microphotographic copies should comply with Federal Standard No. 125 and the latest Federal Specification on microfilm. Federal Standardization Documents are maintained by Property and Supply offices at Area Office locations. Microfilm should be ordered through current Federal Supply Schedule Contracts. GSA Federal Supply Schedule Contracts which offer the sale of microfilm to the Government meet the required Federal Specifications and Standards.

(1) Safety film is any photographic film that meets the requirements of the American Standard Specification PH1.25-1976 or its latest revision. This means that it is difficult to ignite, is slow-burning, and is low in nitrate-nitrogen content. Safety film base is chemically very stable and, if properly stored, is believed to last as long as the best rag papers.

MAIL AND RECORDS HANDBOOK
Micrographics

(2) Permanent record film is any photographic film that meets the requirements of the American National Standards Institute PH1.25-1976 or its latest revision. Only safety film can qualify as a permanent-record film.

(3) Storage Facilities - The selection of type of storage vault, safe, cabinet, or area must be based on the value of the film records and their intended storage life. In general, separate metal cans for individual rolls are recommended. These should be stored in metal cabinets which have adjustable shelves or drawers and louvers or openings in the walls to allow free circulation of conditioned air through the cabinet.

(4) Although the same storage principles apply to commercial (reasonable performance) and to archival records, much greater care must be taken to obtain maximum protection for archival records; makeshift or temporary arrangements should not be considered.

C. The National Archives and Records Service (NARS) advises that files with less than a 15% "reference ratio" are considered relatively inactive and are not candidates for microfilming. This reference ratio means that less than 15 of 100 documents would be referred to in the file over a one month period of time. Better filing practices, shorter retention periods, and faster transfer to a Federal Records Center usually resolves file and space problems.

4.8 Microfilming Service on a Reimbursable Basis. The General Services Administration provides a microfilm service which includes preparing, indexing, and filming records; inspecting films; and labeling containers. Bureau offices are encouraged to avail themselves of this service and those desiring to do so should contact the appropriate GSA Regional Office. Preliminary discussions with GSA personnel for the purpose of obtaining advice, cost estimates, and other pertinent information can be carried out before the proposal is submitted to the Central Office for approval, if required. Additional service is available from the Data/Graphics Division of Federal Prison Industries, Inc., of the Department of Justice.

4.9 Legal Status of Microfilmed Records.

A. General. Properly authenticated microfilm records are generally admissible as evidence in court actions when good reason is established for their substitution of the original records. The General Accounting Office, however, requires the official record document for audit purposes unless specific clearances are obtained from GAO through the Central Office for use of microfilm copies.

When a record has been microfilmed and the original has been destroyed, that fact constitutes a sufficient reason for the inability to produce the original paper record. If a record has been microfilmed during its passage through an office, the microfilm becomes the current official record of the transaction. Since no paper record has been destroyed, the admissibility of reproductions

MAIL AND RECORDS HANDBOOK
Micrographics

from microfilm of this type will be determined by the court on the basis of "best evidence." All reproductions from microfilm must, however, be authenticated to the satisfaction of the trial court.

B. Records Destroyed Under Statutes. The disposal of records of the United States Government is governed by Federal statutes. Substantially, these statutes provide that duly authenticated microfilm reproductions will be treated as the original paper records for the purpose of their admissibility in evidence. The act of 7 July 1943 (57 Stat. 380, as amended; 44 U.S.C 366-376, 378-380) and Title 28, United States Code, section 1732, concern the disposition of records and admissibility of microfilmed records. Although some State courts may refuse to recognize the provisions of the Federal statutes, they may admit such reproductions after it has been established properly that the microfilming of the original records and their subsequent destruction was made pursuant to the above mentioned statutes.

C. Microfilm Not Covered by Statutes. When the microfilming was performed to avoid the creation of a paper record, or a duplicate thereof, it may be necessary to submit a reproduction from microfilm as the only available evidence. If it is necessary to explain the failure to produce the paper records, the fact that microfilming was approved by higher authority under a control procedure is sufficient evidence that microfilming was a routine procedure of the office.

D. Precautions. Much litigation, time, and legal costs will be saved if, at the time of microfilming, records are maintained which will:

- (1) Establish the existence, at one time, of the paper record and its competency as evidence;
- (2) Show that the reason for its destruction, or nonproduction in court is free from suspicion of fraud; and
- (3) Establish the accuracy of the microphotography technique.

4.10 Evaluation of Micrographics Systems.

The Division of Management Research and Evaluation will evaluate each micrographics system every two years after installation of the system. The evaluation will be conducted by the Branch of Paperwork Management and will consist of:

- A. A physical inspection and review of the system installed;

BIAM REISSUE
FEBRUARY 1984

MAIL AND RECORDS HANDBOOK
Micrographics

B. A review of the cost comparison analysis submitted originally to ascertain continued use of the equipment and cost benefits.

C. Developing or updating an inventory which shall include:

- (1) Type of equipment;
- (2) Name of manufacturer;
- (3) Model and serial number;
- (4) Date of acquisition;
- (5) Location; and
- (6) Purchase or rental status.

BIAM REISSUE
FEBRUARY 1984

OFFICE OPERATIONS
Mail and Records Handbook

CHAPTER 5 - VITAL RECORDS

5.1 Authority. The program for the protection of vital records during a national emergency (wartime disasters) grew out of a concern that the Government be able to continue its functions in the event of a civil defense emergency, notably an attack upon the United States. Toward this end, Executive Order 10346 made each agency responsible for continuing to carry out its essential functions during an emergency.

5.2 Objectives. The Vital Records Program is concerned with the protection of the following types of vital records from destruction during a national emergency.

A. Records vital to carrying on the essential functions of government for the duration of an emergency. The following are examples of these emergency operating records:

1. Civil Defense Emergency Operations Plan.
2. Telephone directories to provide lists of Bureau personnel.
3. Employee rosters by organization and title.
4. Operating agreements with other organizations.
5. Fire defense plans.
6. Any other emergency operating records so designated by the Commissioner for the Bureau or by the Area Directors for the Areas.

B. Records essential to the preservation of the legal rights of individual citizens. The following are examples of these rights and interests records:

1. Land records, such as tract books, allotment records, deeds, GLO plats, probate records, right-of-way drawings, trust patents, fee patents, reservation maps, and status maps.
2. Fiscal records such as payroll records, SF-2806, Individual Retirement Records, Individual Indian Money Accounts Ledgers, and annuity rolls.

OFFICE OPERATIONS
Mail and Records Handbook

3. Personnel records such as Official Personnel Files and training records.

5.3 Responsibility. The heads of field establishments are responsible for the development and operation of the Vital Records Program. 16 BIAM requires all Areas to draw up Civil Defense Emergency Operations Plans and to keep them current.

5.4 Program Aids. The overall program for protection of vital Government records in case of an emergency is set forth in the GSA Records Management Handbook "Federal Vital Records Program" (FPMR 101-11). Designed to assist Federal records officers, coordinators, and others concerned with emergency preparedness, the handbook suggests some of the factors and methods that should be considered in developing and operating vital records protection programs. The handbook has been furnished to Areas for their use and for distribution to their field offices. Program procedures on vital records are outlined in FPMR 101-11.7.

Other instructions on the Vital Records Program are issued in Chapter 12 of the Department of Interior Emergency Operations Handbook (Supplement to the Departmental Manual, 900 DM) and the National Plan for Emergency Preparedness, published by the Office of Emergency Planning.

5.5 Selection of Vital Records. Certain criteria should be applied when selecting vital records for a given installation or location.

A. The record must fall within one or both of the two categories of vital records given in paragraphs 5.2A and 5.2B above.

B. When duplicates of the vital records are already stored elsewhere, local protection is probably not essential. Other Bureau installations and local courthouses are two possible sources of these vital records.

C. When information which the record contains cannot be found in other documentary sources in so complete and so usable a form, it may be desirable to protect it.

OFFICE OPERATIONS
Mail and Records Handbook

5.6 Methods of Protection. Vital records can be protected by a variety of methods. Selection of the method to be used should include consideration of such factors as the time expected to be available for retrieval in the event of an emergency, evaluation of needs for absolute protection as compared to substantial protection, costs involved (and funds available), probability of local emergency, etc. In rare cases, more than one method may be needed for the same record.

A. Reliance on existing duplicates at other locations.

B. Creation of copies for storage at other locations. Copies can be produced by photocopying, microfilming, or making paper duplicates.

C. Evacuation of official files to relatively safe locations. This method should be used when the records are rarely referred to or when they have served their immediate purpose and will not be needed for a predictable or relatively long period of time.

D. Optimum protection of vital records involves storage underground in thinly populated areas for protection from wartime attack. Records which are deemed to require such protection may be stored in the GSA Depository described below, in commercial underground vaults, or at Bureau facilities having appropriate space.

Protection of records from local natural disasters such as fires or floods may be accomplished more economically by use of fireproof cabinets or vaults; separate buildings, particularly when located at higher elevations; etc. These methods may also be adequate for wartime protection at isolated Bureau installations. They should be explored fully before additional costs are incurred for underground facilities and may be desirable for temporary storage until permanent locations are found.

5.7 Storage at General Services Administration Depository. For the benefit of Federal agencies, the General Services Administration maintains an underground depository with adequate facilities for the protection of emergency preparedness records. Located in the central part of the

OFFICE OPERATIONS
Mail and Records Handbook

United States, the Depository is operated as an annex of the Federal Records Center in Region 6 at Kansas City, Missouri. It is accessible to rail, motor, and air transportation. Controlled temperature and humidity provide a proper environment for safeguarding paper, film, and magnetic tape records. The fire controls system includes automatic sprinklers.

The Depository is designed primarily to accommodate rights and interests records, second copies of emergency operating records, and other records vital to Federal Government operation. However, agencies may exercise an option in deciding whether this Depository is a suitable site for housing copies of emergency operating records needed at relocation sites. Bureau officials who wish to transfer records to the Depository should obtain detailed information concerning availability and conditions of use of the Depository from:

Office of Federal Records Center
National Archives and Records Service
General Services Administration
Washington, D. C. 20408

or

Regional Director, Region 6
National Archives and Records Service
General Services Administration
1500 East Bannister Road
Kansas City, Missouri 64131

Bureau offices may contact the Kansas City office directly for preliminary or exploratory discussions. However, final agreements for use of the Depository and discussions with the Washington Office of NARS must be specifically approved by the Central Office.

5.8 Vital Records Protection Status Reporting. The Central Office is required by the Department to submit annual status reports on the vital records program as of June 30. The report covers both emergency operating records (GSA form 2034) and rights and interests records (GSA form 2035). (See Illustrations 1 and 2 at the end of chapter).

OFFICE OPERATIONS
Mail and Records Handbook

Area Offices will prepare a single consolidated report for their jurisdiction listing locations and other pertinent information called for on each report form (GSA forms 2034 and 2035). The completed report for each Area will cover the period July 1 to June 30 and must reach the Central Office by June 30. Each report supersedes previous reports. Applicable guidelines to reporting are included in the GSA Handbook "Federal Vital Records Program" (FPMR 101-11).

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
VITAL RECORDS PROTECTION STATUS REPORT
(PART I - EMERGENCY OPERATING RECORDS)

1. PROGRAM STATUS AS OF (Month, day, year)

INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report shall be prepared for bureau level or above and shall incorporate subordinate unit program reports before being submitted to GSA. Use plain bond paper to complete any report items.

TO:

2. DEPARTMENT OR AGENCY

3. BUREAU OR SERVICE

4. REPORT COVERS

a. TOTAL ORGANIZATION b. OTHER (Specify)

5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)

6. OVER-ALL PROGRAM STATUS

OBJECTIVES				CHECK ONE	
				COMPLETE (1)	INCOMPLETE (2)
a. PLANS FOR PRESERVING EMERGENCY OPERATING RECORDS					
b. EMERGENCY ORGANIZATIONAL AND MANNING RECORDS (READINESS) PRELOCATED					
c. EMERGENCY SUBSTANTIVE AND PROCEDURAL RECORDS (OPERATING) PRELOCATED					
d. RECORDS NOT PRELOCATED MARKED FOR EMERGENCY MOVEMENT					
e. EQUIPMENT NEEDED FOR USE OF PRELOCATED RECORDS PROVIDED					
7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS	COMPLETE NO.	INCOMPLETE NO.	8. PERCENT OF OVER-ALL PROGRAM COMPLETED AND MAINTAINED CURRENT	PERCENT	
9. MAJOR LOCATION(S) OF PROTECTED RECORDS			(YES OR NO)		
UNITS OF ORIGIN	ADDRESSES	SPACE PROTECTED	IN, OR ACCESSIBLE TO, EMERGENCY OPERATING FACILITY	RECORDS IN USABLE FORM	RECORDS COMPLETE

10. PROGRAM REVIEWED

a. ANNUALLY b. SEMIANNUALLY c. OTHER (Specify)

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

13. DESCRIPTION OF RECORDS AT LOCATION(S)

LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS a.	RECORDING MEDIUM (<i>Paper, microfilm, punch-cards, etc.</i>) b.

14. REPORTED BY (*Official responsible for Vital Records Program*)

SIGNATURE	NAME AND TITLE (<i>Please print</i>)
-----------	--

ORGANIZATIONAL UNIT	TELEPHONE NO. (<i>Or code</i>) AND EXT.
---------------------	---

GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE VITAL RECORDS PROTECTION STATUS REPORT (PART II - RIGHTS AND INTERESTS RECORDS)	1. PROGRAM STATUS AS OF (Month, day, year)
--	--

INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report is to be filled-out for the same reporting element for which GSA Form 2034, dealing with emergency operating records, was completed.

TO:

2. DEPARTMENT OR AGENCY	3. BUREAU OR SERVICE
4. REPORT COVERS	
<input type="checkbox"/> a. TOTAL ORGANIZATION <input type="checkbox"/> b. OTHER (Specify)	
5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)	

6. OVER-ALL PROGRAM STATUS			
OBJECTIVES			CHECK ONE
			COMPLETE (1)
			INCOMPLETE (2)
a. PLANS FOR PRESERVING RIGHTS AND INTERESTS RECORDS			
b. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY EMPLOYEES PRESERVED			
c. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF PUBLIC (CITIZENRY) PRESERVED			
d. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY PRESERVED			
7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS	COMPLETE NO.	INCOMPLETE NO.	8. PERCENT OF OVER-ALL PROGRAM COMPLETED AND MAINTAINED CURRENT
			PERCENT
9. MAJOR LOCATION(S) OF RECORDS DEPOSITORIES			(YES OR NO)
UNIT OF ORIGIN	ADDRESSES		SPACE PROTECTED
			RECORDS COMPLETE

10. PROGRAM REVIEWED

a. ANNUALLY b. SEMIANNUALLY c. OTHER (Specify)

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

Release 15-13 11/14/69

13. DESCRIPTION OF RECORDS AT LOCATION(S)

LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS <small>a.</small>	RECORDING MEDIUM (<i>Paper, microfilm, punch-cards, etc.</i>) <small>b.</small>

14. REPORTED BY (*Official responsible for Vital Records Program*)

SIGNATURE	NAME AND TITLE (<i>Please print</i>)
-----------	--

ORGANIZATIONAL UNIT	TELEPHONE NO. (<i>Or code</i>) AND EXT.
---------------------	---

OFFICE OPERATIONS
Mail and Records Handbook

CHAPTER 6 - AVAILABILITY OF OFFICIAL RECORDS

6.1 Purpose. This section contains requirements and procedures governing the disclosure, examination, copying and certification of Bureau records, and testimony of employees.

The 1967 revision of the Public Information Section of the Administrative Procedure Act (5 USC 552) is popularly known as the "Freedom of Information Act" and provides, generally, for making Government information available to members of the public, unless the information comes within certain exempt categories set forth in the Act. Copies of the Attorney General's Memorandum on the Public Information Section of the Administrative Procedure Act have been furnished to each Area for distribution. If the booklet is not on hand, copies should be ordered direct from the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402.

The Bureau's policy regarding the availability of records to the public is based on the Department's regulations which are contained in Part 2, Title 43 of the Code of Federal Regulations and included at the end of this section. Other pertinent references affecting disclosure of Bureau record information are found in Title 20 of the CFR and 70m of Title 25, U. S. Code.

6.2 Responsibilities

A. The official in charge of each BIA jurisdiction is custodian of all its official records. He is responsible for preserving their integrity and for granting approval of requests from the public to view or obtain copies of official records. The responsibility for handling routine information requests, however, may be assigned to the local Records Officer or to the designated officer or employee considered most knowledgeable with Bureau records.

B. Employees directly responsible for files and other records shall not disclose the content of such records except to those identified Interior Department officials and employees who have proper and direct concern with the subject matter. All other requests for access to or copies of records shall be referred to the official in charge, or his designee, for decision.

OFFICE OPERATIONS
Mail and Records Handbook

6.3 Clearance of Requests. To facilitate the handling of requests for records at Bureau of Indian Affairs offices, form 5-1501 shall be used (See Illustration 1 at end of chapter). The form shall be prepared in duplicate, the original retained for review purposes, and the duplicate copy sent to Property and Supply at the Area office level for use in connection with preparation of the annual User Charges Report under Bureau of the Budget Circular A-25. Bureau offices having custody of files shall maintain a supply of the forms for use whenever records are requested by the public, including Indian people or their representatives. The form may be reproduced locally. Letter requests from the public shall be honored if sufficient information is included.

Upon receipt of a completed request form or acceptable letter, the designated file custodian for the office shall proceed to honor the request. It is pointed out that designated Bureau employees shall do the researching of files and records, not members of the public.

Requests received from the public for information described below shall be referred to the Director of Operating Services at the Central Office or the officer in charge at the field level for approval.

A. Extensive Searches or Reviews. Requests from the public, Tribal Claims Attorneys, etc., to inspect any large volume of BIA records in Bureau custody may involve inadequate identification, "fishing expeditions," or unusual costs which should be considered by the officer in charge.

B. Records Not Clearly Identified. Difficulties in this area may arise because burden of identification of the record is upon the requestor. The following is quoted from page 24 of the June 1967 Attorney General's Memorandum of the Public Information Section of the Administrative Procedure Act under "meaning of the Term 'Identifiable'":

"A member of the public who requests a record must provide a reasonably specific description of the particular record sought. As the Senate report states, the 'records must be identifiable by the person requesting them, i.e., a reasonable description enabling the Government employee to locate the requested records. This requirement of identification is not to be used as a method of withholding records.'

OFFICE OPERATIONS
Mail and Records Handbook

"The requirement is thus not intended to impose upon agencies an obligation to undertake to identify for someone who requests records the particular materials he wants where a reasonable description is not afforded. The burden of identification is with the member of the public who requests a record, and it seems clear that Congress did not intend to authorize 'fishing expeditions.' Agencies should keep in mind, however, 'that the standards of identification applicable to the discovery of records in court proceedings' are 'appropriate guidelines,' and that their superior knowledge of the contents of their files should be used to further the philosophy of the act by facilitating rather than hindering, the handling of requests for records."

The above paragraphs discuss the requirement that requestors must identify the particular records sought; however, it must also be realized that what constitutes a "reasonable specific description" of a record has not been truly defined to date and will have to be clarified on a case-by-case basis over a period of time. Accordingly, Bureau officials should use their best judgement under the provisions of the Act whenever a general type of request for record information is received. If a requestor is turned down because he is unable to identify the record or records desired and is not satisfied, he may appeal the action to the Office of the Solicitor for review. If still not satisfied, he may have the action reviewed in a Federal District Court (under 5 USC 552(a)(3)), in which case the burden will be "upon the agency to sustain its action."

C. Large Quantities of Copies. Although payment provisions may be agreed upon, larger orders for copies may have to be scheduled so as to not interfere with normal daily work priorities.

D. Records Not Under the Physical Control of the Bureau. This includes requests from the public, Tribal Claims Attorneys, etc., to inspect any Bureau records stored in Federal Records Centers.

OFFICE OPERATIONS
Mail and Records Handbook

6.4 Restrictions and/or Exceptions on Disclosure

A. Compulsory Process. If the official responsible for their custody believes that records sought by compulsory process (court subpoena) should not be produced, he shall immediately report the matter to the Commissioner, through channels, for inspection by the Office of the Secretary (See 43 CFR 2.5).

B. Testimony. Regulations under 43 CFR 2.6 govern testimony of Federal employees in judicial or administrative proceedings where matters relating to the business of the Government or the content of official records are concerned. Under these regulations, employees may not testify in such proceedings without having obtained written permission in advance. Authority to grant such permission has been delegated to Area Directors by 10 BIAM 3. This authority does not include authority to produce records in court when sought under compulsory process if the responsible official has reason or basis to withhold them (see (A) above).

C. Public Information Law 90-23, Subsection (e). A request to inspect or copy a record shall not be denied unless it is determined (1) that the records fall within one or more of the specific nine exemptions in the Public Information Act and (2) either that the disclosure is prohibited by statute or Executive Order or that sound grounds exist which require the invocation of the exemption. The nine exemptions included in the Public Information Act (See 43 CFR 2.2) are quoted below with parenthetical comment for general guidance. The parenthetical comments must not be interpreted rigidly, rather each request must be treated on its own merit.

1. Specifically required by Executive Order or to be kept secret in the interest of National Defense or Foreign Policy. (Since the Bureau mission does not normally touch on these matters, it is not likely that many of our records would fall within this category. The authority to originally classify or declassify defense information or material under E. O. 10501, as amended, can be exercised only by the Secretary of the Interior. Department instructions on this subject may be found in 442 DM 1).

OFFICE OPERATIONS
Mail and Records Handbook

2. Related solely to the internal personnel rules and practices of an agency. (Regulations have been promulgated by the Civil Service Commission by the publication of FPM Supplement 990-1, Book III, Part 294, dated August 30, 1968. This supplement was sent to all personnel offices in the field).

3. Specifically exempted from disclosure by statute. (Some of these exemptions are identified and discussed later in this chapter).

4. Trade secrets and commercial or financial information obtained from a person and privileged or confidential. (Individual Indian Money records, appraisal reports, industrial development reports on business firms, and similar other Bureau records may be in this category).

5. Interagency or intra-agency memorandums or letters which would not be available by law to a private party in litigation with the agency. (This exemption applies to Bureau correspondence only where its disclosure would be prejudicial to future action, through obstructing free and full communication within the Bureau or through premature publicity. Correspondence signed by the Commissioner of a policy setting nature will probably not be exempt. This exemption appears to be the least clear-cut of the exemptions, and its application will in some cases require fine distinctions.

6. Personnel and medical files and similar files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. (Individual social service and employment assistance case files in the Bureau may be in this category. It also relates to exemption (2) above).

7. Investigatory files compiled for law enforcement purposes except to the extent available by law to a party other than an agency.

8. Contained in or related to examinations, operating or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or

OFFICE OPERATIONS
Mail and Records Handbook

9. Geological or geophysical information and data, including maps, concerning wells.

D. Documents re Injury or Death of Employees. Title 20 CFR provides that all records, medical, and other reports, statements of witnesses, and other papers relating to the disability or death of a civil employee of the United States or other person entitled to compensation benefits under the United States Employees' Compensation Act are official records of the Bureau of Employees' Compensation. No official or employee of BIA shall disclose information from or pertaining to such records to any person, except upon the written approval of the Bureau of Employees' Compensation.

E. Records Relating to Matters in Pending Litigation. Whenever a request is received by a Bureau office other than the Office of the Solicitor, under the Public Information Act (Public Law 90-23) for a record which relates to a matter pending in civil litigation, the request should be referred to the Office of the Solicitor serving the Bureau office which received the request. A matter should be considered as pending in litigation between the time an action is filed in court and the time a final decision is handed down.

The Office of the Solicitor receiving the request shall contact the attorney in the Department of Justice handling the litigation for his view as to whether a copy of the record sought should be made available or withheld. The Office of the Solicitor will then either furnish the party a copy of the record requested or advise the party of the reason for refusing to comply with the request.

F. Tribal Records Stored or Housed by the Bureau. Occasionally, Tribal records may be housed by the Bureau for convenience and safekeeping. Legal ownership remains with the Tribe. It must be remembered that such records are not Bureau records. Statutes that govern the release of information from Government agency records are not applicable to Tribal records. Therefore, requests to the Bureau for information concerning Tribal records should be referred directly to the Tribe. Some form of written agreement between the Bureau and the Tribe is suggested to cover convenience and safekeeping storage arrangements.

OFFICE OPERATIONS
Mail and Records Handbook

6.5 Records Sought by Indian Claims Attorneys. Indian Claims Attorneys may request information under 25 USC 70m. Although this authority is broader, some general identification of the record to be reviewed is still required and searches of Bureau files are to be made by Bureau employees.

6.6 Copies of Official Documents. Official record documents in Bureau files must not be surrendered to members of the public by employees.

A. Copies Admissible as Evidence. Properly authenticated copies of any document, paper, or record are admissible in court cases equally with the originals (62 Stat. 946, 28 USC 1733).

B. Authority. Regulations to govern furnishing copies of official records of the bureaus and offices of the Department were approved by the Secretary of the Interior and published in 43 CFR, Subtitle A, Part 2, pursuant to the acts cited herein. This manual section and its subdivisions supplement those regulations for BIA application.

C. Charges. The official in charge or designated employee of the office furnishing copies determines the charge, if any, to be made for copies, within the provisions of the regulations cited and this manual section. Charges may be waived by the officer in charge of the installation or the Director of Operating Services if he determines that it is in the best interest of the Bureau to do so, or if furnishing the service without charge is in accordance with specified cases (43 CFR 2.3(d)-(g) and (i)(1)-(6) and as listed below.

Reproductions of BIA records which are kept in stock to meet recurring orders for them (photographs, for example) are included in this provision; but not documents or publications that are already reproduced in quantity for BIA use with extra copies available for distribution to others.

1. Schedule of Charges. Charges made for record copying and record searches are established at a rate that recovers the full cost of rendering the service in accordance with the policy of the Bureau of the Budget Circular A-25, "er Charges." The Bureau schedule of charges appears on

OFFICE OPERATIONS
Mail and Records Handbook

form 5-1501, "Request to Inspect or Obtain Copies of Official Records" (Illustration 1 of this chapter). The schedule is explained below. The schedule is based on average cost figures and is applicable Bureau-wide. Funds should be collected by an authorized collection officer and disposed of in accordance with current instructions on deposit and collection.

a. Machine Copying. 25 cents per page up to 3 pages and 10 cents per page thereafter. A Xerox copy costs between seven and eight cents to make, including paper, the usage cost of the machine, and overhead. A charge of 25 cents per page, up to 3 pages, and 10 cents per page thereafter would be adequate to cover the cost of the copy and a share of the salary (usually grade GS-3 to GS-5) of the person doing the copying.

b. Typed Copy. \$2.50 per page if typewritten copies of Bureau records are requested (includes proof-reading). Machine copying is the more practical method to follow and is recommended over typing whenever possible.

c. Photograph Copy. Actual cost of processing commercially, since Bureau photographic copying facilities are limited.

d. Record Searching. Whenever record searching is requested and undertaken, it is the obligation of the Bureau to provide an honest, efficient search, keeping charges to a minimum.

(1) \$2.00 per half hour or major fraction thereof involving employees up to and including Grade GS-11.

(2) \$2.50 per half hour or major fraction thereof involving searches requiring the services of employees Grade GS-12 and above.

(3) If search requires less than 15 minutes, there will be no charge.

e. There will be a charge of 25 cents for authentication as provided in 43 CFR 2.3(c).

f. When records of which copies are to be furnished must be obtained from other BIA offices, the amount to be collected, if any, shall include the costs of all offices.

OFFICE OPERATIONS
Mail and Records Handbook

2. Exceptions. Furnishing copies without charge in specified cases, such as the following, may be authorized:

- a. Furnishing unauthenticated copies of any opinions, regulations, or instructions reproduced for gratuitous distribution.
- b. Copies of records which are required for official use by the offices of any branch of the Government.
- c. One copy of a personal document (e.g., a birth certificate) to a person who has been required to furnish it for retention by the Bureau or Department.
- d. A copy of the transcript of a hearing before a hearing board in an adverse action or grievance proceedings to the employee for whom the hearing was held.
- e. To press, radio, television, and newsreel representatives for dissemination to the general public.
- f. To donors with respect to the original of their gift, individuals or associations having an official voluntary or cooperative relationship to an agency in rendering assistance toward its work, or national governments and international agencies when furnishing the service without charge is an appropriate courtesy.
- g. To agencies of State and local governments which are carrying on a function related to that of the Bureau, when furnishing the service will help to accomplish an objective of the Bureau.
- h. When furnishing the service free saves costs or yields income equal to the direct costs of the agency providing the service. This category includes cases where the fee for the service would be included in a billing against the Government (for example, in cost-type contracts or in the case of private physicians who are treating government beneficiaries at government expense).
- i. When furnishing the service free is in conformance with generally established business custom, such as furnishing personal reference data to prospective employers of former government employees.

OFFICE OPERATIONS
Mail and Records Handbook

j. To the extent of one copy to those who require copies of records or information from the records in order to obtain financial benefits to which they may be entitled (e.g., veterans or their dependents, employees with workmen's compensation claims, or persons insured by the Government).

6.7 Certifications. Authority to authenticate (certify) documents is implicit in the authority to furnish authenticated copies (Solicitor's Opinion M-36060, 60 I.D. 448 (1950)).

A. Certifying Officers. Although not legally required, it is desirable that, as a matter of official record, a certifying officer and alternate be designated in writing by a memorandum such as the following, and a copy of the memorandum be placed in the Official Personnel Folder of each employee so designated:

"In your official capacity as (Job or Organizational Title), you are designated as custodian of Bureau records in this office, and are hereby authorized to sign, as Certifying Officer, certifications of copies of any official books, records, papers, and documents within your custody. The exercise of this authority is subject to the provisions of 43 CFR 2 and the act of August 3, 1950, 64 Stat. 402.

" (Name and Title), is hereby authorized to act as certifying officer as described above during your absence."

Certifying officers and alternates are designated by the Director of Operating Services for the Central Office, and by Area Directors for offices under their jurisdictions. More than one certifying officer and alternate may be designated for an office when this will facilitate the work. In such cases, designations may specify the records or segments thereof that each designee or alternate is authorized to certify.

OFFICE OPERATIONS
Mail and Records Handbook

B. Records as Evidence in Federal Courts. Copies of BIA records that are to be presented as evidence in Federal courts usually require authentication by means of the official BIA seal, under provisions of 43 U.S.C. 1462. The Central Office and each Area Office has an official seal to be used for this purpose. The estimated cost for replacement seals is \$35.00 to \$40.00. They may be obtained by purchase order from the Lamb Seal and Stencil Co., Inc., 824 13th Street, N.W., Washington, D. C. 20005. The firm furnished the original order for the Bureau seals and retained a copy of the drawing to facilitate handling any future orders for the seal by Bureau offices.

Illustration 2 of this chapter shows a sample of an authentication prepared in the Central Office. The covering certification form for Area Offices should be reproduced by each on its letterhead. In these offices the seal is assigned to the Area Director, who may designate a certifying officer as custodian of it with responsibility for insuring its use only on official matters.

C. Other Records. Copies of records furnished for purposes other than presentation as evidence in Federal courts ordinarily do not require authentication by means of the Bureau seal and covering certification form. Such copies may be authenticated by a signed notation on each page as follows:

CERTIFIED TRUE COPY

(Signature)

(Name, typed)
Certifying Officer

D. Limitations. Documents which may be submitted for certification include only those in the official custody of the Bureau and its records that have been transferred to the General Services Administration for storage in a Federal Records Center or for permanent deposit in the National Archives. Certifications for documents which are in the legal custody of other agencies must be obtained from the holding agencies.

U. S. DEPARTMENT OF THE INTERIOR
Bureau of Indian Affairs

REQUEST TO INSPECT OR OBTAIN COPIES OF OFFICIAL RECORDS

(This section is to be completed by requestor)

Description of Records: (Use reverse side if needed)

(Check One)

Record Review only

Record Copy
No. of copies _____

Certified Record Copy
No. of certified copies _____

Specify when needed: _____

I am an official representative of _____ Tribe.

an attorney of record for _____ Tribe.

Other _____

Information is requested under: Public Information Act (5 U.S.C. 552).

25 U.S.C. 70m (Indian Claims Commission).

Signed _____ Date _____

BUREAU OF INDIAN AFFAIRS SCHEDULE OF FEES

1. COPYING

- a. Machine copying - 25 cents per page up to 3 pages and 10 cents per page thereafter.
- b. Typed copy - \$2.50 per page (includes proofreading).
- c. Photographic prints - Actual cost of processing.

SEARCHING

- a. \$2.00 per half hour or major fraction thereof involving employees up to and including Grade GS-11.
- b. \$2.50 per half hour or major fraction thereof involving searches requiring the services of employees Grade 12 and above.
- c. If search requires less than 15 minutes there will be no charge.
- d. There will be a charge of 25 cents for authentication as provided in 43 CFR 2.3(c).

3. Charges may be waived for good cause by the officer in charge of the installation or the Director of Operating Services. At the discretion of the officer in charge or his designee, copies of official records described in 43 CFR 2.3(i)(1)-(6) may be provided free.

(This section to be completed by Agency)

Approved _____ Date _____ Comments _____

Time required (search) _____ Hours _____ Minutes _____

Charges collected \$ _____

Charges waived by: _____ Date _____ Reason for waiver _____

Title _____

AGENCY INSTRUCTIONS FOR USE OF FORM: (See 15 BIAM on Availability of Official Records.)

1. The top section of this form is to be completed by requestor before copy service and/or search reviews are initiated by agency.
2. Some information may not be immediately available to the public upon request or may require clearances. Check current requirements for those instances requiring: (1) Secretarial clearance, (2) Regional Solicitor clearance, (3) Department Solicitor clearance, (4) Local administrative clearance.
3. Funds should be collected by an authorized collection officer and disposed of in accordance with current instructions on deposit and collection.



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
WASHINGTON, D. C.

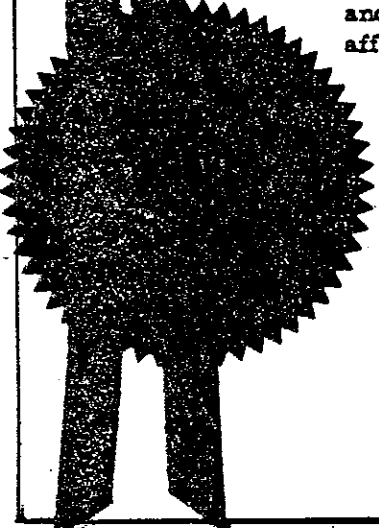
November 14, 1969

Pursuant to Title 28, section 1733, United States Code,
I hereby certify that each annexed paper is a true copy of a docu-
ment comprising part of the official records of the Bureau of Indian
Affairs, Department of the Interior, in my custody:

1. APPROVAL OF HEIRSHIP in the case of George Flying Eagle,
deceased Arapaho allottee No. 2842, dated Nov. 9, 1914.
2. Letter from Superintendent John T. Carson dated Nov. 25,
1914, regarding settlement of this estate.

←(use black India ink only)

IN TESTIMONY WHEREOF, I have hereunto subscribed my name,
and caused the seal of the Bureau of Indian Affairs to be
affixed on the day and year first above written.


Charles M. Smith
(Signature)

Certifying Officer
(Title)

OFFICE OPERATIONS
Mail and Records Handbook

TITLE 43--CODE OF FEDERAL REGULATIONS
Subtitle A
Part 2--Records and Testimony
AVAILABILITY OF OFFICIAL RECORDS

Sec.

- 2.1 Inspection.
- 2.2 Determinations as to availability of records.
- 2.3 Charges.
- 2.4 Opinions in adjudication of cases; administrative manuals.
- 2.5 Compulsory process.
- 2.6 Testimony of employees.
- 2.7 Definition.

Appendix.

AUTHORITY: The provisions of this Part 2 issued under 64 Stat. 402, 65 Stat. 290, 80 Stat. 383; 43 U.S.C. 1460, 31 U.S.C. 483a, 5 U.S.C. 552.

SOURCE: The provisions of this Part 2 appear in 32 F.R. 9974, July 7, 1967, unless otherwise noted.

AVAILABILITY OF OFFICIAL RECORDS

2.1 Inspection. Records of the Department of the Interior which are available to the public may be inspected or copied by any person during the normal business hours at the office in which the records are located. Requests to inspect or to obtain copies of records shall be handled as promptly as possible with due regard for the dispatch of other public business. While there is no general requirement that requests to inspect must be in writing, applicants may be required to file written requests in instances in which such action will assist in the search for the records sought or in the orderly filling of such requests. A request to inspect or to obtain copies of a record must contain a reasonably specific description of the records sought.

2.2 Determinations as to availability of records.

(a) Section 522 of Title 5, U.S. Code, as amended by Public Law 90-23 (the act codifying the "Public Information Act") requires that identifiable

OFFICE OPERATIONS
Mail and Records Handbook

agency records be made available for inspection. Subsection (b) of section 552 exempts several categories of records from the general requirement but does not require the withholding from inspection of all records which may fall within the categories exempted. Accordingly, no request made of a field office to inspect a record shall be denied unless the head of the office or such higher field authority as the head of the bureau may designate shall determine (1) that the record falls within one or more of the categories exempted and (2) either that disclosure is prohibited by statute or Executive order or that sound grounds exist which require the invocation of the exemption. A request to inspect a record located in the headquarters office of a bureau shall not be denied except on the basis of a similar determination made by the head of the bureau or his designee, and a request made to inspect a record located in a major organizational unit of the Office of the Secretary shall not be denied except on the basis of a similar determination by the head of that unit. Officers and employees of the Department shall be guided by the "Attorney General's Memorandum on the Public Information Section of the Administrative Procedure Act" of June 1967.

Subsection (b) of section 552 provides that:

(b) This section does not apply to matters that are:

- (1) Specifically required by Executive order to be kept secret in the interest of the national defense or foreign policy;
- (2) Related solely to the internal personnel rules and practices of an agency
- (3) Specifically exempted from disclosure by statute;
- (4) Trade secrets and commercial financial information obtained from a person and privileged or confidential;
- (5) Interagency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;
- (6) Personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;
- (7) Investigatory files compiled for law enforcement purposes except to the extent available by law to a party other than an agency;
- (8) Contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or
- (9) Geological and geophysical information and data, including maps, concerning wells.

OFFICE OPERATIONS
Mail and Records Handbook

(b) An applicant may appeal from a determination that a record is not available for inspection to the Solicitor of the Department of the Interior, who may exercise all of the authority of the Secretary of the Interior in this regard. The Deputy Solicitor may decide such appeals and may exercise all of the authority of the Secretary in this regard.

2.3 Charges.

(a) No charge shall be made for the inspection of any record available pursuant to the provisions of section 2.4. No charge shall be made in connection with requests to inspect identifiable records in those instances involving no search or only a nominal search for the records. In those instances in which a request to inspect a record requires more than a nominal search, a charge shall be made (in accordance with the policy of Bureau of the Budget Circular A-25, "User Charges") which covers the cost of the service.

(b) Except as otherwise provided in this section, a charge shall be made for a copy of a record. Such charge shall be at a rate that recovers the full cost of rendering the service in accordance with the policy of Bureau of the Budget Circular A-25, "User Charges."

(c) A charge of 25 cents may be made for each certificate or verification attached to authenticated copies of records furnished to the public.

(d) No charge shall be made for furnishing unauthenticated copies of any opinions, regulations, or instructions reproduced for gratuitous distribution.

(e) No charge shall be made for the making or verifying of copies of records which are required for official use by the officers of any branch of the Government.

(f) No charge shall be made for furnishing one copy of a personal document (e.g., a birth certificate) to a person who has been required to furnish it for retention by the Department.

(g) A copy of the transcript of a hearing before a hearing board in an adverse action or grievance proceeding shall be furnished without charge to the employee for whom the hearing was held.

OFFICE OPERATIONS
Mail and Records Handbook

(h) Money received from the collection of charges fixed under this section shall be deposited in the Treasury to the credit of the appropriation current and chargeable for the cost of furnishing the copies.

(i) Copies of records may be provided free:

(1) To press, radio, television, and news-reel representatives for dissemination to the general public.

(2) To donors with respect to the original of their gift, individuals or associations having an official voluntary or cooperative relationship to an agency in rendering assistance toward its work, or national governments and international agencies when furnishing the service without charge is an appropriate courtesy.

(3) To agencies of State and local governments which are carrying on a function related to that of the Federal agency involved, when furnishing the service will help to accomplish an objective of the Federal agency.

(4) When furnishing the service free saves costs or yields income equal to the direct costs of the agency providing the service. This category includes cases where the fee for the service would be included in a billing against the Government (for example, in cost-type contracts, or in the case of private physicians who are treating Government beneficiaries at Government expense).

(5) When furnishing the service free is in conformance with generally established business custom, such as furnishing personal reference data to prospective employers of former Government employees.

(6) To the extent of one copy, to those who require copies of records or information from the records in order to obtain financial benefits to which they may be entitled (e.g., veterans or their dependents, employees with workmen's compensation claims, or persons insured by the Government).

OFFICE OPERATIONS
Mail and Records Handbook

2.4 Opinions in adjudication of cases; administrative manuals.

(a) (1) Copies of final opinions and orders issued in the following categories of cases are available for inspection and copying in the Docket and Records Section, Office of the Solicitor, Interior Building, Washington, D.C.:

(i) Appeals from decisions of officers of the Bureau of Land Management and of the Geological Survey in proceedings relating to lands or interests in land;

(ii) Contract appeals;

(iii) Tort claims decided in the headquarters office of the Office of the Solicitor, and appeals from decisions of Regional Solicitors or Field Solicitors on tort claims;

(iv) Irrigation claims under Public Works Appropriation Acts (e.g., 79 Stat. 1103) or 25 U.S.C. section 388 decided in the headquarters office of the Office of the Solicitor, and appeals from decisions of Regional Solicitors on irrigation claims;

(v) Appeals in Indian probate proceedings; and

(vi) Indian enrollment appeals.

(2) An Index-Digest is issued by the Office of the Solicitor. All opinions in the categories of cases described in subdivisions (i) and (ii) of subparagraph (1) of this paragraph (that is, land appeals and contract appeals), are covered in the Index-Digest; in addition, the Index-Digest covers the more important opinions in the remaining categories of cases described in subparagraph (1) of this paragraph and the more important opinions of law issued by the Office of the Solicitor. The Index-Digest is available for use by the public in the Docket and Records Section mentioned in subparagraph (1) of this paragraph and in the offices of the Regional Solicitors and Field Solicitors.² Selected opinions are published in

² See Appendix for list of field offices.

OFFICE OPERATIONS
Mail and Records Handbook

a series entitled "Decisions of the United States Department of the Interior" (cited at I.D.) and copies may be obtained by subscription from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

(3) Copies of final opinions and orders issued by Regional Solicitors on tort claims, irrigation claims, and appeals in Indian probate proceedings are available for inspection and copying in their respective offices. Copies of final opinions and orders issued by Field Solicitors on tort claims and by hearing examiners in Indian probate proceedings are available for inspection and copying in their respective offices.

(b) (1) Copies of final opinions and orders, issued on appeals to the Director, Bureau of Land Management, in proceedings relating to lands and interests in land are available for inspection and copying in the Office of Appeals and Hearings, Bureau of Land Management, Robin Building, Silver Spring, Md., and in the offices of hearing examiners referred to in subparagraph (2) of this paragraph.

(2) Copies of final opinions and orders issued by hearing examiners of the Bureau of Land Management in proceedings relating to lands and interests in land are available for inspection at their offices in the Interior Building, 2929 Fulton Avenue, San Francisco, Calif., and in the Federal Building, Salt Lake City, Utah, and at the Robin Building, Silver Spring, Md.

(c) Copies of final opinions and orders issued in cases pertaining to applications for subsidies for the construction of fishing vessels are available for inspection and copying in the Branch of Grants and Loans, Bureau of Commercial Fisheries, Washington, D.C.

(d) Copies of final opinions and orders issued by the Oil Import Appeals Board are available for inspection and copying in the Office of the Chairman, Interior Building, Washington, D.C.

(e) The Departmental Manual is available for inspection in the Departmental Library, Interior Building, Washington, D.C., and at each of the regional offices of bureaus of the Department. The administrative manuals of those bureaus which have issued such documents are available for inspection at the headquarters offices and at the regional offices of the bureaus.

OFFICE OPERATIONS
Mail and Records Handbook

2.5 Compulsory process.

(a) If the production of any record of the Department is sought by compulsory process and if it is determined, in accordance with the provisions of Section 2.2, that the record should not be disclosed, the person making such determination shall immediately report the matter to the Solicitor. The person to whom the compulsory process is directed shall appear in answer to the process and respectfully decline to produce the record on the ground that the disclosure, pending the receipt of instructions from the Secretary of the Interior, is prohibited by the regulations in this part.

(b) The Solicitor of the Department of the Interior and the Deputy Solicitor may exercise all of the authority of the Secretary of the Interior under this section.

2.6 Testimony of employees.

(a) An officer or employee of the Department shall not testify in any judicial or administrative proceeding concerning matters related to the business of the Government without the permission of the head of the bureau, or his designee, or of the Secretary of the Interior, or his designee. If the head of a bureau, or his designee, concludes that permission should be withheld, he shall report the matter immediately to the Solicitor for a determination, and the officer or employee shall appear in answer to process and respectfully decline to testify, pending the receipt of instructions from the Secretary, on the ground that testimony is prohibited by the regulations in this part. Pending instructions from the Secretary, or his designee, an officer or employee in the Office of the Secretary shall follow the same procedure.

(b) Any person (including a public agency) wishing an officer or employee of the Department to testify in a judicial or administrative proceeding concerning a matter related to the business of the Government may be required to submit a statement setting forth the interest of the litigant and the information with respect to which the testimony of the officer or employee of the Department is desired, before permission to testify will be granted under this section.

OFFICE OPERATIONS
Mail and Records Handbook

(c) The Solicitor of the Department of the Interior and the Deputy Solicitor may exercise all of the authority of the Secretary of the Interior under this section.

2.7 Definition. As used in the regulations in this part, the term "bureau" includes the other Departmental offices.

APPENDIX

OFFICE OF THE SOLICITOR--FIELD OFFICES

Anchorage Region

Regional Solicitor; Anchorage, Alaska, Federal Building.
Field Solicitor; Juneau, Alaska, U.S. Post Office and
Courthouse.

Denver Region

Regional Solicitor; Denver, Colorado, Denver Federal Center.
Field Solicitor; Aberdeen, South Dakota, U.S. Post Office
and Courthouse.
Hearing Examiner; Aberdeen, South Dakota, U.S. Post Office
and Courthouse.
Field Solicitor; Albuquerque, New Mexico, Federal Building
and Courthouse.
Field Solicitor; Billings, Montana, Federal Building and
Courthouse.
Hearing Examiner; Billings, Montana, Federal Building and
Courthouse.
Field Solicitor; Cheyenne, Wyoming, U.S. Post Office and
Courthouse.
Hearing Examiner; Gallup, New Mexico, V.E.M. Building.
Hearing Examiner and Field Solicitor; Minneapolis, Minn.,
Buzza Building.
Field Solicitor; Santa Fe, New Mexico, U.S. Courthouse.

Los Angeles Region

Regional Solicitor; Los Angeles, California, 7759 Federal
Building.
Field Solicitor; Phoenix, Arizona, Arizona Title Annex
Building.
Hearing Examiner; Phoenix, Arizona, Arizona Title Annex
Building.
Field Solicitor; Reno, Nevada, U.S. Courthouse.

OFFICE OPERATIONS
Mail and Records Handbook

Philadelphia Region

Regional Solicitor; Philadelphia, Pa., Second Bank Building.

Portland Region

Regional Solicitor; Portland, Oregon, Federal Building.
Hearing Examiner; Portland, Oregon, Federal Building.
Field Solicitor; Boise, Idaho, Fairgrounds, Reclamation
Building.
Field Solicitor; Ephrata, Washington, Reclamation Building.

Sacramento Region

Regional Solicitor; Sacramento, California, Interior
Building.
Hearing Examiner; Sacramento, California, Interior Building.
Field Solicitor; San Francisco, California, 450 Golden Gate
Avenue.

Salt Lake City Region

Regional Solicitor; Salt Lake City, Utah, Federal Building.

Tulsa Region

Regional Solicitor; Tulsa, Oklahoma, U.S. Post Office and
Federal Office Building.
Hearing Examiner; Tulsa, Oklahoma, U.S. Post Office and
Federal Office Building.
Field Solicitor; Amarillo, Texas, Petroleum Building.
Field Solicitor; Anadarko, Oklahoma, 123 Northwest Second
Street.
Trial Attorney; Durant, Oklahoma, U.S. Post Office and
Courthouse.
Field Solicitor; Muskogee, Oklahoma, Federal Building.
Field Solicitor; Pawhuska, Oklahoma, c/o Osage Indian
Agency.
Field Solicitor; Elberton, Georgia, First National Bank
Building.

Release 15-13, 11/14/69

OFFICE OPERATIONS
Mail and Records Handbook

TITLE 20--CODE OF FEDERAL REGULATIONS
Chapter 1 Bureau of Employees' Compensation
Subchapter B--United States Employees' Compensation Act
Part 1--Claims for Compensation and Administration Procedure

1.21 Confidential nature of records and papers
relating to injury or death of employees.

(a) All records, medical and other reports, statements of witnesses, and other papers relating to the disability or death of a civil employee of the United States or other person entitled to compensation benefits from the United States under said act and all amendments or extensions thereof, are the official records of the Bureau and are not records of the agency, establishment, or department making or having the care or use of such records. Such records and papers pertaining to any such injury or death are confidential and no official or employee of a Government establishment who has investigated or secured statements from witnesses and others pertaining to a claim for compensation, or any person having the care or use of such reports, shall disclose information from or pertaining to such records to any person, except upon the written approval of the Bureau.

(b) Any person having any such record shall assume no control over same, nor shall such person be vested with any discretion relative to the production of same in court, as such discretion shall remain in the Bureau to whose business such records appertain. Any such person is prohibited from presenting such records or information in court, whether in answer to a subpoena duces tecum or otherwise. When a subpoena shall have been served upon such person, he shall appear in court and respectfully decline to present such records or to divulge the information called for, basing his refusal upon this regulation and upon the fact that such person is not the custodian of such records.

(c) Information with respect to an injury or death which may be necessary for the official purpose of any department, agency, or other establishment of the United States may be disclosed upon the responsibility of the official supervisor to see that such information will be used exclusively for such official purpose.

OFFICE OPERATIONS
Mail and Records Handbook

1.22 Inspection of records of Bureau. An employee or his beneficiary in case of death, or the agency of such employee or beneficiary, may, at the discretion of the Bureau, be permitted to examine the records of the case in which he is an interested party. In any request for such permission, the Bureau shall be the judge of the reasonableness thereof, and may, in its discretion permit inspection of such record or part thereof which, in its opinion, will not result in damage or harm to the beneficiary or to any person, or which will not be inimical to the interests of the Bureau or of the United States.



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

IN REPLY REFER TO:

15 BIAM Bulletin 3

NOV 10 1982

Memorandum

To: Holders of 15 BIAM

From: Deputy Assistant Secretary - Indian Affairs (Operations)

Subject: Changes in Signatory Authority - 15 BIAM 1.3B and 1.3C

This bulletin extends 15 BIAM Bulletin 2, dated April 19, 1982 for an additional six months.


Deputy Assistant Secretary -
Indian Affairs (Operations)

Filing Reference: 15 BIAM 1.3

Bulletin Expires May 10, 1982

MANUAL BULLETIN



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

IN REPLY REFER TO:

15 BIAM Supplement 2, Bull. 3

JAN 17 1980

Memorandum

TO: Holders of 15 BIAM Supplement 2

FROM: Commissioner of Indian Affairs

SUBJECT: Procedures for Renting or Purchasing Word Processing Equipment

This bulletin prescribes procedures for acquiring (renting or purchasing) word processing equipment within the Bureau.

A. RESPONSIBILITIES - CENTRAL OFFICE

1. Director, Office of Administration. The Director, Office of Administration, will:

- (a) Be responsible for providing Bureau direction on word processing equipment;
- (b) Approve or disapprove requests for word processing equipment for Central Office Programs;
- (c) Assure that the Bureau maintains and utilizes the latest technological word processing equipment necessary to perform the Bureau's functions;
- (d) Establish and issue procedures for evaluating the productivity of word processing systems, and
- (e) Declare moratoriums.

2. Division of Management Research and Evaluation. The Chief, Division of MR&E will:

(a) Be responsible for the review and analysis of all word processing requests for the Central Office.

(b) Review each proposed installation at the Central Office

to: CHIEF, MGMT. RESEARCH & EVALUATION BIAM
BUREAU OF INDIAN AFFAIRS
CODE 350
SOUTH INTERIOR BLDG.

50 cps

BULLETIN EXPIRES July 17, 1980

BULLETIN MANUAL

(1) Assure that an objective need for increased efficiency and effectiveness has been established.

(2) Be sure that all reasonable alternatives to the use of word processing equipment are considered including training to improve typing skills, improving correspondence management practices, work simplification, functional specialization and use or improving the use of dictation equipment.

(3) Determine the feasibility of reassigning underutilized word processing equipment within the Bureau after completing each bi-annual cost effectiveness analysis survey of existing systems. Part 2 of the attached Illustration will provide information for the review.

(4) Assure that the comparative cost analysis of the existing and proposed systems has been made.

(5) Assess the potential for future expansion within the Bureau of Indian Affairs.

(6) Consider the feasibility of standardizing equipment in applications involving shared workload.

(7) Certify that appropriate equipment is selected for each specific application and that the appropriate procurement method is employed.

(8) Evaluate the productivity of each system periodically.

(9) Develop and maintain a complete inventory of leased, rented and owned equipment dedicated to or used primarily for word processing applications within the Bureau. The inventory will include the name of the manufacturer, model number, location, purchase, rental cost, and date of acquisition, and average utilization rate.

3. Program Offices. Each Program Director will be responsible for:

(a) Complying with the requirements of this bulletin;

(b) Exercising prudent managerial decisions when acquiring or utilizing word processing systems; and

(c) Coordinating feasibility studies with MR&E.

4. Procurement, Office of Administration. The Procurement office shall:

(a) Process requisitions for acquiring word processing systems or equipment only upon approval of the Director, Office of Administration; and

(b) Furnish a copy of the purchase order for any new or additional word processing equipment to MR&E.

B. RESPONSIBILITIES - AREA AND AGENCY OFFICES

Area and Agency Offices shall:

1. Establish monitoring requirements of WPE in line with this bulletin within their jurisdiction.

2. Develop and submit a copy of their WPE inventory to the Division of MR&E by March 1, 1980 and update the inventory every two years. In preparing the inventory use criteria shown in paragraph A.2.(b)(9) above.

3. Assure that clearance approval by the Area Director is obtained before acquiring additional WPE.

4. Ensure that WPE is utilized effectively and economically within their program.

C. REQUISITIONING OFFICE PROCEDURES

Offices requesting word processing equipment will complete Part 1 of Illustration 1 and submit it to the Division of Management Research and Evaluation (MR&E) for review and analysis before formally submitting a requisition to the procurement office.

An evaluation will be made by the Division of MR&E. After considering all the elements furnished by the requesting office, the Chief, Division of MR&E will recommend to the Director of Administration, either approval or disapproval of the request.

Offices will be notified by MR&E of the status of their request within a reasonable time period after receipt of the request.

D. COST ANALYSIS

The Bureau will distinguish between actual cost savings and superficial benefits that may not result in actual cost savings when evaluating requests for word processing equipment. Time saved by converting to WPE will result in cost savings only if personnel

positions or overtime are reduced, or if the time saved can be used to accomplish other essential work. Only actual cost savings will be used when conducting a cost analysis.


Commissioner of Indian Affairs

Filing Reference: 15 BIAM Supp. 2

WORD PROCESSING

ANALYSIS ELEMENTS

(Part 1 to be completed by Requesting Office)

PART 1

Determining Cost Effectiveness in Acquiring Word Processing Equipment (WPE)

A. Identify Total Annual Costs

(i) Annual Personnel Costs. Compute the actual number of man-hours required for typing during a normal or average two week period. Multiply by 26. M/H _____ x 26 = _____

(ii) Compute the total number of lines typed during that same period. Multiply by 26. LT _____ x 26 = _____

(iii) Determine the annual equipment costs by amortizing the original cost of the electric typewriter(s) over a five year period. EC _____ divided by five = _____

(iv) Add totals of (i) annual personnel costs and (iii) annual equipment cost above to determine the total annual costs. APC _____ + AEC _____

B. Compute the total annual costs required to produce the same or similar material on the WPE under consideration. Include actual lease or purchase cost, maintenance cost, space alternations, carpeting, drapes, etc. Annual cost _____

C. If the annual costs of WPE is greater than that of typewriters, WPE should not be used.

PART 2

Determining Cost Effectiveness of WPE Currently in Use.

Cost effectiveness of WPE systems will be scheduled and conducted by MR&E bi-annually.

(i) The methodology prescribed in 1A will be used to compare the cost of WPE with that of electric typewriters.

(ii) If leased WPE is not used cost effectively, the leases should be terminated or allowed to expire. If owned WPE is not used cost effectively, the following remedial action shall be taken immediately:

(a) Efforts to increase the use of the equipment will be made to improve utilization of the equipment.

(b) The WPE shall be reassigned elsewhere to increase the utilization of the equipment.

(c) A moratorium on WPE acquisition may be declared if currently owned equipment is not cost effectively used.



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

MR&E

15 BIAM Supp.2, Bulletin No. 2

APR 25 1978

Memorandum

To: Holders of 15 BIAM Supplement 2
From: Assistant Secretary - Indian Affairs
Subject: Mail Sampling

The purpose of this bulletin is to provide guidelines and instructions for the mail sampling program which the Bureau has reinstated. We have returned to our own mail sampling in an effort to implement mail management improvements for better accountability and control of our mail costs.

It is important that the mail sampling be assigned to personnel knowledgeable in mail sampling practices. The sampling must be done at every mail station for each field and central office within the Bureau (exclude mail processed by postage meter equipment).

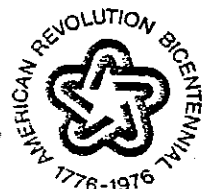
The U.S. Postal Service (USPS) will perform some field audits or monitoring during the sample week.

Responsibility and Method of Estimating Postal Service Costs

Each Bureau office (Central Office, Area Office, Agency, School, etc.) which dispatches mail shall be responsible for estimating postal costs based on a sampling technique. An actual count of mail processed by each office shall be made during the week of May 1 through 5, 1978.

Estimates of Postal Service costs shall include all official matter entered in the U.S. Postal Service, such as ordinary first-class mail, special delivery, registered mail, foreign mail, parcel post, periodicals, postage-due items, proof of mailings, reply cards or envelopes, return receipts, etc. The above is only a partial listing of the types of mail services which must be counted. "Attachment A" provides complete details on all categories of mail.

Attachment A has been developed by the USPS for use in preparing the mail sampling report. Agencies, offices, schools, etc., are required to submit their completed reports to their Area level for consolidation. Consolidated Area reports and reports from any other reporting offices

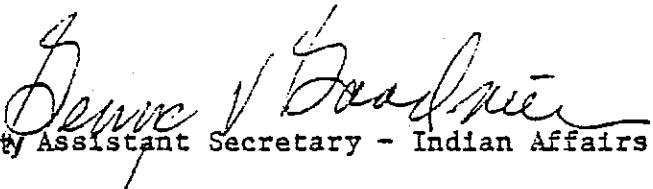


Bulletin Expires October 31, 1978

MANUAL BULLETIN

shall be promptly submitted to the Central Office Division of Management Research and Evaluation on or before May 19, 1978. The Division of MR&E will prepare the consolidated report for submission to the USPS.

If you have any questions, please call Warren Keirsted on 343-4145.


Deputy Assistant Secretary - Indian Affairs

Filing Reference: 15 BIAM Supplement 2, section 2.7

Reimbursement Rates

A. The format below is for the largest percentage of all official mail:

<u>Type and Size</u>	<u>Class of Service</u>	<u>Unit Rate</u>	<u>Quantity</u>	<u>Amount</u>
<u>ENVELOPES:</u>				
SMALL - Up to 6.125" x 11.5" 1 oz. or less	First-class	.13	_____	_____
	Airmail	***	_____	_____
over 1 oz. and not over 2 oz.	First-class	.24	_____	_____
	Airmail	***	_____	_____
LARGE - Up to 11" x 13" - over 2 oz. & not over 5 oz.	First-class	.46	_____	_____
	Airmail	***	_____	_____
ODD SIZE - Over 11" x 13" (5 - 13 oz.) (5 - 10 oz.)	First-class	1.01	_____	_____
	Airmail	***	_____	_____
Priority mail not exceeding 2 lbs. (First-class over 13 oz.)		1.84	_____	_____

PACKAGES:

<p><u>SMALL</u> - 14 lbs or less (Recommended maximum size 11" x 9" x 10")</p>	<p>Fourth-class Priority</p>	<p>1.83 4.01</p>	<p>=====</p>	<p>=====</p>
<p><u>MEDIUM</u> - Over 14 lbs but not over 27 lbs (Recommended maximum size 11" x 9" x 20")</p>	<p>Fourth-class Priority</p>	<p>3.72 9.19</p>	<p>=====</p>	<p>=====</p>
<p><u>LARGE</u> - Over 27 lbs but not over 40 lbs (Over 11" x 9" x 20")</p>	<p>Fourth-class Priority</p>	<p>5.34 13.63</p>	<p>=====</p>	<p>=====</p>
<p><u>EXTRA LARGE</u> Up to 100" length & girth over 40 lbs but not over 70 lbs</p>	<p>Fourth-class Priority</p>	<p>8.31 21.77</p>	<p>=====</p>	<p>=====</p>

Registered mail must be sent First-class or Priority

*** Merged with First Class effective October 11, 1975.

2

B. EXPERIMENTAL SERVICES

Express Mail Service

Guaranteed next day delivery
up to 50 pounds

For rates and details,
Contact local Postmaster

RATES AVAILABLE UNDER SPECIAL CIRCUMSTANCES

Bulk third-class rates (Permit required)

Permit No. _____	Ordinary printed	.077*	_____
		Min. Piece	_____
		or .36 lb	_____
Permit No. _____	Bound printed	.077*	_____
	matter qualifying	Min. Piece	_____
	for book &	or .30 lb	_____
	catalog rate		_____

*The adjusted third-class regular bulk minimum per piece rate is 7.5 cents for each of the first 250,000 pieces mailed annually and 7.7 cents for each additional piece.

Second-class (Permit required)

Office of Entry: _____	**	_____
Special Fourth-class	Books containing	.40 1st lb
Books-Films	no advertising	.14 thru
See 135.213 FSM		7 lbs
		.08 over
		7 lbs

** Will be furnished upon acceptance of publication for second-class privilege.

C. Special Services: Each service must be shown in the "quantity" column even if on the same piece of mail or otherwise listed. Special service rates are in addition to the regular postage rates shown above and on page 4.

<u>Matter Receipted on Delivery</u>	<u>Unit Cost</u>	<u>Quantity</u>	<u>Amount</u>
*Registered mail (Limit \$100 Postal Indemnity).....	\$ 2.10	_____	_____
Certified Mail.....	.60	_____	_____
Restricted delivery.....	.60	_____	_____
Return receipts.....	.25	_____	_____
Insured mail (Limit \$200 Postal Indemnity).....	.80	_____	_____
<u>Other Services</u>			
Foreign (See Attachment 1 for International Rates)			
Aerogrammes.....	.22	_____	_____
Special delivery.....	1.50	_____	_____
Postage due (Domestic - Foreign).....	.20	_____	_____
Form 3547 (Change of Address).....	.25	_____	_____
Returned mail, etc.20	_____	_____
Certificate of Mailing:.....	.10	_____	_____
Special Handling (3rd & 4th class)70	_____	_____
Mailing List Corrections	Minimum 1.00	_____	_____
	per item .10	_____	_____
Incoming reply envelopes furnished to obtain official information: (If special service desired - service must be preprinted on envelope)			
Small - up to 6.125" x 11.5"13	_____	_____
Large - up to 11" x 13"35	_____	_____
Business Reply - above rates plus per piece charge of 3.5¢		_____	_____
Total Cost		_____	_____

*Higher indemnity is available if full registry fee is paid at time of mailing.

If the following types of mail are forwarded to another post office they are subject to additional postage, to be computed the same as if the piece were originally mailed at the office from which it is forwarded except second-class mail which is chargeable at the transient second class rate. Registered, certified, insured, and special handling mail is forwarded without the payment of additional fees, but the ordinary forwarding postage charges must be paid. (See Section 158.3, Postal Service Manual). Report appropriate type and size in accordance with formats on pages 4 and 5.

<u>Type and Size</u>	<u>Class of Service</u>	<u>Unit Rate</u>	<u>Quantity</u>	<u>Amount</u>
_____	Second-class	_____	_____	_____
_____		_____	_____	_____
_____	Third-class	_____	_____	_____
_____		_____	_____	_____
_____	Fourth-class	_____	_____	_____
_____		_____	_____	_____
_____	Priority	_____	_____	_____
_____		_____	_____	_____
	Total Cost		_____	_____

Mail Messenger Service (Stop-Run)

Size 10 envelopes	\$.13	_____	_____
Size 65-107 envelopes	.35	_____	_____
Size 65-207 envelopes	1.01	_____	_____
Pouches	3.72	_____	_____
Outsides (boxes, etc.)	3.72	_____	_____
Total Cost		_____	_____

Supplemental Mailings

All mailings by the Government Printing Office and all major mailings by contractors that do not relate to routine general administrative type mail will be reported separately in this section. This type of mail must be factually documented. Large irregular mailings of this type would distort the sampling results if included; in addition when actual mail volume data exists it should be utilized (See Part 13).

Mailed by Government Printing Office

Mailed by commercial mailers (contractors)

<u>Type and Size</u>	<u>Class of Service</u>	<u>Unit Cost</u>	<u>Quantity</u>	<u>Amount</u>
<input type="checkbox"/> _____	_____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____	_____

Postage will be paid by each agency for all matter mailed by GPO for an agency under the indicia of the requisitioning agency. If matter is mailed by GPO under their own indicia, GPO will be responsible for paying the USPS and will in turn add the postage cost to the distribution bill to accomplish proper reimbursement from the requisitioning agency. (See GPO Circular Letter 117; 12/17/74)

D. Exceptions to preceding unit rates:

	<u>Quantity</u>	<u>Amount</u>
--	-----------------	---------------

- (1) Post card rates: Should be thickness .006 to .0095" and not less than 3" x 4 1/4" and not more than 4 1/4" x 6"

Regular mail	\$.09		
Airmail	***		

*** Merged with First-class effective October 11, 1975

- (2) Third-class single piece rates:
(Must be endorsed Third-class)

Small size - less than 6.125" x 11.5".....	\$.14		
Large size - over 6.125" x 11.5"			
weighing 8 oz. or less.....	.39		
weighing in excess of 8 oz.83		
but less than 16 oz.			



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20242

IN REPLY REFER TO:

MR&E

15 BIAM Supp.2, Bulletin No. 1

AUG 5 1977

Memorandum

To; Holders of 15 BIAM Supplement 2

From: Acting Deputy Commissioner of Indian Affairs

Subject: Mail Sampling

The purpose of this bulletin is to provide guidelines and instructions for the mail sampling program which the Bureau is reinstating. We are returning to our own mail sampling in an effort to implement mail management improvements for better accountability and control of our mail costs.

It is important that the mail sampling be assigned to personnel knowledgeable in mail sampling practices. The sampling must be done at every mail station for each field office within the Bureau.

The U.S. Postal Service (USPS) will perform some field audits or monitoring during the sample week.

Responsibility and Method of Estimating Postal Service Costs

Each Bureau office (Central Office, Area Office, Agency, School, etc.) which dispatches mail shall be responsible for estimating postal costs based on a sampling technique. An actual count of mail processed by each office shall be made during the week of August 21 through 27, 1977.

Estimates of Postal Service costs shall include all official matter entered in the U.S. Postal Service, such as ordinary first-class mail, special delivery, registered mail, foreign mail, parcel post, periodicals, postage-due items, proof of mailings, reply cards or envelopes, return receipts, etc. The above is only a partial listing of the types of mail services which must be counted. Attachment A provides complete detail on all categories of mail.

Attachment A has been developed by the USPS for use in preparing the mail sampling report. Agencies, offices, schools, etc., are required to submit their completed reports to their Area level for consolidation. Consolidated Area reports and reports from any other reporting offices

Bulletin Expires February 5, 1978

shall be promptly submitted to the Central Office Division of Management Research and Evaluation on or before September 15, 1977. The Division of MR&E will prepare the consolidated report for submission to the USPS.

Raymond V. Butts

Acting Deputy Commissioner of
Indian Affairs

Filing Reference: 15 BIAM Supplement 2, section 2.7

Reimbursement Rates

A. The format below is for the largest percentage of all official mail:

<u>Type and Size</u>	<u>Class of Service</u>	<u>Unit Rate</u>	<u>Quantity</u>	<u>Amount</u>
<u>ENVELOPES:</u>				
SMALL - Up to 6.125" x 11.5" 1 oz. or less	First-class Airmail	.13 ***	_____	_____
over 1 oz. and not over 2 oz.	First-class Airmail	.24 ***	_____	_____
LARGE - Up to 11" x 13" - over 2 oz. & not over 5 oz.	First-class Airmail	.46 ***	_____	_____
ODD SIZE - Over 11" x 13" (5 - 13 oz.) (5 - 10 oz.)	First-class Airmail	1.01 ***	_____	_____
Priority mail not exceeding 2 lbs. (First-class over 13 oz.)		1.84	_____	_____

PACKAGES:

<u>SMALL</u> - 14 lbs or less (Recommended maximum size 11" x 9" x 10")	Fourth-class Priority	1.83 4.01	_____	_____
<u>MEDIUM</u> - Over 14 lbs but not over 27 lbs (Recommended maximum size 11" x 9" x 20")	Fourth-class Priority	3.72 9.19	_____	_____
<u>LARGE</u> - Over 27 lbs but not over 40 lbs (Over 11" x 9" x 20")	Fourth-class Priority	5.34 13.63	_____	_____
<u>EXTRA LARGE</u> Up to 100" length & girth over 40 lbs but not over 70 lbs	Fourth-class Priority	8.31 21.77	_____	_____

Registered mail must be sent First-class or Priority

*** Merged with First Class effective October 11, 1975.

B. EXPERIMENTAL SERVICES

Express Mail Service

Guaranteed next day delivery
up to 50 pounds

For rates and details,
Contact local Postmaster

RATES AVAILABLE UNDER SPECIAL CIRCUMSTANCES

Bulk third-class rates (Permit required)

Permit No. _____	Ordinary printed	.077*	_____
		Min. Piece	_____
		or .36 lb	_____
Permit No. _____	Bound printed	.077*	_____
	matter qualifying	Min. Piece	_____
	for book &	or .30 lb	_____
	catalog rate		_____

*The adjusted third-class regular bulk minimum per piece rate is 7.5 cents for each of the first 250,000 pieces mailed annually and 7.7 cents for each additional piece.

Second-class (Permit required)

Office of Entry: _____	**	_____
<u>Special Fourth-class</u>	Books containing	.40 1st lb
<u>Books-Films</u>	no advertising	.14 thru
See 135.213 FSM		7 lbs
		.08 over
		7 lbs

** Will be furnished upon acceptance of publication for second-class privilege.

C. Special Services: Each service must be shown in the "quantity" column even if on the same piece of mail or otherwise listed. Special service rates are in addition to the regular postage rates shown above and on page 4.

<u>Matter Received on Delivery</u>	<u>Unit Cost</u>	<u>Quantity</u>	<u>Amount</u>
*Registered mail (limit \$100 Postal Indemnity).....	\$ 2.10		
Certified Mail.....	.60		
Restricted delivery.....	.60		
Return receipts.....	.25		
Insured mail (Limit \$200 Postal Indemnity).....	.80		
<u>Other Services</u>			
Foreign (See Attachment 1 for International Rates)			
Aerogrammes.....	.22		
Special delivery.....	1.50		
Postage due (Domestic - Foreign).....	.20		
Form 3547 (Change of Address).....	.25		
Returned mail, etc.20		
Certificate of Mailing.....	.10		
Special Handling (3rd & 4th class)70		
Mailing List Corrections	1.00		
	per item		
Incoming reply envelopes furnished to obtain official information: (If special service desired - service must be preprinted on envelope)			
Small - up to 6.125" x 11.5".....	.13		
Large - up to 11" x 13".....	.35		
Business Reply - above rates plus per piece charge of 3.5¢			
Total Cost			

*Higher indemnity is available if full registry fee is paid at time of mailing.

If the following types of mail are forwarded to another post office they are subject to additional postage, to be computed the same as if the piece were originally mailed at the office from which it is forwarded except second-class mail which is chargeable at the transient second class rate. Registered, certified, insured, and special handling mail is forwarded without the payment of additional fees, but the ordinary forwarding postage charges must be paid. (See Section 158.3, Postal Service Manual). Report appropriate type and size in accordance with formats on pages 4 and 5.

<u>Type and Size</u>	<u>Class of Service</u>	<u>Unit Rate</u>	<u>Quantity</u>	<u>Amount</u>
_____	Second-class	_____	_____	_____
_____		_____	_____	_____
_____	Third-class	_____	_____	_____
_____		_____	_____	_____
_____	Fourth-class	_____	_____	_____
_____		_____	_____	_____
_____	Priority	_____	_____	_____
_____		_____	_____	_____
	Total Cost		_____	_____

Mail Messenger Service (Stop-Run)

Size 10 envelopes	\$.13	_____	_____
Size 65-107 envelopes	.35	_____	_____
Size 65-207 envelopes	1.01	_____	_____
Pouches	3.72	_____	_____
Outsides (boxes, etc.)	3.72	_____	_____
Total Cost		_____	_____

Supplemental Mailings

All mailings by the Government Printing Office and all major mailings by contractors that do not relate to routine general administrative type mail will be reported separately in this section. This type of mail must be factually documented. Large irregular mailings of this type would distort the sampling results if included; in addition when actual mail volume data exists it should be utilized (See Part B3).

- Mailed by Government Printing Office
- Mailed by commercial mailers (contractors)

<u>Type and Size</u>	<u>Class of Service</u>	<u>Unit Cost</u>	<u>Quantity</u>	<u>Amount</u>
<input type="checkbox"/> _____	_____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____	_____

Postage will be paid by each agency for all matter mailed by GPO for an agency under the indicia of the requisitioning agency. If matter is mailed by GPO under their own indicia, GPO will be responsible for paying the USPS and will in turn add the postage cost to the distribution bill to accomplish proper reimbursement from the requisitioning agency. (See GPO Circular Letter 117; 12/17/74)

<u>D. Exceptions to preceding unit rates:</u>	<u>Quantity</u>	<u>Amount</u>
(1) Post card rates: Should be thickness .006 to .0095" and not less than 3" x 4 1/4" and not more than 4 1/4" x 6"		
Regular mail	\$.09	_____
Airmail	***	_____
*** Merged with First-class effective October 11, 1975		

(2) Third-class single piece rates:
(Must be endorsed Third-class)

Small size - less than 6.125" x 11.5".....	\$.14	_____
Large size - over 6.125" x 11.5"		_____
weighing 8 oz. or less.....	.39	_____
weighing in excess of 8 oz.83	_____
but less than 16 oz.		_____