

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
FEDERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-75-89-1	DATE RECEIVED 2/8/89
1. FROM (Agency or establishment) U. S. Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Indian Affairs		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Sarah S. Hawkins	5. TELEPHONE EXT. 343-3574	DATE 7/30/90 1/23/89	ARCHIVIST OF THE UNITED STATES
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 1/23/89	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The attached Bureau of Indian Affairs Records and Files Disposition Handbook is a complete revision of the previous 1977, 15 BIA, Files Operation and Records Disposition Handbook, Supplement 3. Bureauwide organizational changes during the past 12 years have added new programs to the Bureau and discontinued others. A frozen series of records have also been added.</p> <p>Appendixes to the Handbook include a Correspondence Listing, Location Codes, FRC Center Location, Disposition Schedule Conversions, Functional Areas by Programs, the General Records Schedules and the Disposition Schedules.</p> <p>A detailed description has been made of each series which has been accumulated and will continue to be accumulated. Instructions are provided for the cutoff, retirement, destruction or permanent retention of each series.</p> <p>This Handbook supersedes all previously approved manuals.</p>		<p>All changes to this proposed schedule have been approved by 5/19/90 Agency representative</p> <p> NARA appraiser</p>

Copies sent to Agency, NNA, NAI-W, NNS, NNT, NAR



BUREAU OF INDIAN AFFAIRS

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Washington, D.C. 20240

MAY 03 1996

Memorandum

To: All Central Office Directors
All Area Directors
Director, Office of Indian Education Programs
ACTING
From: Director, Office of Management and Administration
Subject: BIA Records Schedule

James H. McGraw

Attached for your use and local reproduction are two discs containing the BIA Records Schedule. This schedule supersedes anything else currently being used in the Bureau and is the only schedule approved for use by the National Archives and Records Administration.

To ensure that the schedule goes where it is needed, you are authorized by this memorandum to reproduce the schedules locally (i.e., make copies of the discs) with this caveat: UNDER NO CIRCUMSTANCES ARE THE DISCS OR THE PRINTED COPIES WHICH CAN BE MADE FROM THEM TO BE ALTERED. This caveat is from the National Archives. Any changes to this must follow a prescribed procedure working through the Bureau's Records Management officers.

This schedule is the result of many long hours of work by Bureau Records Officers and we want to thank Mike Nez, Fred Doka, Jack Allison, Carol Smalley, Susan Willett, and Paulette Toddy for their outstanding work.

Reproduction of the Records schedule, which is more than 250 pages in length, by this manner ensures proper distribution at every level and drastically cuts printing and mailing costs for all of us.

Attachment

*** RX REPORT ***

RECEPTION OK

TX/RX NO	9073	
CONNECTION TEL		505 248 7210
SUBADDRESS		
CONNECTION ID		
ST. TIME	06/22 09:15	
USAGE T	00'53	
PGS.	2	
RESULT	OK	

*National Archives and
Records Administration*

Washington, DC 20408

GRS
+ 2 + 3

GENERAL RECORDS SCHEDULES TRANSMITTAL

NO. 3

February 22, 1991

TO: Heads of Federal Agencies

1. Purpose. This transmittal conveys changes to the General Records Schedules.

2. Background. The General Records Schedules (GRS) provide mandatory disposition instructions for records common to several Federal agencies. A complete set of the schedules was issued in 1988. The pages provided with this transmittal contain additions, revisions, and corrections to several schedules and to the Subject Index.

3. Explanation of changes.

a. General Records Schedule 1. Item 30a was modified to correct an editorial error, and a new item 36 has been added to cover employee drug testing records.

b. General Records Schedule 3. The cross-reference in the disposition instructions for items 5a and 5b(2)(b) was corrected to read "(see item 3 of this schedule)."

c. General Records Schedule 9. A new item 5 was added to cover records relating to official passports.

d. General Records Schedule 12. The disposition for item 3b was corrected to read "Destroy when 2 years old."

e. General Records Schedule 18. Item 22 was modified to specify that it applies to case files created under Office of Personnel Management regulations only. A reference in the introduction was updated.

f. General Records Schedule 21. Item 13 was changed to read "Duplicate prints and pre-print elements in excess of those elements required for preservation by 36 CFR 1228.184."

g. General Records Schedule 22. Item 1 was changed to exclude significant investigative case files and the introduction was modified to reflect the change to item 1.

h. Subject Index. The index was modified to correct an editorial error and add the new items.

February 22, 1991

GRS Transmittal No. 3

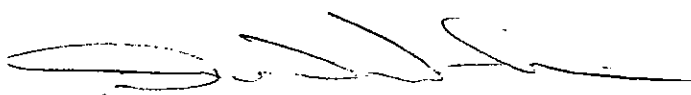
4. Availability. Additional copies of this change are available from the Records Administration Information Center (NIA), Washington, DC 20408. Phone: 202-501-6025 or FTS 241-6025.

5. Instructions.

Remove
pages

and insert
corresponding
new pages

- | | | | | |
|----|-----------|------------------|-------------------|------------------|
| a. | 15 and 19 | of GRS 1 | 15, 19,
and 21 | of GRS 1 |
| b. | 3 and 5 | of GRS 3 | 3 and 5 | of GRS <u>3</u> |
| c. | 3 | of GRS 9 | 3 | of GRS 9 |
| d. | 1 | of GRS 12 | 1 | of GRS 12 |
| e. | 7 | of GRS 18 | 7 | of GRS 18 |
| f. | 1 | of GRS 21 | 1 | of GRS 21 |
| g. | 1 | of GRS 22 | 1 | of GRS 22 |
| h. | 5-21 | of Subject Index | 5-21 | of Subject Index |



DON W. WILSON
Archivist of the United States

Attachments

*National Archives and
Records Administration*

Washington, DC 20408

GENERAL RECORDS SCHEDULES TRANSMITTAL

NO. 1

August 10, 1988

TO: Heads of Federal Agencies

1. Purpose. This transmittal announces a revision of the General Records Schedules (GRS).

2. Background.

a. Over the past 2 years, the National Archives and Records Administration has been reviewing and modifying the General Records Schedules. Many of the changes were made in response to agency suggestions. Several of the most significant changes or additions have been announced through NARA bulletins (see paragraph 6). Though many items remain unchanged from the previous edition, sufficient changes were made to require that the entire set of schedules be reissued.

b. The GRS now cover only disposable records. Supplementary information on scheduling records not covered by the GRS is found in several NARA publications. Comprehensive guidance is provided in the Disposition of Federal Records handbook, available from the Federal Supply Service (stock number 7610-01-055-8704). Specific guidance on scheduling nontextual records will be provided in three NARA instructional guides, "Managing Cartographic and Architectural Records," "Managing Audiovisual Records," and "Managing Electronic Records." An additional instructional guide, "Managing the Records of Temporary Commissions," is also being developed. These four publications will be issued in the near future and their availability will be announced in a NARA bulletin.

3. Explanation of changes.

a. Records previously scheduled as "permanent," "submit an SF 115," and "submit an SF 258," have been deleted. Such records must be scheduled individually by agencies that create or acquire them. Potentially permanent records must be appraised by NARA. Their inclusion in the GRS proved to be misleading in some instances, as some agencies assumed that all items scheduled as "submit an SF 115" or "submit an SF 258" would automatically be permanent. Inclusion of permanent and potentially permanent items also led some agencies to believe that the GRS could be used to cover unique program records.

(1) The 19 items previously scheduled as permanent will have to be rescheduled by submission of an SF 115, unless NARA has already approved their disposition on an SF 115.

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JUL 12 1988

(a) In most cases the records should be proposed for permanent retention, but NARA appraisal may find a few of them disposable. For example, news releases at all levels of an organization may not be permanent.

(b) In other cases, the GRS provided guidelines rather than definitive descriptions of permanent series. For example, the GRS scheduled a representative sample of globes, terrain models, and raised relief maps as well as agency histories and selected background materials as permanent. Agency history files are particularly important for documenting an agency's activities. It is very important for NARA to have a complete description of the files in an agency's historian's office in order to conduct an appraisal of all materials created or collected by that office.

(2) The deletion of the items for which the disposition was "submit an SF 115" or "submit an SF 258" will impose no additional workload on agencies, as they had to be scheduled separately under the superseded GRS.

(3) One disposable item, Telephone Summaries (previously GRS 12, item 4), was deleted because it did not adequately cover the records created under current procedures. NARA is working with the General Services Administration (GSA) and the General Accounting Office (GAO) to develop a disposition standard for current records. Pending resolution of this matter, agencies that want to dispose of these records should submit an SF 115 to NARA and request GAO concurrence.

(4) GRS 22, Design and Construction Drawings and Related Records, has been deleted and its disposal authorities have been added to GRS 17 (previously Cartographic, Remote Sensing Imagery, and Related Records), now titled Cartographic, Aerial Photographic, Architectural, and Engineering Records.

(5) Most of the items that were deleted covered nontextual records; i.e., audiovisual records, cartographic and architectural records, and electronic records. The instructional guides mentioned in subparagraph 2b will include criteria for identifying potentially permanent records.

(6) GRS 19, Research and Development Records, has been rescinded, as announced in NARA Bulletin 88-2. Most items in GRS 19 were scheduled "submit an SF 115." In addition, the generic descriptions of research records were difficult to properly apply because they did not clearly match the actual arrangement and content of most research and development records.

(7) GRS 24, Records of Temporary Commissions, Committees, and Boards, has been deleted. GRS 24 covered the records of temporary commissions and the like, not internal

agency committees. Almost all items were scheduled "submit an SF 258." GRS 24 provided no unique disposal authority and will be replaced with an instructional guide, as mentioned in subparagraph 2b.

b. Disposal authorities for electronic records are provided in GRS 20, Electronic Records (previously titled Machine-Readable Records), and GRS 23, Records Common to Most Offices Within Agencies. GRS 20 covers common types of disposable records created in central computer processing operations. GRS 23 authorities have been extended to cover many records created through office automation applications.

c. Many other new items have been added to the GRS, including the Employee Medical Folder, records created in reviewing records for declassification under mandatory review procedures, administrative claims and waivers of claims files, performance records for SES employees, microform inspection logs and reports, records documenting information resources management triennial reviews and information collection budgets, files on certain types of notices printed in the Federal Register, and records relating to membership in the National Defense Reserve system.

d. Because of the deletion of so many items and some of the complete schedules, the GRS have been renumbered. A conversion chart listing each old and new item is appended to the GRS to facilitate its use.

4. Availability. NARA has contacted agency records management officers to determine the number of copies needed by each agency and will provide those separately. If additional copies (paper or electronic) are required in the future, please contact the Records Administration Information Center (NIA), Washington, DC 20408. Phone: 202-724-1471.

5. Instructions. Discard all previous issues of the GRS and replace them with this new edition.

6. GRS transmittal series. NARA has established the GRS transmittal series to announce all changes to the GRS. The transmittals will be sequentially numbered to facilitate updating the GRS and to make it easier to determine if all changes have been received. Each transmittal should be filed in the front of the looseleaf GRS after the instructions contained in the transmittal have been followed (e.g., the attached GRS pages have been interfiled or pen-and-ink changes have been annotated on the appropriate pages of the GRS). NARA will list the GRS transmittals issued to date in the first NARA Bulletin of each fiscal year.

August 10, 1988

GRS TRANSMITTAL 1

7. Cancellation. FPMR Bulletin B-124 with Supplements 1-4, and NARA Bulletins 87-6, 88-2, and 88-3 are canceled.

8. Additional Information. Agencies needing additional information should contact the Records Appraisal and Disposition Division (NIR), Washington, DC 20408. Phone: 202-724-1457.



DON W. WILSON
Archivist of the United States

Attachment

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16 BIA RELEASE Forms Index

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INTRODUCTION TO THE GENERAL RECORDS SCHEDULES

General Records Schedules (GRS) are issued by the Archivist of the United States to provide disposition authorization for records common to several or all agencies of the Federal Government. They include records relating to civilian personnel, fiscal accounting, procurement, communications, printing, and other common functions; and certain nontextual records. These records comprise an estimated one-third of the total volume of records created by Federal agencies.

The GRS does not cover all records of an agency. It must be supplemented by schedules for unique program records. Agencies should exercise particular care in applying the GRS to subject or correspondence files that may include a mix of administrative and program records. Usually, administrative subject files have short retention periods, less than three years. Program subject files may be needed by the agency for ten years or more, and may have archival value as well. Agencies should maintain administrative records separately from program records. If administrative records are mixed with program records and cannot be economically segregated, the entire file should be kept for the period of time approved for the program records. Similarly, if documents covered by these schedules are part of a subject or case file which documents activities different from those covered by the schedules, they should be treated in the same manner as the files of which they are a part.

GRS items cover record copies. In some instances, more than one copy of a document or file would be considered a record, if different offices use it to perform different functions. When it is difficult to decide whether files are record or nonrecord materials, the records officer should treat them as records. Records officers may consult with the National Archives and Records Administration (NIR) to determine the record or nonrecord status of a particular file.

In 1978, use of the GRS was made legally mandatory. The disposition authorizations must be used by a Federal agency to the greatest extent possible. Because these schedules are designed to cover records common to several agencies, the records descriptions are general. Agency records officers may use the schedules either as an appendix to an agency printed schedule or tailored to the agency's own particular needs and incorporated into agency schedules.

The disposition instructions in the GRS are to be implemented without further approval from NARA, with the exception that most records created before January 1, 1921, must first be offered to NARA for appraisal. If NARA rejects the records, they may be destroyed immediately. GRS 3, 11, 16, and 21 have other delimiting dates. Agencies that convert temporary records covered by the GRS to microform should apply the GRS disposition standards to the microform copies, and destroy the paper copies after verification of the film, unless legal considerations require longer retention of the paper (36 CFR 1230.10(b)). No further authorization from NARA is required to implement these provisions. If an agency wishes to apply a different retention period for any series of records included in the GRS, the records officer must submit an SF 115 providing justification for the deviation.

The GRS includes two indexes, an alphabetical Subject Index and an index of commonly used Standard and Optional Forms. The forms index includes only the forms most frequently used by the various government agencies.

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As provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies, the disposal instructions for most records in the remaining schedules are applicable to both hard copy and electronic versions of the records described. GRS 20 specifies certain exceptions to this authority. In those cases, the electronic version of the file must be scheduled on an SF 115.

The previous edition of the GRS included items designated as "permanent," and others for which the disposition instruction was "Submit an SF 115" or "Submit an SF 258." These items have been deleted. GRS authorizations now provide only disposal authority for temporary records, and agencies will now have to include all other records on SF 115s. Many of the items in previous schedules 17, Cartographic, Remote Sensing Imagery, and Related Records; 21, Audiovisual Records, and 22, Design and Construction Drawings and Related Records, have been deleted. GRS 17 and 22 are now combined as GRS 17, Cartographic, Aerial Photographic, Architectural, and Engineering Records. NARA is preparing a series of pamphlets that will provide guidance on scheduling nontextual records that are not covered by the GRS.

GRS 24, Temporary Commissions, Committees, and Boards Records, has been deleted and will be replaced by a NARA handbook on the maintenance and disposition of such records. GRS 19, Research and Development Records, has been deleted because it did not accurately reflect current recordkeeping practices in most agencies. Because of these changes, a conversion table has been appended to this edition. For more information on scheduling unique program records, including potentially permanent records, see the Disposition of Federal Records Handbook, available through the Federal Supply Service (stock number 7610-01-055-8704).

Questions of applicability of any GRS item to agency records or differences of interpretation between the records officer and other agency personnel that cannot be reconciled within the agency may be referred to the Director, Records Appraisal and Disposition Division, NARA, from offices in the Washington, DC area, or the Director of the nearest Federal Records Center (FRC) from offices outside the Washington area.

Some records series covered by the GRS are eligible for retirement to an FRC. Records should be retired from agency space to an FRC only if transfer costs do not exceed the expense of retaining them in agency space. Records sent to FRCs should have a remaining retention of at least one year. If special circumstances, such as lack of filing equipment or space, make it imperative that records be retired, exceptions can be made to this policy. These decisions are made on an individual basis by the appropriate FRC Director. Procedures for transfer of records to FRCs are found in NARA regulations (36 CFR 1228.152).

The GRS are issued in a looseleaf format for ease of updating. They will no longer be distributed under cover of NARA bulletins. NARA has established a special General Records Schedule transmittal format for disseminating these schedules and subsequent additions and changes. The transmittal documents will be sequentially numbered. In addition, the first NARA bulletin of each fiscal year will list the current GRS transmittals in effect.



United States Department of the Interior



BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

JUL 12 1989

IN REPLY REFER TO:

16 BIAM Release 1

Memorandum

To: Holders of 16 BIAM

From: Assistant Secretary - Indian Affairs

Subject: Records and Files Disposition Handbook

This release establishes Chapter 16 of the BIAM, Records and Files Disposition Handbook. The filing system and disposition schedules contained within the Handbook are applicable to all offices/locations of the Bureau of Indian Affairs. All records which were active or generated on or after January 1, 1989, shall be converted to the filing system contained herein. Records which ended prior to this date shall be disposed of according to the following requirements:

From 1977 to 1988 15 BIAM Supplement 3

1976 and Prior 43 IAM

The Handbook should be carefully read as several changes in the system have occurred and many other items clarified. With regard to some of our financial and disbursement related records, the Central Office has been identified as the official record holder; as such, this frees the areas and agencies from having to hold certain records for extended periods of time. Another change, which is mandatory on a Bureau wide basis, is the designation of surname copies as being yellow in color. Also provided, for your convenience, are two conversion tables (located in Appendixes E and F) which identify the record numbers under the 15 BIAM Supplement 3 system with the corresponding record number for the new system.

Conversion of all active records shall be completed by **JAN 12 1990** which is six months from this date of approval. Shipment of older records qualifying for transfer to a Federal Records Center or the National Archives shall be accomplished by October 1, 1990. All line officers will be held accountable for compliance with these timeframes.

Walter R. Mills

Acting Deputy to the Assistant Secretary - Indian Affairs
(Operations)

Filing Instructions:

(a) Superseded material to be maintained for reference purposes:
15 BIAM Supplement 3, all releases

(b) Insert new material transmitted:
16 BIAM Release 1, Dated
Transmittal Memorandum
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Chapters 1-12 and Introduction
Illustrations 1-9
Appendixes A-I

Total 376 Sheets

(1 sheet)
(2 sheets)
(27 sheets)
(19 sheets)
(327 sheets)

(c) Pen-and-ink changes:
None.

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

RECORDS AND FILES DISPOSITION HANDBOOK

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INTRODUCTION

INDIAN RECORDS -- PRESERVING A RICH HERITAGE

Historical documents such as Indian treaties and original reservation boundaries are the basis for many present-day court settlements. These U.S. Government documents may be worth millions of dollars to the Indian people and their preservation continues to play a major role in the outcomes of Indian claims. Since these records directly affect the lives of Indian people, the importance of a good records disposition program cannot be overemphasized.

The Bureau of Indian Affairs is the original source of most Indian records and is required, by law, to preserve those documents which are determined to have historical value. Many records from the War Department, which once directed Indian Affairs, are presently stored in the National Archives (Washington, DC) under temperature- and humidity-controlled conditions. Of the many government files in the Archives' custody, the most sought after and active records continue to be those relating to Indians. The National Archives' motto, "The Past is Prologue," is nowhere more applicable than to the original Americans.

CHAPTER 1 - GENERAL POLICIES AND OBJECTIVES

A. SCOPE.

1. The disposition schedules contained in this Handbook affect records that are in use, created, cutoff, or closed on or after January 1, 1989. Files in a record series which were cutoff prior to this date but are part of and complete an active file which was in use as of January 1, 1989, shall also be disposed according to this Handbook.
2. Records which were ready for disposition prior to January 1, 1989, the material of which does not complete an active file, shall use the schedules contained in the 15 BIAM Supplement 3 for disposition guidance.
3. Disposition of files which were cutoff prior to 1978 shall be in accordance with the guidelines contained in the 43 IAM.
4. Specific instructions for the disposition of old records may be obtained by contacting the Bureau's Records Management Officer.

B. OBJECTIVES.

1. The objectives of the records disposition program are to:
 - a. Preserve records of continuing value.
 - b. Destroy records of temporary value as soon as they have served the purpose for which they were created.
 - c. Improve the use of filing equipment by removing noncurrent material from file cabinets.
2. The Records and Files Disposition Handbook establishes a system for the effective organization, maintenance, and disposal of Bureau of Indian Affairs' (BIA) records. It provides Bureau personnel with guidelines and instructions necessary to implement the standards contained in the Records Disposal Act of 1943 and the Federal Records Act of 1950.
3. The system established in this Handbook is designed for ease in proper maintenance of files, timely removal of inactive records, and concise instructions for record disposal. This system integrates the closely-related functions of files maintenance and records disposition by providing procedures for the management of records from their creation through their ultimate destruction.
4. The major objectives of this Handbook are to insure that records of continuing value are preserved and that records which have no current value are properly disposed of or retired to the Federal Record Center (FRC). The specific goals of the Handbook are to:

JUL 12 1989

- a. Assure uniformity and simplicity in maintaining records;
 - b. Provide adequate controls over the creation of file materials and prevent the accumulation of unnecessary files;
 - c. Facilitate the filing, classification and retrieval of records;
 - d. Assure the preservation of those records having sufficient continuing value.
 - e. Provide for the systematic cutoff and periodic destruction or retirement of records in accordance with the approved records disposition schedules as contained in this Handbook.
- C. POLICY. The policy of the Bureau of Indian Affairs is to provide for efficient, economical, and effective controls over creation, organization, maintenance, use and disposition of all Bureau records.
- D. RESPONSIBILITIES.
1. The Bureau's Office of Administration has the major responsibility for directing and coordinating the Bureau records program with the Department of the Interior, National Archives and Records Administration (NARA), General Accounting Office (GAO) and other agencies as necessary.
 2. Each office is responsible for insuring compliance with the provisions of the records disposition schedules and ascertaining that all records of the organization are covered by appropriate disposal instructions. Each office will review its files at least annually to determine whether the applicable schedules are adequate and being followed. Recommendations to add, delete, or change records disposition schedules will be made when reviews disclose:
 - a. Records series not covered by the schedules;
 - b. Items that should be deleted from the schedules because the records involved are no longer being created or maintained.
 - c. Retention periods which need to be changed. Changes should be recommended only when the need is clearly indicated and justified.
 3. Proposed records disposition schedule revisions are initiated by the individual responsible for the records series. Assistance may be requested from the local Records Management Officer.

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CHAPTER 2 - DEVELOPING A FILE SYSTEM

A. CATEGORIES OF BASIC FILES. The basic files that are addressed in this handbook are:

1. GENERAL ADMINISTRATIVE FILES. These are temporary records that are common to all offices and have only a short-term value. Many of these files are kept as a convenience to personnel. Because they are kept for only a short time, some have no special filing arrangement. The retention of these files is not required by law or regulation and should, therefore, be destroyed when they are superseded, expired, or no longer needed for reference. The specific instructions for maintenance of these files is identified in Appendix I. For purposes of this section, some examples of temporary materials are:

a. Printed or processed materials such as pamphlets, newsletters, catalogs, and circulars.

b. Papers which do not have any documentary or evidential value after their contents are incorporated into other documents. These papers include drafts, shorthand notes, worksheets, etc.

c. Copies of documents received from other offices and are maintained for informational and/or reference purposes (i.e., utility copies of personnel papers, copies of payroll detail printouts, etc.)

d. Temporary correspondence materials:

(1) Consist of correspondence pertaining to program subjects for which another office is directly responsible. Copies of memoranda relative to finance, personnel, facilities and other administrative functions are examples of temporary correspondence. Files of this nature are common to most offices and are kept for "housekeeping" purposes.

(2) Consist of correspondence copies, they are nonrecord (temporary) files and should be kept to a minimum since their retention is not required by law. The record copy of the correspondence is the surname copy (yellow in color) and is maintained by the originating office.

(3) Temporary correspondence materials of this nature fall under the definition of a "General Administrative File" and will be filed under the file name of Temporary Correspondence and the file number of ___104-T0.

2. CASE FILES.

a. Case files contain material relating to a specific event, person, organization or location. A case file documents a series of transactions from beginning to end and may cover more than one subject about the case or project. Files are often cut off when final action on a project occurs. Examples of cutoff points for these files are:

- (1) Termination or completion of a project.
- (2) Final payment or other transaction.
- (3) Expiration of an event.
- (4) Separation of personnel.

b. Case files document the actions, responsibilities, and functions of an office. These offices are the holders of the Bureau's official records.

c. Correspondence relating to a case file shall be maintained in the case file folder.

(1) This correspondence will document the primary functions and responsibilities of an office. The yellow tissue copy indicates the official file or record copy of outgoing correspondence. For purposes of clarification, a general rule is that the office which originates correspondence retains the record copy.

(2) These files document the evolution of major policies and procedures and are frequently designated for permanent retention when created for the signature of the Assistant Secretary, a Deputy to the Assistant Secretary or Director.

B. FILING SUPPLIES.

Standard equipment and supplies provide for interchangeability of filing cabinets, simplified stock replenishment and uniform appearance of files. Standard equipment also accommodates the types of documents that are most commonly used in government offices and is, therefore, recommended for use in all offices. All filing supplies can be ordered from the GSA Customer Supply Center.

1. Folders. Square-cut (full cut tabs) folders are recommended for all files. This not only promotes uniformity but also facilitates ease of records transfers. The following file folders are recommended:

For Regular Files:

Reinforced Tab File Folders NSN 7530-00-663-0031 (Letter sized)
(Scored for 3/4" expansion) NSN 7530-00-200-4308 (Legal sized)

For Bulky Files:

Fastener File Folders NSN 7530-00-634-1785 (Letter sized)
(Cloth gussets for 1" expansion with 9 1/2" fastener on right)

For Files with Several Parts: (File folders are placed within the wallets).

Expanding Filing Wallets NSN 7530-00-285-2917 (Letter sized)
(3 1/2" Expansions) NSN 7530-00-285-2916 (Legal sized)

2. Color Coding Files.

a. The colors identified will be used for designating the following copies of correspondence. Use of these colors is mandatory.

Yellow — Record copy
Green — Reading/chron copy
Blue — Hold copy

b. When developing labels for your files (particularly case files), the following color scheme is recommended for use as follows:

NSN 7530-00-577-4376 White - Used to denote all materials which have a retention period of less than 1 year or an unspecified amount of time.

NSN 7530-00-577-4368 Blue - Materials with a retention period of 1 year from cutoff.

NSN 7530-00-577-4370 Orange - Materials with a retention period of 2 years from cutoff.

NSN 7530-00-577-4369 Green - Materials with a retention period of 3 years from cutoff.

NSN 7530-00-577-4372 Yellow - Materials with a retention period of 4 years from cutoff.

NSN 7530-00-577-4371 Red - Materials with a retention period of 5 years from cutoff.

NSN 7530-00-577-4375 Silver - Materials with a retention period of more than 5 years.

NSN 7530-00-577-4374 Gold - Materials included in the GAO Freeze for which disposition is not authorized.

3. Guide Cards. If the files collection is large, guide cards reduce the area of search and serve as an aid in locating information. A guide card may be placed in front of each record series. As a general rule, there could be four to six guide cards in each drawer or one guide card for every ten folders. (Letter-size, NSN 7530-00-988-6516; legal-size, NSN 7530-00-988-6521)

4. Chargeouts. When records are removed from the file and forwarded to an individual or office, a record of the loan may be made. Use of the file chargeout record, Optional Form 23 (NSN 7540-00-823-8130; See Illustration 2), will eliminate much wasted effort in searching for documents. When it is filled out, the chargeout record should be put in place of the loaned material.

C. RECORDS BY FUNCTION.

For purposes of this handbook, the Bureau of Indian Affairs' programs have been divided into five major program areas. These areas include Executive Management, Operations, Tribal Services, Trust, and Education. Appendix H lists these five major program areas and a breakdown of the specialty programs/offices within each of the functional areas. A number has been assigned to each of the major program areas and a number within that overall number has been assigned to the specialty areas. These program numbers will be used to identify the file numbers for the case files, and will be used to complete the file numbers for all General Administrative Files. If your program office is not represented in the listing, use the designation given for the major program area in which your specific office should be included.

D. DISPOSITION SCHEDULES.

1. Disposition schedules are instructions on what materials are to be included within a record, how the material is to be filed, when the file is to be ended (cut off), how long the file must be maintained once it has ended and before anything further can be done with it (called the retention period), whether the record is of a temporary or permanent nature, whether the material must be transferred to a Federal Records Center or destroyed on-site, and whether the material is subject to the Privacy Act and/or the GAO freeze. Appendix I gives such instructions (Disposition Schedules) for all records.

2. Records broken down by the program areas in the Disposition Schedules (also called "Schedules" in this Chapter, see Appendix I) will constitute "case files" and will generally consist of a six digit file number:

Example: 4401-P3

a. The first two numbers identify the specialty program area where the description of the record is found. For the example given, the 44 identifies that this record's description will be found in the Forestry program area since the number assigned to Forestry is 4400.

b. The next two digits, 01, identifies that this is the first record (#1) described in that program area. The second record (#2) described in the Forestry area would then be 4402, the fourth record (#4) would be 4404, the tenth record (#10) would be 4410, the twentieth record (#20) would be 4420, etc.

c. The letter "P" or "T" identifies the records as either Permanent or Temporary, respectively. The record used in the example is a Permanent record.

d. The number immediately following the T or P will identify the retention period for the record (how long you must hold on to the record, after it has ended, before anything further can be done with it). The retention periods will be identified by numbers from 0-10. Files which are to be maintained for a period of less than one year or for an unspecified amount of time are identified by the number zero (0). The example file number shows the file must be maintained in the office for a period of three years after cutoff before disposition to the FRC. The instructions for the record will identify whether you have the authority to destroy the record on-site after the retention period or whether the record must be transferred to a Federal Records Center.

2. Records which are affected by the GAO Freeze will have the letter "F" added to the end of the file number.

3. When using the color coded file labels, the retention period for each file identified in the Disposition Schedule will correspond with the color of label to be used (see above section). NOTE: An exception for all file labels is made for records listed in the Disposition Instructions as "freeze records," these labels will all be "gold" in color rather than the color related to the retention period. The specific file number for these records have also had the letter "F" added to further designate these records as being under the freeze. A complete listing of all freeze records is given in Chapter 10.

4. Some record descriptions and corresponding file numbers have been divided into parts (designated by an a, b, c, or d) when the type of record involved has portions which have differing values or different offices responsible for that portion of the record. Each file number with parts is to be treated as a separate file number.

E. DEVELOPING A FILE SYSTEM.

1. Contact your local Records Management Officer to determine if a Files Maintenance and Disposition Plan (Files Plan) has previously been developed for the office. If so, obtain a copy and review the plan to see if the files listed are still relevant to the files on hand.

2. Order a supply of file folders, white and colored labels (if desired), and expanding filing wallets (optional) if filing supplies are needed.

3. If a Files Plan has previously been developed and is still relevant, review the files on hand to see if they are in the order listed in the Files Plan, rearrange as needed, and complete a new Files Plan in accordance with the instructions in Chapter 4.

4. If a Files Plan has not been prepared or is no longer relevant to the files on hand, review your files and begin to group the files according to the basic categories of files (i.e., General Administrative Files and Case Files). This requires going through each record and determining the category which best describes the records on hand. A staff member knowledgeable of the program's records should assist anyone unfamiliar with the records to insure that case files and record correspondence are appropriately identified. Do not postpone reviewing and grouping your files until ordered filing supplies have been received. The grouping may take considerable time to complete if files are voluminous; this task can be accomplished during the time you are waiting to receive your supplies. If any older files were set up according to the filing system in 15 BIAM Supplement 3, look up the old file numbers in Appendix E and F, and identify the new file names and numbers.

5. Generally, two labels will be placed on each folder. The first label, placed on the left of the folder, will be color keyed (if using color coded labels) to the retention period of the file as described in Section B of this chapter. Folders must be prepared to include, at a minimum, the file name; disposition number; fiscal, calendar, or school year the file began; and specific information included in the filing instructions, such as location, name of individual, contract or grant number, case number, allotment number, etc. The information listed on the folders will be the information used to retrieve the folders, if needed, from the FRC's or the Archives. Therefore, it is important that all pertinent information used to identify a particular file be included. The second label (white) will be placed on the right of the folder and will identify when the file was cutoff. Folders can be located faster if the labels are in a straight row rather than zig-zagged across the file drawer. The second label on the right is needed only when the record has a retention period of one year or more. It may not be necessary to make new folders for your records. If the only information which needs to be included on your current records is the new file number and name, then only that information need be included on the existing file folders.

6. You may want to type a supply of the cutoff labels as several will be needed, they will all be white in color and read the same. At the top of the label, type the words "Cutoff Date _____" if the Disposition Instructions in the Schedule identify a retention period of a year or more. You may insert the specific cutoff point for the record at hand if known, however, you generally will not know the cutoff point until such time the record actually closes. The cutoff period may be a fiscal (FY), calendar (CY) or school (SY) year, a month, or some other period of time; these timeframes are specified in the Disposition Instructions. If the material is to be destroyed when superseded and does not state a specific cutoff point, the second label on your folder is not needed.

7. On the second line of the cutoff label, type "FO ____" and identify your specific office name or insert from Appendix H the number assigned to your program or major functional area. This information will be used to specifically identify the Filing Office once the files are ready for disposition.

8. Once the files have been categorized or grouped, review the Disposition Schedule for the General Administrative Files (Appendix I) and match the appropriate file names and narrative description with the files identified in the general administrative file group. The files in this group have two blank spaces before the file number. These files have been assigned consecutive numbers from ___101 to ___118. In preparing folder labels for these materials, each office will insert the first two digits of their respective program area (see Appendix H) in the blank spaces before the schedule number given for the specific file name.

9. Place the material for each file number in a square-cut folder. On a white label, type the file number listed in the Disposition Schedule for the file then the file name. Place the label on the left side of the folder.

Examples:

32101-T0 This would be the Files Maintenance and Disposition Plan (___101-T0) for the Acknowledgment program (32).

23107-T1 This would be Time and Attendance Reports (___107-T1) for the Contracts program (23).

55112-T0 This would be Directives-Reference Copies (___112-T0) for Supplemental Programs in Education (55).

10. Place the white cutoff label on the right of the folder if needed. Continue preparing folders and labels for each file identified in the General Administrative File group until completed. Arrange the folders in sequential order by file number as they appear in the Disposition Schedule; set this group aside until all records have been appropriately placed in folders.

11. Subjects for temporary correspondence materials have also been divided according to the five major program areas and a Correspondence Listing developed (Appendix A) for each program to aid in consistent filing arrangements. Under each major program area, the specialty areas are identified with correspondence subjects listed in alphabetical order and numbered. Some recommended abbreviations are given for the program areas. The numbered subjects identified for you in the listings will be uniform for the Bureau. Additional subjects needed, which are not listed, will be added by you to the listings for your offices (in sequential order) on an as needed basis. The listings for these additional subjects, therefore, will vary from office to office.

12. All temporary correspondence will be filed in alphabetical order by subject. Review the materials to determine major subject content and determine the programmatic area responsible for the subject. Within Appendix A, turn to that program area and determine if the desired subject is listed.

a. If the subject is listed, identify on the label: the subject title, program area where the subject was found, the number of the subject (optional), and the filing office by name or program number.

b. If the subject is not listed, you will add the needed subject to the listing shown for that program area. On the label identify: the new subject title, the program area where we have just added the new subject, the number of the subject (optional -- the number(s) will be added sequentially, add new numbers to the end of the listing currently shown), and the filing office by name or program number.

c. File folders will only be developed for materials on hand, do not develop folders for all subjects in the Correspondence Listing (Appendix A).

13. The designation of the filing office may be the office name, the number assigned to your program area or a location code. The arrangement of the information for your Temporary Correspondence file folders has not been specifically identified. Below are options you may consider using, however, once a system has been established within your office, be consistent:

HOURS OF DUTY	
PERS-11	FORESTRY

HOURS OF DUTY	
PERS-11	4400

14. The last type of records to be completed should be the case file category of records. These files relate to a specific event, person, organization or location, and documents an action from beginning to end. These files may cover more than one subject and/or may be created when a record correspondence file develops from a generalized subject into a specific action or event. Since a correspondence file may develop into a case file, it is important that individuals filing materials be knowledgeable of the material being filed and what the correspondence files contain.

15. For the files identified as case files, review the file names and descriptions in the Disposition Schedules for your program and any other programs areas where you have functions/responsibilities which may relate to or overlap into another program. Before preparing labels for this category, review the list of records in Chapter 10, BIA Records Under Freeze, which are not authorized for destruction. These files are also identified as "Freeze Records" in the Disposition Instructions of the schedules.

16. If the color coded system is to be used, colored labels will be needed to develop the case file folders. The number appearing after the "T" or "P" in the file number will indicate the retention period and color to be used for the labels (see Section B.2 of this chapter for colors). The color "gold" will be used for all records identified in the disposition schedule as freeze records (file numbers will end in the letter "F").

17. To prepare case file folder labels, simply enter the file number; title as shown in the Disposition Schedule; and calendar, fiscal, or school year in which the file began. (The disposition instructions will identify whether the file is a calendar, fiscal or school year file.)

Example:

2801-T4	FY 90
Vehicle Release File	

18. When preparing labels for case files, several folders may be needed for material on individuals or specific actions/events. Check the filing instructions for the record to determine the unique information which will be needed to identify on what/whom the file is about and for filing purposes. Add that information to the label after the file name.

Example:

2728-T0	FY 91
Employee Interview Files - Duck, Ronald	

19. When several folders constitute one record, additional information will be needed on the cutoff label as shown in the following example. As the total number of Parts (folders) in the case file will not be known until after the case file is closed, this number of total parts is to be completed after the entire case file is closed. Use only whole numbers when identifying a part number; alpha designations may not be used. The example shows that this is the third folder in a particular case file.

Example:

Cutoff Date _____
FO _____
Part 3 of _____

20. The appropriate colored labels and cutoff labels should be prepared according to the examples shown until all case file material has been placed in folders. Review the minimum requirements listed in item #5 of this section to make sure that all required informational items have been included on the folder! Arrange the individual material (on several subjects and/or folders with Parts) under a file name according to the filing instructions. All case file records should then be arranged in numerical order (by the file number) and appear in the order shown in the disposition schedule for the program office.

21. The last step involves developing the Files Plan and the physical placement of your files in cabinets, shelves, or other storage compartments. The Files Plan reflects the exact location and order of your files, so it is important to determine where and in what order each category of files will be placed before completing the Files Plan. Be sure to note any of your files included in the Privacy Act System of Records (identified as such in the record descriptions). These records have specific physical security requirements and must be located in lockable file cabinets and lockable rooms. They should not be maintained with records which do not fall under the Privacy Act for security reasons. Make a note when completing the Files Plan as to the location of such records. See the local Privacy Act Coordinator for instructions on the security requirements and developing a list of individuals, by name and position, authorized to use these files.

22. After the files have been physically located and placed in the order desired, begin listing the files by file number and title (or in the case of temporary correspondence, by the subject title). The plan, when completed, should match exactly the arrangement of the files in the cabinets/shelves, making note of the location of any special records which are maintained separately. Make sure that the files are arranged sequentially by file number. Specific instructions for completion and distribution of the Files Plan are included in Chapter 4.

23. Follow the instructions in Chapter 5 for any records which cannot be located in the Disposition Schedule.

24. File clean out and continued maintenance of the file system are included in Chapter 6.

CHAPTER 3 - FILE MAINTENANCE

A. FILE MAINTENANCE. The orderly appearance and efficiency of any file depends on the use and arrangement of folders in the drawer. The following points will assist in maintaining neatness and orderliness, two factors which are essential to filing efficiency.

1. Prevent overcrowding of files. Allow at least four inches of space in each active file drawer to permit sufficient working space.

2. Avoid overloading individual file folders. When the contents of the folder reach the designed capacity of the file folder, set up a new folder with the same file designation and number the folders in Parts to continue the file. (see Chapter 2, section E.19).

3. Avoid cluttering the files. File cabinets are for storage of files only. Items such as cups, supplies, curling irons, shoes, coffee cans, etc. should not be in the same drawer.

4. Keep papers straight. Do not let papers extend beyond the edge of the folders. Fold papers when necessary.

5. Avoid unnecessary filing.

a. Limit the number of copies in a file folder to those which are specifically required. "Extra copy files" should be limited to those offices which have administrative jurisdiction for their maintenance.

b. Eliminate copies of routine communications, such as requests for publications or general information. Return the letter of request with the material sent.

c. Eliminate copies of outgoing form letters. A notation on the incoming letter showing the identification of the outgoing form should suffice.

6. File Cleanout. See Chapter 6, section D.3.

B. CONFIDENTIAL RECORDS.

a. File confidential records separately in cabinets or rooms affording the security as required by the Privacy Act, 5 U.S.C. 552a.

b. Place a cross reference form (Illustration 1), if desired, in the subject or case file to indicate that the confidential material is kept under security.

C. GENERAL FILING TIPS.

1. Nonrecord (temporary) material must never be filed with official papers (record material).

2. Difficulties and filing errors can be expected if papers have to be read with great care. If the subject is difficult to determine, consider the purpose for which a letter was written. Reference to previous correspondence may also be helpful in determining content or purpose of a letter.

3. Location codes are listed in Appendix B. For those offices which maintain files pertaining to field units under their jurisdiction, direction is given for arranging files by location in the filing instructions for case files. The location lists are arranged alphabetically due to the possibility of unfamiliarity with all of the location codes. It is expected that consistent use of the codes will promote organization and facilitate retrieval.

D. RECORDS SUBJECT TO OTHER DISPOSITION AUTHORITIES.

1. Some personnel records are subject to Office of Personnel Management (OPM) disposition authority. The instructions for disposition of these records are contained in the Federal Personnel Manual (FPM) 293. The guidelines for application of the Privacy Act to some personnel records are also contained in this section. For assistance in matters regarding these records, contact the Personnel Officer in your Area.

2. Some records are subject to the General Records Schedule (GRS) (see Appendix G) disposition instructions. The GRS is issued by the National Archives and Records Administration to provide disposition standards for records that are common to several or all agencies of the Federal Government. For assistance in the disposition of such records, contact the Area Records Management Officer.

E. APPLICATION OF THE PRIVACY ACT TO FILES.

1. Some materials fall under the purview of the Privacy Act and have had a System of Records developed in accordance with Privacy Act requirements.

2. Files that are currently under a Privacy Act System of Records have been noted in the Disposition Schedule. The statement "Subject to the Privacy Act" has been included along with the applicable records system number. For assistance in handling these records, contact the Area Records Management Officer.

CHAPTER 4 - FILES MAINTENANCE AND
DISPOSITION PLANS

A. PURPOSE.

The purpose of the Files Maintenance and Disposition Plan is to facilitate filing and reference service, to assist in training new personnel, and to eliminate the need for constant referral to the Disposition Schedule.

B. FILE PLAN REQUIREMENTS.

1. The individual assigned local responsibility for records and files administration within each office will annually prepare a Files Maintenance and Disposition Plan identifying all files maintained at that station. A new or revised file plan is to be developed on or about October 1 of each year. The completed plans are to be annually transmitted to the local Records Management Officer not later than November 15.

2. The plan should be developed by matching the current record holdings of the office against the Disposition Schedule and Correspondence Listings. Select only those schedules and listings which apply to files actually maintained in the office.

3. Each file number maintained in the office is listed on the plan in the order of the Disposition Schedule number. All folders maintained in file drawers or shelves are to be arranged in the same order which they appear in the plan.

C. PREPARATION OF FILE PLAN.

1. Prepare the files plan on Form BIA-1602 (see Illustration 3), using plain bond paper for continuation sheets if necessary. An original and two duplicate copies will be needed.

2. Complete items 1 through 4 which are self-explanatory.

3. In column 5A, enter the specific schedule number from the Disposition Schedule for each file series.

4. In column 5B, enter the title of the applicable file name as identified in the Disposition Schedule and its instructions for the filing arrangement. If necessary for file identification, enter the description of the record given in the Disposition Schedule. If a file is maintained apart from the majority of the files of the office, enter its location.

5. In column 5C, enter the complete disposition instructions identified for the file. Cut off, destruction, retention and disposal criteria are included in the Disposition Schedule for each file.

D. DISTRIBUTION OF FILE PLAN.

1. The original and two copies of the completed disposition plan are forwarded to the appropriate Records Management Officer for review of its accuracy, adequacy, completeness, evidence of maintenance of unnecessary or duplicate files, etc. and give final approval.

2. Upon approval, the Records Management Officer of each location maintains one copy of the plan and provides for distribution of the remaining copies as follows:

a. Central Office Programs. One copy is forwarded to the Bureau's Record Officer located in Washington, DC, and the original is returned to the files custodian at the official file station.

b. Area Offices. One copy is forwarded to the Area Records Management Officer, and the original is returned to the files custodian at the official file station.

c. Agency and Other Field Offices. One copy is forwarded to the Area Records Management Officer, and the original is returned to the files custodian at the official file station.

3. The Records Management Officers are responsible for maintaining copies of all plans for the various file stations as a master index to all files contained within their areas of jurisdiction and as a finding aid for all records in custody of the BIA.

4. It is the responsibility of the Records Management Officers to follow up on nonreceipt of a Files Maintenance and Disposition Plan from locations/offices under their areas of responsibility.

CHAPTER 5 - UNSCHEDULED RECORDS

A. REVIEW OF SCHEDULES.

Each office is responsible for insuring compliance with the provisions of the disposition schedules and determining whether all records of the office are covered by an appropriate disposition code. Each office will annually review their files to determine if the applicable schedules are adequate and being followed. It is recommended that the timing of the annual review of schedules coincide with the annual development or revision of the office's Files Maintenance and Disposition Plan.

B. REQUEST FOR CHANGE IN RECORDS SCHEDULE.

1. Proposed revisions in the disposition schedule (revisions, deletions, additions) are initiated by the individual responsible for the records series.

2. Form BIA-1603 (Illustration 8), Request for Change in BIA Records Schedule, is prepared to bring together all pertinent information necessary to describe and evaluate the records and to show the remarks and signatures of concurring and reviewing officials.

3. A separate request form is to be prepared for each item to be changed or added.

4. Parts A and C of the form are completed when a change in an existing BIA schedule item is requested. Justification for the change is given in block 2 of Part A, following "Specify:".

5. Parts B and C of the form are completed when a new item is requested for records not covered in the existing schedule. In the process of completing items 4, 5, 9, 10, and 11 of Part A, the actual records are examined and those of similar characteristics bearing a specific part of the subject are grouped and described as items or sub-items. Those who create and use the records are consulted to evaluate the item accurately and to isolate exceptions that require separate evaluation.

6. When information in the described records has been summarized or put in some other form retained by the office, this is explained in block 9.

8. Part C of the form is completed to identify whether the records involved in either a changed or new item are subject to the Privacy Act. A description of the types of personal identifiers in the records must be given. If the records contain personal identifiers and are not covered by an existing Privacy Act System of Records, further information will be requested by the Bureau's Privacy Act Coordinator for development of a systems notice.

9. Part D of the form contains comments and recommendations of interested officials or their concurrence in the disposition recommended and must be completed in the case of either a changed or new item. For example, an Agency request for an item to cover unscheduled credit reports would show comments and recommendations or concurrence by the Agency Credit Officer and Records Management Officer.

10. The preparing office signature should be that of the head of the office in which the request originates (agency or school superintendent, project manager, Area Director, or Central Office division chief, for example).

C. SAMPLES OF RECORDS.

Representative samples of the records recommended for disposition should accompany the request for a new schedule item. Reproduced copies are acceptable. Samples will not be returned unless requested.

D. PROCESSING THE REQUEST.

1. If the request originates in the Central Office or an Area Office, one copy of form BIA-1603 (Illustration 8) is forwarded through channels to the Bureau's Records Officer in Washington, DC. Other field offices submit the request in duplicate to the appropriate Area Office, where one copy is retained and the original with samples forwarded to the Bureau's Records Officer showing remarks and recommendations of the Area Office counterparts of agency officials who commented or concurred.

2. The Bureau's Records Officer is responsible for reviewing, coordinating, and evaluating the information furnished for conformity with established policies, regulations, and statutes. Consideration is given to the possibility of extending the requested authority to all offices of the Bureau or of including other material in the same item. Affected offices are consulted and their concurrence obtained. Necessary action is taken by the Bureau Records Officer, in coordination with the Department, GAO, and the National Archives. This includes preparation of Standard Form 115 (Illustration 4), Request for Authority to Dispose of Records. Changes will be included as an amendment to the 16 BIAM's Disposition Schedule upon approval.

CHAPTER 6 - PROCEDURES FOR RECORDS TRANSFER

INTRODUCTION

Federal law requires proper authorization by the National Archives and Records Administration to destroy or retire Government records. Authorization for the destruction of Bureau records is contained in the records disposition schedule of this handbook. The schedule provides for the retention of records of continuing value and the destruction of records of temporary value. The disposition of records occurs after the expiration of a specified period of time or after a specified event. The "disposition" includes the retirement, transfer or destruction of records.

A. RETIREMENT.

Records are considered "retired" when they are sent to a designated Federal Records Center (FRC) for storage and ultimate destruction or retention.

B. DISPOSITION.

Disposition includes the destruction, transfer or a change of custody of records from one organization or agency to another. Transfer of records to another agency must be approved by the BIA Records Management Officer.

C. DESTRUCTION.

The destruction of records is the physical destruction of the record material. Records authorized for destruction in accordance with this manual shall be:

1. Placed in wastebaskets when the records are non-confidential; or
2. Destroyed by shredding, pulping or burning when the action is necessary to avoid disclosure of information.

D. TRANSFER.

The following instructions are designed to help you transfer records to the Federal Records Center:

1. DECIDE IF YOUR RECORDS ARE ELIGIBLE FOR TRANSFER.
 - a. Reference Rate. Files which are not referred to more than once a month per file drawer are to be transferred to a records center, provided volume is sufficient and the transportation cost does not exceed savings in space.

b. Retention Less Than Three Years. Ordinarily, records should not be retired if they will be destroyed within three years of the transfer. Occasionally, records with less than three years retention may be retired if the file is bulky and continued retention in office space is costly. In this case, the local FRC must agree, in writing, to the transfer.

c. Volume. At least one cubic foot (one box) of the same types of records (same file numbers) must be accumulated before the records can be retired. For this reason, many of the retirement instructions advise offices to hold records for a set period of time "or until volume warrants". This means to hold records until at least one box of records is accumulated. Offices should also attempt to coordinate retirements so that as many records as possible can be transferred in one shipment. A shipment of fewer than five cubic feet (five boxes) is not normally cost effective.

(1) Files Cutoff. This procedure is helpful in determining volume of records to be shipped and also helps control the size of files.

(2) Cutoff Standards. Cutoff standards for most files are based on the following criteria and are contained in the disposal instructions.

(a) Chronological Sequence Files. Files such as accounting records maintained by fiscal year and lend themselves to specific cutoff periods. Chronologically arranged records can be readily cutoff and retired in convenient fiscal year blocks.

(b) Subject Files. There is no natural cutoff point such as there is with chronologically arranged records. However, subject files are usually maintained on a fiscal year basis. If volume warrants, the cutoff should be at planned intervals.

(c) Project Files. These files are often cutoff at the termination of a transaction or after an event such as separation of personnel, final payment, termination of a lease, or completion of a project. When closed, the file should be marked with the date of closing and placed in an inactive file apart from the active files. The inactive files can then be retired or destroyed (if authorized in the disposition schedule) in convenient fiscal year blocks. Case files that continue over a long span of years can be cutoff by setting up a new folder each year and retiring the prior year folders which have low reference value if volume consists of at least one cubic foot. Case working papers are nonrecord materials accumulated in connection with a project and include drafts, data analysis and summaries, routine requests for information and other preliminary papers leading to final results or findings. Case working papers should be segregated from the actual case documents for ease of disposal. Duplicate copies of information in the case files should be destroyed when no longer needed for reference.

(d) Technical Reference Materials. These materials have no established cutoff and are destroyed when they are superseded, obsolete, or no longer needed. These files should be reviewed annually to determine whether or not they are still current and useful.

2. PREPARE RECORDS FOR TRANSFER.

a. If it has been determined what files are to be transferred, the process of cleaning out the files begins. It is at this point that the question arises of what is considered "record material". So, WHAT ARE RECORDS?

b. As defined in the Records Disposition Act of 1943 (44 U.S.C. 3301), "records" include all:

"Books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included."

c. Nonrecord materials are disposable by agency authority alone. Nonrecords may include:

- reading file copies of correspondence
- tickler, follow up or suspense copies of correspondence
- identical duplicate copies of all documents maintained in the same file
- extra copies of printed or processed materials, official copies of which have been retained for record purposes
- superseded manuals and other directives maintained outside the office that is responsible for retaining them
- materials documenting such fringe activities of agencies as employee welfare activities and charitable fund drives
- routing slips

- working papers
 - drafts of reports and correspondence
 - transmittal sheets
 - blank forms
 - transcribed stenographic materials
 - processed or published materials that are received from other activities or offices, require no action, and are not required for any kind of documentation (the originating office or activity is required to maintain record copies)
 - catalogs, trade journals, and other publications or papers that are received from Government agencies, commercial firms, or private institutions that require no action and are not part of a case upon which action is taken
 - correspondence and other records of short-term value that, after action has been completed, have neither evidential nor informational value, such as requests for publications and communications on hotel reservations
 - reproduction materials, such as stencils, mimeograph masters, and offset plates
 - information copies of correspondence and other papers on which no documented administrative action is taken
 - physical exhibits, artifacts, and material objects lacking documentary values.
- d. Nonrecords should not be mixed with "records" in the same file. However, sometimes papers normally considered nonrecords, such as transmittals or routing slips, acquire record status because they clarify the matter being documented. Such distinctions require care and discretion.
- e. In some cases, as figure 1 shows, several copies of a single form may each have record status because each serves a separate program purpose. Multiple copies of a single record, however, generally are not record

material. One copy of a document, for example, may be designated as the record copy. A single set of publications may be called the record copy, as distinguished from stray copies elsewhere or stock copies of the same publications.

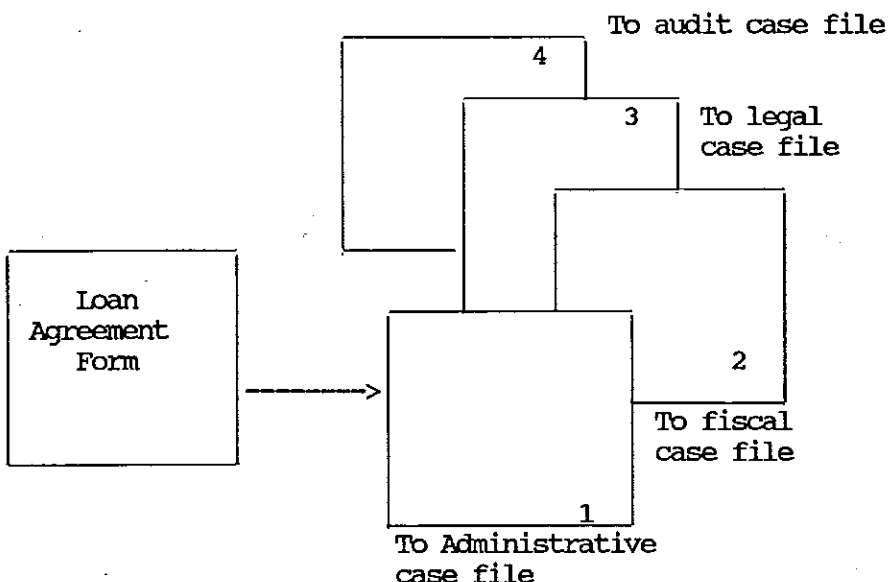


FIGURE 1 -- Multiple Record copies of a Single Form

f. When it is difficult to decide whether files are record or nonrecord material, the records officer should treat them as record material. Although such decisions are an agency prerogative, the informal opinion of NARA may be obtained.

3. FILE CLEANOUT. Using the nonrecord list as a guide, files may be cleaned out by taking the following steps:

a. Remove nonrecord material and extra copies from official files. Nonrecord material may be destroyed when its purpose is served.

b. Destroy records of temporary value as soon as they have served the purpose for which they were created.

c. Record the volume of ALL material destroyed throughout the year as these figures will be needed to complete the annual records report.

d. Destroy official records ONLY if they are scheduled for destruction in the 16 BIAM, previous Bureau records manuals as described in Chapter 1, section A, or the General Records Schedule (GRS).

e. Remove noncurrent records from office space and file cabinets to less expensive storage facilities, thereby improving use of files and reducing maintenance costs. Noncurrent records will include the following materials which cannot be transferred to the FRC:

(1) Records authorized for destruction less than three years after transfer to the FRC.

(2) Contingent records (unless you have prior approval from the Records Center).

(3) Unscheduled records. If you have categories of records which are not scheduled in the 16 BIAM, follow the procedures outlined in Chapter 5, Unscheduled Records, or contact the Area Records Management Officer.

(4) Records consisting of less than one cubic foot (one box).

f. After the cleaning process, only those records which are going to be transferred to the FRC will remain. Separate the records by file number (called a series). A series is defined as a group of records having the same disposal authority (file number) and the same retention period.

NOTE: Each item or subitem listed in the Disposition Codes of the 16 BIAM represents a series and must be transferred to the Records Center as a separate accession. Mixed file numbers cannot be accepted without an approved exception from the Records Center.

4. ORDER SUPPLIES. The following supplies are most commonly used for transferring records to the FRC:

Standard size record box	NSN 8115-00-290-3379 (15L X 12W X 10H) or NSN 8115-00-117-8344 (14 3/4L X 12W X 9 1/2H)
Microfiche box	NSN 8115-01-132-1932
3-Inch wide Gunned Paper Tape	NSN 8135-00-270-8717
Standard Form 135	NSN 7540-00-634-4093
Standard Form 135-A	NSN 7540-00-823-7952
Felt Tip Marker	NSN 7520-00-973-1059
Box Liner	NSN 8135-00-290-1392 (for use only with box NSN 8115-00-290-3379)

Legal- and letter-sized material should be packed in standard sized boxes. Each standard-sized box holds one cubic foot of files. All supplies can be ordered from GSA.

5. PACK THE RECORDS. In packing records, follow these procedures:

a. All records packed in the same carton must have the same disposal authority (same file number from the Disposition Schedule in 16 BIAM) and the same disposal date. All folders should have the identifying data on the tab across the top.

b. Pack records in an upright position. Place letter-sized records in the box with tabs facing the front (the stapled end of the box is the back). Place legal-sized records in the box so that the tabs face the left of the box as you face the front of the box.

c. Shelf file (side-tabbed) folders must have the identifying file information placed or rewritten at the top of the folder. Once the records are packed, the information on the side tabs will not be readily identifiable or readable.

d. DO NOT OVERPACK THE BOXES. This makes referencing difficult. Do not add material on the sides or top of the records.

e. Use box liners for reinforcement if necessary for freight transfers.

f. Do not mark boxes until the approved SF-135 (Illustration 7) is returned from the FRC.

6. PREPARE STANDARD FORM 135 AND 135-A (See Illustration 7).

Completed SF-135's must be sent to the regional FRC for approval prior to shipping records. Offices making shipments to the Records Center will prepare an original and three copies of the forms. Complete the SF-135 as follows:

- Item 1. Enter the mailing address of the FRC to which the records are being shipped (See Appendix C for a listing of Federal Records Centers in your area).
- Item 2. Agency Transfer Authorization. This is signed by the local Records Management Officer.
- Item 3. Agency Contact. Enter the name, building, room number and telephone number of the person from the originating office. This will be the person who is actually preparing the shipment.
- Item 4. Records Center Receipt. LEAVE BLANK. Signed by FRC on receipt of the shipment.

Item 5. From. Include the complete address of the office transferring the records. For example:

Records Management Office
Bureau of Indian Affairs
_____ Area Office
Street Address or P.O. Box
City, State Zip Code

Item 6. Records Data.

- (a) LEAVE BLANK.
- (b) LEAVE BLANK.
- (c) LEAVE BLANK.
- (d) Volume. Each standard container holds one cubic foot of records. Enter the total number of boxes you are shipping.
- (e) Agency Box Numbers. Insert appropriate box numbers.

Note: Boxes within the same file number (series) will have one set of consecutive numbers. Boxes in a different series will have another set of consecutive numbers. See Illustration 7.

- (f) Series Description. Describe the records in sufficient detail to allow FRC personnel to verify compliance with your records schedule. This should include:
 - (1) A statement concerning the size of the boxes;
 - (2) The record series title (file name);
 - (3) A description of the records;
 - (4) Closing dates of the records;
 - (5) Identification of GAO site audit records, if applicable;
 - (6) The statement "Freeze Records" or "Privacy Act Materials", if applicable.

A detailed listing of the exact contents of each box is to be maintained in your office for each accession, with a copy maintained by the Records Management Officer.

- (g) Restriction. Restriction code "R" usually applies to most agencies.

- (h) Disposal Authority. Identify the disposal authority taken from the Disposition Schedule of 16 BIAM.

Example:

16 BIAM
Temporary or Permanent Schedule Number
NARA JOB NUMBER

- (i) Disposal Date. Since disposal by the FRC is accomplished in quarterly cycles, you can calculate the dates by quarter month and year, such as 3/90, 6/90, 9/90, 12/90, or Permanent.

Forward all copies to the Records Management Officer. You may want to keep an extra copy for your hold file until the signed copies are returned. If the SF-135 is acceptable, the FRC will assign the ACCESSION NUMBERS and return two copies of the SF-135 authorizing shipment of the boxes.

YOU NOW HAVE ONLY 90 DAYS TO GET THE RECORDS TO THE FRC!!!!

7. MARKING THE BOXES FOR SHIPMENT.

This step is completed when the approved SF-135 is returned by the Federal Records Center.

- a. Lettering on the boxes should be written in black tube marker with 1/8" tip. Letters should be approximately 1/2" in height.
- b. Place the accession numbers in the upper left corner of each box in the accession.
- c. Place the agency box number in the upper right hand corner.
- d. When sealing the boxes, DO NOT tape over the accession number or the agency box numbers.

8. SHIPPING THE BOXES.

- a. To get the lowest freight rate for "old office records" enter the following statement on bills of lading or other shipping documents:

Records, Office, Old
(The agreed or declared value of the property
is hereby specifically stated by the shipper
to not exceed 3 1/2 cents per pound.)

Securely protected against opening in transit.

b. Shipping regulations require the boxes to be sealed. An address label with the freight address of the FRC should be on each box. Properly packed containers weigh approximately 25-30 pounds each. If possible, try to schedule deliveries before 3:00 p.m. at the freight address for the regional FRC.

c. For shipments of 20 boxes or more, make arrangements to ensure that boxes arrive at the FRC in numerical order so that the first box unloaded is the last box of the accession. Shipments which are out of order, improperly packed, improperly taped, or improperly marked upon arrival at the FRC will not be accepted. Any additional freight charges are the responsibility of the Bureau location shipping the records.

d. It is not economical to mail large shipments. If shipments of 20 boxes or more must be mailed, they should be sent in a postal container or bulk mail container.

e. For assistance in finding the least expensive commercial carrier, contact the GSA Transportation Division of the local FRC.

IF YOUR BOXES ARE NOT RECEIVED BY THE FRC WITHIN 90 DAYS, THE FRC WILL RETURN THE ORIGINAL SF-135 AND VOID THE APPROVED ACCESSION NUMBER.

CHAPTER 7 - RECORDS DISPOSITION
FOR SPECIAL SITUATIONS

A. PROCEDURES FOR TERMINATING OFFICES.

1. When notified that an agency, or any of its components, will be terminated, the Records Management Officer must ensure the orderly disposition of the agency's records. Records include all recorded information regardless of physical form. Although most records are paper documents (including record sets of agency publications), records may also appear in other forms such as photographs, maps, microfilm, motion pictures, sound recordings, and computer tapes.

2. Official records of a terminating office must be protected until transfer to a storage facility or a successor office is completed. It is essential to remind all employees that Federal law (18 U.S.C. 2071) imposes severe penalties for the unauthorized destruction or removal of Government records.

3. When terminating a major activity, office or agency, take the following actions:

a. Identify personal papers and segregate them from agency records. Ensure that only personal papers are removed from Federal custody.

b. Separate those records which have continuing administrative, legal or fiscal value. When appropriate, these records along with a file plan should be transferred to another office or successor agency.

c. Destroy nonrecord material, such as reference materials, extra copies of publications and reports. Nonrecord materials contained in the official agency library should not be destroyed. Instead, contact the Library of Congress to determine if it is interested in all or part of the collection.

d. Destroy temporary records as stated in the General Records Schedule or instructed by this handbook. If records have not met their retention dates and will not be destroyed within three years of receipt, they should be transferred to the Federal Records Center (FRC) for storage until they become eligible for destruction.

e. Prepare scheduled permanent records for transfer to a Federal Records Center. Scheduled records are those that have been approved by NARA and listed in the Disposition Schedule of this handbook.

f. For unscheduled records that have been recommended for permanent retention, submit a SF-115 (Illustration 4), Request for Records Disposition Authority, to the Central Office Records Management Officer. See Chapter 5, Unscheduled Records, for additional guidance.

B. SPECIAL RECORDS.

1. Bureau records are held in offices as long as they are required for active administrative purposes. Through the records disposition program, it is anticipated that there will be a 10 percent annual reduction in the volume of record holdings.

2. Bureau records dating from 1800 to within the previous 25 years from the current calendar year that are found in any BIA installation or other storage area, must be sent to the National Archives and Records Administration as soon as possible.

C. BUREAU RECORDS MAINTAINED BY TRIBAL CONTRACTORS.

Records generated and maintained for the conduct of operating a Bureau program are still the property of the Bureau of Indian Affairs even though they may be maintained by a tribal contractor. For this reason, tribal contractors are encouraged to use the procedures contained within the 16 BIAM or similar procedures and follow proper disposition procedures for permanent records.

D. STORAGE OF TRIBAL RECORDS.

If storage facilities are available, tribal records (records owned by the tribe) may be stored by the Bureau. Prior to storage, an agreement between the Bureau and tribe should be written to cover the terms and conditions of the storage arrangement. Federal Records Centers are generally interested in obtaining inactive tribal records for preservation if offered by a tribe. Bureau offices may assist tribes desiring to have their records sent to a Records Center. Shipping and storage arrangements involving tribal records should be worked out and agreed upon between the tribe and the FRC prior to actual shipment of records.

E. RECORDS OF CONTRACTORS.

When a contract provides for the operation by or on behalf of the Department for a system of records to accomplish a Departmental function, the contract shall, consistent with Departmental authority, cause the requirements of 5 U.S.C. 552a and the regulations contained in 43 CFR Part 2.52 to be applied to such systems.

F. MICROFILMED RECORDS.

1. Certain records may be selected for microfilming. After the microfilm is verified for completeness and accuracy, the original documents should be transferred to the FRC for the retention period described in the schedule. The microfilm copies can be used as working files and destroyed when superseded, obsolete, or no longer needed for reference. However, if the original documents are destroyed before they are transferred to the FRC, then the original microfilm becomes the record copy. In this case, the same file Number will apply.

2. Office storage cabinets do not provide adequate protection of documents against natural elements such as temperature changes, aridity, humidity, and exposure to light. Over a period of time, records stored under these conditions will deteriorate by fading or becoming brittle. For these reasons, historical documents that are continually active over a long period of time are to be microfilmed and the originals transferred to the FRC or Archives, as appropriate, where they will be stored in temperature- and humidity-controlled rooms.

3. Documents can either be retrieved or the FRC will make copies and certify them upon request. Copies certified by the FRC are acceptable in court proceedings.

4. Assistance in procuring micrographic services may be obtained by contacting your local FRC or the Bureau's Records Management Officer.

G. SIGNIFICANT RECORDS.

Records of significance which are used regularly should be copied (paper copied, microfilmed/microfiche, automated or similar media) for daily work use. The use of copies for everyday work copies will save wear and tear on the originals and aid in their preservation.

H. AUTOMATED RECORDS.

Each office shall have written procedures in place for the backup and storage of documents, records, or data used in an automated system (microfilm, microfiche, computer, tapes, etc.). The procedures shall specify regular backups conducted by authorized personnel, the storage and maintenance requirements of backup data, the number of backups to be made, storage locations and responsibility of the manager for insuring the protection of the data at the specified location, and instructions to follow in the event of a disaster (e.g., fire, flood, etc.) for retrieval and reinstallation of the data. Arrangements for off-site storage of the backup data are recommended unless the location uses a fire-proof vault on the premises. Automated records are to be included as part of the file plan and their location noted as appropriate.

I. COPIES OF RECORDS.

1. All copies (including automated or microfilmed/microfiched data) of records must be disposed according to the disposition schedule of this manual. See Chapter 5 for procedures to follow when records have not been included in the schedule.

2. All copies of records which fall under the Privacy Act shall be maintained in accordance with the Privacy Act requirements. Access to these copies of records is limited only to authorized personnel. See your local Privacy Act coordinator or 11 BIAM Supplement 1, Privacy Act Handbook, for additional information.

CHAPTER 8 - RETRIEVAL OF RECORDS FROM FRC'S

A. To obtain reference service or to retrieve records from the Federal Records Center, submit information on an Optional Form 11, as follows (see Illustration 9):

1. Furnish record group number (file number), accession number, agency box number, and FRC location number. This information is obtained from your copies of the SF-135 for the shipment in which the record(s) were included.

2. Give description of records, including folder number, name, or specific identifying information; or state "Entire Container" if the entire box of records is to be recalled.

3. Check "Permanent Withdrawal" or "Temporary Loan of Records".

4. Provide name of requester, phone number (FIS if available), and date of request.

5. Give complete name and address of requesting agency and Federal Records Center.

B. Fill out a separate OF-11 for each box or folder requested unless they are next to each other or in sequence.

C. If multiple requests are sent, arrange the OF-11's in sequence by Records Center location number.

D. Incomplete or unsequenced requests will be returned unfilled.

E. If you have any further questions, contact the Federal Records Center.

CHAPTER 9 -- ANNUAL RECORDS REPORT
AND INSPECTIONS

A. ANNUAL REPORT.

1. As of September 30, of each year, a report on the volume of records on hand and the volume disposed or transferred during the year is required from each Area and Agency or other unit. This information is used as a management tool in determining the volume of records held by each agency within the Bureau of Indian Affairs. Therefore, all records that are transferred or destroyed during the year must be reported.

2. Form BIA-1600 (Illustration 5), Annual Records Report, and BIA-1600A (Illustration 6), Summary Worksheet for Annual Records Report, are used for preparation and submission of the report. The Summary Worksheet is designed to facilitate consolidations of data. Totals transferred to form BIA-1600 should be rounded out to the nearest cubic foot, eliminating fractions and decimals.

3. The Annual Report is to be submitted to the Central Office not later than November 15 of each year.

B. INSPECTIONS.

1. The local Records Management Officer shall insure that an annual inspection of records is completed at all file stations under his/her jurisdiction. Each file station shall be inspected for compliance with the 16 BIAM's requirements for: filing systems, maintenance and disposition of records, completion of annual reports, protection of Privacy Act records, written procedures for backup and maintenance of automated records, records of new staff training and annual refresher training provided, and identification of unscheduled records.

2. A report on the annual inspection shall be forwarded to the Area Records Management Officer and the Bureau's Records Management Officer at the Central Office not later than January 15 of each year.

ILLUSTRATION 9

OPTIONAL FORM 11

CHAPTER 10 - FREEZE ON CERTAIN
BIA RECORDS

The following records have been frozen by the General Accounting Office (GAO). These records may not be disposed until such time that the freeze has been lifted. These records have been identified as "freeze records" in the disposition instructions of the Disposition Schedules and must be accessed in the manner described.

<u>15 BIAM Supplement 3</u>		<u>16 BIAM</u>
307-06	2853-T3F	Purchase Order Files
701-01	4857-T3F	Cash Collection Files
701-02	2503-T3F	Accounting Officer Designee Files
702-01	2532-T3F	Budget Administration Files
702-02	2533a-P3F	Budget Estimates
702-04a(1), (2)	2530a-T3F	Operating Budget Files Report
702-05	2529a-T3F	Agency Allotment Status Report Files
702-06	2531a-T3F	Budget Status Report Files
702-08	2528a-T3F	Area Allotment Status Report Files
703-05	2536a-T3F	Notice of GAO Exception Files
703-06	2504a-T3F	Certificates of Settlement Files
703-07	4858a-T3F	General Ledger Detailed Listing
703-08	2527-T3F	Fund Distribution Document Files
703-09	2515a-T3F	Monthly Journal of Transaction Files

15 BIAM Supp. 316 BIAM

703-10	2521-T3F	Voucher and Schedule of Payment Files
703-11	2522a-T3F	Cash Documents by Appropriation Files
703-12	2524-T3F	Schedule of Cancelled Checks (SF-1098) Files
703-13	2537a-T3F	Construction Progress Status Report Files
703-14	2538a-T3F	Certificate of Deposit Files
703-15	2518a-T3F	Accounts Payable and Undelivered Orders Files
703-18	2539a-T3F	Paid Voucher Files
704-02a, c	2546a-T3F	Payroll Detail Cost Report Files
705-02	2516-T3F	Statement of Trans- action (SF-224) Files
705-03	2526-T3F	Appropriation Warrant Files
705-04	2540-T3F	Advice of Collections Files
705-05	2541-T3F	Statement of Receipts Files
705-07	2517-T3F	Nonexpenditure Transfer Authorization (SF-1151) Files
705-08	2525-T3F	Apportionment and Reapportionment Schedule Files
705-09	2527-T3F	Fund Distribution Document Files
705-10	2542-T3F	Unappropriated Receipts Trial Balance Files
706-01	2519-T3F	Public Voucher Files

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706-02	4859-T3F	IIM Deposit Ticket Files
706-03	2520-T3F	Journal Voucher Files
706-04	4804-T3F	Monthly Check Reconciliation Listing Files
706-05	2543-T3F	Special Disbursing Agent Files
706-06	2544-T3F	Trial Balance Files
706-07	2545-T3F	Reconciliation Statement Files
706-08	4803-T3F	Indian Services Special Disbursing Agent (ISSDA) Report Files
801-02a, b, c	2312-T3F	Contract or Purchase Transaction Files
801-04	2302-T3F	Bid Files
801-05	2303-T3F	Unsolicited Proposal Files
801-06	2304-T3F	Interagency Agreement Case Files
802-01	2305-T3F	Grant/Contract Monitoring Case Files
1002-01	1232b-T3F	Internal Audit Case Files
1003-01	1233b-T3F	External Audit Report Files
1003-03	1233b-T3F	External Audit Report Files
1004-01a, b	1234b-T3F	GAO Audit Coordination Files

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1102-01	4301-T3F	Environmental Impact Statements
1103-05	4921-T3F	Irrigation Assessment Order Modifications
1103-09	4904-T3F	Irrigation and Power Construction Project Files
1103-10	4903-T3F	Irrigation Project Land Designation Files
1103-11	4914-T3F	Irrigation/Power Customer Account Ledger Sheets and Schedules
1103-13	4911-T3F	Indian Electric Power Utilities
1103-14	4912-T3F	Power Reports
1103-15	4909-T3F	Irrigation and Power Meter Books
1103-16	4914-T3F	Irrigation/Power Customer Account Ledger Sheets and Schedules
1104-02	4922-T3F	Long-Term Cropping Plans
1104-03	4923-T3F	Long-Term Cropping Plan Summary
1104-06	4920-T3F	Soil and Moisture History Case File
1105-08	4645-P5F	Restriction Removal Files
1105-14	4617-T3F	Land Lease Accounting Files
1105-18	4622-T3F	Town Lot Use Permits
1107-08	4407-T5F	Timber Cutting Permits
1107-09	4408-T5F	Log Scale Sheets

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1107-10	4410-T3F	Forestry Check Scale Report
1107-13	4414-T3F	Financial Statements of Indian Lumber Companies
1107-15	4416-T5F	Agency Fire Control Plans
1107-17	4417-T5F	Individual Fire Report
1107-20	4422-P3F	Cumulative Forestry Comparative Statements
1107-21	4420-T3F 4421-T3F	Timber Trespass Fire Trespass
1108-07	4505-T5F	Grazing Permit Bid Files
1108-08	4506-P5F	Grazing Permit Case Files
1201-06a	4201a-P3F	Indian Business Development (IBD) Grant/Contract Case Files
1201-11	4204-T5F	Schedule of Credit Loan Collection Files
1201-15	4208-T3F	Stock Purchase Files
1202-04	3301a-P5F	Employment Assistance Case Files
1306-09	3705-T3F	Tribal Fund Ledgers
1307-01	4509-T3F	Agricultural Extension Case Files
1307-04b	4510-T3F	Area Office Annual Extension Reports
-----	2536a-T3F	Imprest Fund

Additional records may be affected by the freeze or designated as site-audit records by GAO. A complete listing of affected Standard/Optional forms, and other records used by the Government, and their disposition can be found in the General Records Schedules (GRS) in Appendix G. The GRS includes records relating to civilian personnel, fiscal accounting, procurement, communications, printing, and other common governmental functions. The GRS may be used a guideline for disposition of any records identified therein for which you cannot find specific instructions within this handbook.

CHAPTER 11 - HANDBOOK REVISIONS, TRAINING
AND TECHNICAL ASSISTANCE

A. RESPONSIBILITIES.

1. The Office of Administration is responsible for:

a. The management of the Bureau Records Program, its review and coordination.

b. The development, preparation, revision and updating of the Records and Files Disposition Handbook.

c. Insuring and maintaining the accuracy of the disposition schedules contained within the Handbook.

B. AVAILABILITY OF HANDBOOK.

Single copies of the Handbook may be obtained from the local Records Management Officer or the Bureau's Records Management Officer located in Washington, DC.

C. EXTRA COPIES OF HANDBOOKS.

Requests for extra copies of the Handbook should be directed, in writing, to:

Bureau of Indian Affairs
Records Officer
Mailstop 337-SIB
18th & C Streets, NW
Washington, DC 20240

D. TRAINING OF NEW CLERICAL STAFF.

Training on the records program and the Records and Files Disposition Handbook should be provided to all new clerical staff within the first two weeks of reporting for duty. Training may be obtained by contacting your local Records Management Officer.

E. TRAINING OF NEW PROGRAM STAFF.

Training on the records program and the Records and Files Disposition Handbook should be provided on a regular basis (quarterly or semi-annually) for all new program staff. The frequency of the training should be dependent upon the number of new staff during a particular quarter or six month period. Training may be obtained by contacting your local Records Management Officer.

F. REFRESHER TRAINING COURSES.

Refresher training courses should be provided to field staff on at least an annual basis to reacquaint the staff with the requirements of the Records and Files Disposition Handbook. The annual refresher training may coincide with the end/beginning of the fiscal year as this will be the time when new Files Maintenance and Disposition Plans should be completed, file cleanout occurs, and records are prepared for disposition. Training may be obtained by contacting your local Records Management Officer.

G. TECHNICAL ASSISTANCE AND TRAINING.

An area office or other field location may request technical assistance and in-service training from the Bureau's Records Management Office located in the Central Office. Written requests, submitted through the Area Records Management Officer, should address the type of assistance or training needed and a contact person by name, title and telephone number. Requests should be submitted to:

Bureau of Indian Affairs
Records Management Office
Room 337-SIB
18th & C Streets, NW
Washington, DC 20240

H. TRAINING VIDEO.

The Central Office has developed a video cassette in VHS-format which may be used for training purposes at all Bureau levels. The video may be obtained, free of charge, by contacting your local Records Management Officer or the Bureau's Records Management Office at the address listed above.

CHAPTER 12 - VITAL RECORDS

A. TYPES OF VITAL RECORDS.

Vital records are defined as those records that are essential to: (1) the continued functioning of an organization during and after an emergency, and (2) the protection of rights and interests of that organization and of the individuals for whose rights and interests it has responsibility. Thus there are two types of vital records: "emergency operating records" and "rights and interests records".

B. EMERGENCY OPERATING RECORDS.

Emergency operating records are used during and after a disaster situation, and include records necessary for the continuation of essential functions of an organization. These records are needed following a natural, man-made, technological, or nuclear disaster. Such disasters may be as diverse as spills from nuclear-power plants to leakages of chlorine or hazardous gases from derailed freight trains to riots to floods or fires.

C. RIGHTS AND INTERESTS RECORDS.

Federal rights and interests records are records essential to the preservation of the legal rights and interests of individual citizens and their government. They include records relating to social security and retirement, Federal employee payroll and leave, insurance, and valuable research findings. They also contain information on such matters as proof of ownership, citizenship, financial interests, and legal proceedings and decisions.

D. EMERGENCY OPERATING PLANS.

1. An Emergency Operating Plan describes the procedures to be used in the case of a disaster situation. The plan identifies where the records which have been designated as "emergency operating records" and "rights and interests records" are located and lists the records designated in each category.

2. Each area and agency office is responsible for developing and maintaining an up-to-date emergency operating plan and protecting the records designated therein accordingly. For the Office of Indian Education Programs, both area and agency units with education responsibilities shall be responsible for the development and maintenance of emergency operating plans. For Central Office programs, the emergency operating plan will be developed at the Director/Deputy organizational level.

3. An official is designated as the liaison officer and has responsibility for oversight and implementation of the vital records program. The position description of the designated official is revised to reflect the assignment and responsibilities.

4. Whenever the same records fall into both the emergency operating and rights and interests categories, it is necessary to maintain two separate sets of vital records.

5. Since the emergency operating records would be needed immediately in the event of an emergency, copies shall be deposited at a designated emergency headquarters. For the purposes of designation, an area office shall serve as the emergency headquarters for agencies (including education) and other similar field units. The Central Office (Washington, DC) shall serve as the emergency headquarters for all area offices and Central Office entities located in the field.

6. Emergency operating plans have been identified in the disposition schedules as #2903-T5, Emergency Planning Case Files; and #2904a-T5 and #2904b-T3, Emergency Test and Exercise Files. Assistance in developing the emergency operating plans may be obtained by contacting the Division of Safety Management or the Bureau's Record Officer.

E. DEVELOPMENT OF AN EMERGENCY OPERATING PLAN.

1. Procedures are established for making delegations of authority during an emergency situation, include a listing of key personnel, and procedures for notifying the appropriate line authorities and vital records officer of the emergency. Procedures also address the process for retrieving vital records from their storage locations and the priorities for implementation.

2. An annual inventory of records is completed and a listing of records identified as vital for that location developed. The listing is divided into two categories: emergency operating records, and rights and interests records.

3. Emergency operating records shall be in paper form whenever possible to avoid reliance on special equipment; but if it is necessary to use a nontextual medium, both the required equipment and its power source must be dependable under emergency conditions. Protection of emergency operating records is of prime importance and may require underground or special facilities for storage of such records.

4. In the selection of rights and interests records, include records of debts owed to the Government and exclude those supporting legal rights which can be reestablished through affidavit and other records which are duplicated as a matter of standard practice.
5. Rights and interests records are not needed immediately and are not required to be maintained at emergency headquarters or solely in paper form. They may be stored above ground and, therefore, in a Federal Records Center or similar repository.
6. Duplicates of official files listed in the emergency operating plan are made for transfer and storage at the emergency headquarters location or the Federal Records Center (rights and interests records only).
7. Consideration should be given to copying existing records through photocopy, microfilming, and ADP "dumping". If the emergency operating records are in machine-readable form, they must be accompanied by textual documentation and, if necessary, by essential software.
8. The duplicates to be used as the location's "vital records" are indexed according to category/type of emergency record, disposition number, and boxed (and appropriately labeled) for shipment according to category/type of emergency record (i.e., emergency operating or rights and interests). The listing for each category is included in the plan and storage location identified.
9. A procedure is established for updating the files designated as vital records so that prompt replacement and disposal of superseded copies are accomplished.
10. Locations serving as an emergency headquarters must take the following factors into consideration when selecting a storage site for emergency operating records:
 - a. Is the facility located away from high-risk areas, such as areas near coasts, rivers, geological faults, and volcanoes, or areas where neighboring buildings pose a problem?
 - b. Is the structure fire resistive; does it meet the standards of the National Fire Protection Association for protecting records; does the facility have adequate fire prevention procedures and protection features?
 - c. Is there a backup power source available?
 - d. Are there adequate physical security controls inside and outside the facility?

e. Are there reliable ways of communicating with the personnel at the facility?

f. Does the facility offer inventory control, microfilming, reference service, and/or other assistance?

g. Have potential threats/hazards, such as (1) fire, (2) water saturation (flooding, bad plumbing, high humidity, etc.), (3) impact damage (resulting directly or indirectly from fire, flood, earthquake, violent wind, bombing, etc.), (4) infestation (rodents, vermin, bats, etc.), (5) theft, and (6) loss, been considered at the storage site and the frequency and severity of each of these hazards estimated.

10. Procedures are established for keeping the appropriate line officials and the vital records officer informed about the status of the emergency.

11. Procedures are established for testing the operating plan, retrieval of the vital records and simulating the continuity of operations through the use of the emergency operating records. Actual testing will occur every five years.

12. Procedures are established for familiarizing and training personnel with the requirements of the emergency operating plan.

F. VITAL RECORDS OFFICER.

The Bureau's Records Officer is also designated as the Bureau's Vital Records Officer. For additional information on the Vital Records Program, inquiries may be sent to the following address:

Records Management Officer
Bureau of Indian Affairs
Mailstop 337-SIB
18th and C Streets, NW.
Washington, DC 20240

Telephone (202) 343-3574

ILLUSTRATION 1

CROSS-REFERENCE FORM


CROSS-REFERENCE <i>(Name, number, or subject under which this form is filed)</i>		
		
IDENTIFICATION OF RECORD	DATE	
	TO	
	FROM	
	BRIEF SUMMARY OF CONTENTS	
FILED <i>(Name, number, or subject under which the document itself is filed)</i>		

ILLUSTRATION 2

FILE CHARGEOUT CARD
OPTIONAL FORM 23

OUT

IDENTIFICATION OF RECORD (NUMBER, TITLE AND/OR SUBJECT, DATE OF FILE OR DOCUMENT)	CHARGED TO (PERSON & OFFICE)	DATE CHARGED OUT

OPTIONAL FORM 23 FEB 1962 GSA Circular No. 259			CHARGEOUT RECORD 5023-101		
DATE CHARGED OUT	CHARGED TO (PERSON & OFFICE)	IDENTIFICATION OF RECORD (NUMBER, TITLE AND/OR SUBJECT, DATE OF FILE OR DOCUMENT)			

OUT

ILLUSTRATION 3

FILES MAINTENANCE AND DISPOSITION PLAN

FILES MAINTENANCE AND DISPOSITION PLAN		1. Organizational Unit
		2. Date
3. Records Management Officer Signature		4. Prepared By
5. FILES PLAN		
SCHEDULE ITEM NUMBER A	TITLE OR DESCRIPTION OF RECORDS SERIES B	DISPOSAL INSTRUCTIONS (Insert disposition instruc- tions for each record series including cutoff, retirement and destruction actions). C

ILLUSTRATION 4
STANDARD FORM 115

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO.	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	
1. FROM <i>(Agency or establishment)</i>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER			
		5. TELEPHONE EXT.	DATE
		ARCHIVIST OF THE UNITED STATES	

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>

ILLUSTRATION 5
ANNUAL RECORDS REPORT

ANNUAL RECORDS REPORT

To:	From (Preparing Office or Unit):
-----	----------------------------------

GENERAL INSTRUCTIONS: The total cubic feet of records can be easily calculated by counting the standard filing cabinets in an office. For example:

1. One standard-sized filing cabinet drawer equals approximately 1.5 cubic feet. If the cabinet has five drawers full of files, the total for that cabinet will be 7.5 cubic feet.

$1.5 \times 5 = 7.5$ Round off to the next cubic foot for a total of 8.

2. One legal-sized filing cabinet drawer equals 2 cubic feet. If the cabinet has four drawers filled with files, the total for that cabinet will be eight.

$2 \times 4 = 8$ cubic feet

Records in modular units can also be calculated by using the same measurements. The smaller lateral units hold approximately 3 cubic feet and the larger lateral files hold approximately 4 cubic feet of records per drawer.

1. Last Years Inventory (Use the figure from Line 8 of last year's report).	: : : : : : : : : : : : : : : : : :	
2. Records destroyed during fiscal year		: : : : : : : : : : : :
<u>Amount Transferred during Fiscal Year:</u>		: : : : : : : : : : : :
3. To Federal Records Centers		: : : : : : : : : : : :
4. To other (BIA or non-BIA) Federal Agencies (Specify location of transfer and cite authority under "Remarks")		: : : : : : : : : : : :
5. TOTALS (Lines 2, 3, 4)		: : : : : : : : : : : :
6. Carry-over (Line 1 minus line 5)		: : : : : : : : : : : :
7. Current Year Inventory		: : : : : : : : : : : :
8. Total Record Currently Held (Lines 6 + 7)		: : : : : : : : : : : :

REMARKS

Date	Signature	Title	FY Ending Sept. 30, 19
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ILLUSTRATION 6

SUMMARY WORKSHEET FOR ANNUAL RECORDS REPORT

SUMMARY WORKSHEET FOR ANNUAL RECORDS REPORT

Instructions: Use this form to summarize data from subordinate units for transfer to the Annual Records Report (BIA-1600). Column numbers correspond to lines on BIA-1600.

JURISDICTION (area/agency, school, field office, etc.)	LAST YR'S INVENTORY	RECORDS DESTROYED IN FY	TRANS- FERRED TO ERC	TRANS- FERRED OTHER	TOTAL #'S 2,3,4	CARRY- OVER #1 - 5	CURRENT YEAR INVEN.	TOTAL RECORDS HELD #6+7
	1	2	3	4	5	6	7	8

ILLUSTRATION 7
STANDARD FORM 135

RECORDS TRANSMITTAL AND RECEIPT Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

1. TO (Complete the address for the appropriate records center serving your area) **Federal Archives and Records Center**
General Services Administration

2. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)

AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (Signature and title)	DATE
AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.)	
RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and title)	DATE

RECORDS DATA

ACCESSION NUMBER		VOLUME (ca. 1/2)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRICTION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER				
RG	FY							NUMBER	LOCATION	PLAN	DATE	INITIALS
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)

RECORDS TRANSMITTAL AND RECEIPT (Continuation)		TRANSFERRING AGENCY'S NAME		DATE	PAGE	OF		
This form is to continue listing of Records Data when space on SF 135 is not adequate. Instructions for completion of SF 135 apply.								
ACCESSION NUMBER	VOLUME NUMBER (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With indicator dates of records)	DISPOSAL AUTHORITY (Schedule and form number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER		
						LOCATION	INITIALS	DATE
RG (a)	RY (b)	(c)	(f)	(h)	(i)	(j)	(k)	(l)

STANDARD FORM 135-A (Rev. 6-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.4

U.S. GOVERNMENT PRINTING OFFICE : 1983 O - 421-526 (9137)

135-203

JUL 12 1989

RECORDS TRANSMITTAL AND RECEIPT Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse. **PAGE 1 OF 1** PAGES

1. TO (Complete the address for the appropriate records center serving your area.) **Federal Archives and Records Center**
General Services Administration

5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)

At shown in FPMR 101-11.410-1 Use appropriate address as listed in App. C.
 2. AGENCY TRANSFER AUTHORIZATION
 TRANSFERRING AGENCY OFFICIAL (Signature and title) **Records Management Officer**
 DATE
 3. AGENCY CONTACT
 TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.)
 Your Name
 4. RECORDS CENTER RECEIPT
 RECORDS RECEIVED BY (Signature and title)
 DATE
 Leave Blank

Records Management Officer
 Bureau of Indian Affairs
 Area Office
 City, State Zip Code

RECORDS DATA *Fold line*

ACCESSION NUMBER		VOLUME (ex. 7L)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER				
RG (a)	FY (b)						NUMBER (c)	NUMBER (d)	LOCATION (g)	DATE (k)	DATE (l)
Leave Blank		7		This shipment consists of standard-sized Boxes. Student Case Files. Include attendance cards. Applications for Enrollment, Grade Reports, Parental Consent, Achievement Test Scores, Immunization Records, Census Records. Arranged alphabetically. Files closed 1989. Aarons, Abe to McDonnell, Ronald Meese, Mickey to Zigs, Boris Files closed 1990. Akin, Annie to Zimmers, Rusty	16 BIAM 5401-P5 N1-75-89-1	Perm.					

Illustration 7
 16 BIAM
 Page 3 of 4

RECORDS TRANSMITTAL AND RECEIPT (Continuation)		This form is to continue listing of Records Data when space on SF 135 is not adequate. Instructions for completion of SF 135 apply.		TRANSFERRING AGENCY'S NAME		DATE	PAGE	OF
ACCESSION NUMBER	VOLUME (CAL. PL.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	DISPOSAL AUTHORITY (Subj. and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER		
						LOCATION	BY	DATE
RG	FY	(a)	(f)	(b)	(i)	(j)	(k)	(l)
		4/7 5/7 6/7 7/7	<p>Files closed 1991.</p> <p>Acuff, Goldie to Caesar, Julia Carroll, Christine to Gray, Dusty Greene, Olive to Lambson, Wooley Langley, Tallie to Yates, Barry</p> <p>NOTE: For permanent records, make a detailed listing of all the folders in each box. Keep one copy in your office and send one to the Records Management Officer.</p>					

135-303

* U.S. GOVERNMENT PRINTING OFFICE : 1983 O - 421-526 (9137)

STANDARD FORM 135-A (Rev. 6-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.4

ILLUSTRATION 8
REQUEST FOR CHANGE IN BIA
RECORDS SCHEDULE

REQUEST FOR CHANGE IN BIA RECORDS SCHEDULE

Instructions: Central Office units and Area Offices submit original to Bureau Records Officer, Washington, DC. Other field offices submit in duplicate to their Area Office, where block 12 is completed, copy retained, and original forwarded to Central Office. Use reverse, or attach sheet, if more space is needed.

To	From
----	------

PART A - CHANGE IN EXISTING BIA RECORDS SCHEDULE

1. Item Number	2. Type of Change: Specify:	
	<input type="checkbox"/> Shorter Retention Period <input type="checkbox"/> Longer Retention Period <input type="checkbox"/> Other	
3. Justification for Change		

PART B - NEW ITEM TO BE ADDED FOR RECORDS NOT SCHEDULED

1. Function to Which Records Relate	2. Office Accumulating Records	3. File Code Subject
4. Type & Form (Corres., forms, reports, books, etc.; originals, carbons, ADP, etc.)		
5. Where Used (one office, several, or all -- specify)		
6. Period Covered by Records on Hand From To	7. Volume on Hand Cu. Ft.	8. Accumulation will Continue <input type="checkbox"/> Yes, at annual rate of _____ Cu. Ft. <input type="checkbox"/> No
9. No. of copies made; Distribution of each		

Copies covered by proposed schedule:

10. Appraisal (Value of records - Temporary or Permanent; Admin., Fiscal, Legal, Historical, etc.)

CAUTION - YOU ARE MAKING A CARBON COPY. PLEASE APPLY PRESSURE WHEN WRITING

16 BIAM

Page 1 of 1

NOTE: Use a separate form for each request.

DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED

Blank lines for describing the record(s) or information requested.

REMARKS

Blank lines for remarks.

NATURE OF SERVICE

- FURNISH COPY OF RECORD(S) ONLY
- PERMANENT WITHDRAWAL
- LOAN OF RECORD(S)
- OTHER (Specify)

RECORD GROUP NO.

ACCESSION NO.

FRC BOX NO. OR RECORDS CENTER LOCATION NO. (if known)

Blank lines for record group, accession, and location numbers.

General Services Administration
Federal Records Center NARS

NOTE: In Washington, D.C. area
send to STOP 386

TO



(City) (State) (ZIP Code)

FOR RECORDS CENTER USE ONLY

- RECORDS NOT IN CENTER CUSTODY
- RECORDS DESTROYED
- WRONG BOX NUMBER—PLEASE RECHECK
- ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED
- MISSING (Neither record(s), information nor charge card found in container(s) specified)
- RECORDS PREVIOUSLY CHARGED

OUT TO (Name, agency and date):

REMARKS

Blank lines for remarks.

DATE

SERVICE

TIME REQUIRED

SEARCHER'S INITIALS

Table with columns for Date, Service, Time Required, and Searcher's Initials.

FOR USE OF REQUESTER

RECEIPT OF RECORDS

NAME OF REQUESTER

TELEPHONE NO.

DATE

Requester please sign, date and return this form, for file item(s) listed above, ONLY if the block to right has been checked by the Records Center.

NAME AND ADDRESS OF AGENCY

SIGNATURE

DATE

(include building, room no. and Zip Code)



(In Washington, D.C. area also include STOP number)

OPTIONAL FORM 11
REVISED FEBRUARY 1971
GENERAL SERVICES ADMINISTRATION
FPMR (41CFR) 101 - 11.4

REFERENCE REQUEST - FEDERAL RECORDS CENTERS

JUL 12 1989

APPENDIX A
CORRESPONDENCE LISTINGS

ADVANCE COPY



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245



IN REPLY REFER TO:

AUG 09 1994

BIAM Release NO. 9404

Memorandum

To: All Holders of 16 BIAM
From: Deputy Commissioner of Indian Affairs
Subject: Records and Files Disposition Handbook

This transmittal abolishes Appendices B, C, E, F, and G from 16 BIAM. Material issued in these appendices is either obsolete, conflicting with, or duplicative of materials issued by the Department of the Interior or other Federal agencies. In lieu of issuing Appendix G through the BIAM system, holders of 16 BIAM are directed to obtain copies of the General Records Schedule from the National Archives and Records Administration.

Patrick A. Hayes

Acting Deputy Commissioner of Indian Affairs

Filing Instructions:

- (a) Remove superseded materials:
 - Appendix B - Location Codes (11 sheets)
 - Appendix C - FRC Location Codes (2 sheets)
 - Appendix E - Disposition Schedule Conversion Table 1 Alphabetical Listing By New 16 BIAM Titles (20 sheets)
 - Appendix F - Disposition Schedule Conversion Table 2 Sequential Listing by 16 BIAM Numbers (14 sheets)
 - Appendix G GRS (87 sheets)
- (b) Insert new material transmitted:
None
- (c) Pen-and-ink changes:
None

BUREAU OF INDIAN AFFAIRS

NOV 2 1994

ALBANY FIELD OFFICE
STATE OF AL

ADVANCE COPY

CORRESPONDENCE LISTINGS
EXECUTIVE MANAGEMENT (EXEC MGT)

APPENDIX A
16 BIAM
Page 1 of 18

1. ADMINISTRATIVE APPEALS
2. COMMENDATIONS
3. CONGRESSIONAL INQUIRIES
4. DESIGNATIONS
5. DIRECTIVES MANAGEMENT
6. FEDERAL REGISTER NOTICES
7. FREEDOM OF INFORMATION ACT REQUESTS
8. INFORMATION COLLECTIONS
9. INTERNAL CONTROL REQUIREMENTS
10. LEGISLATIVE REVIEW
11. MANAGEMENT IMPROVEMENT
12. MEMORANDUM OF UNDERSTANDING
13. NEWSPAPER ARTICLES
14. PRESS RELEASES
15. PRIVACY ACT REQUESTS
16. PUBLIC RELATIONS
17. REGULATIONS
18. REGULATORY PROGRAM
19. REORGANIZATION
20. REPORTS

OPERATIONS

AUTOMATED DATA PROCESSING (ADP)

1. ADP FACILITIES
2. AUTOMATED SYSTEMS DESIGN DEVELOPMENT
3. AUTOMATED SYSTEMS MAINTENANCE & OPERATIONS
4. DATA BASE SYSTEMS
5. DATA CORPORATIONS
6. DATA PROCESSING FACILITIES
7. DATA STORAGE AND RETRIEVAL
8. DATA TRANSMISSION
9. EQUIPMENT REQUIREMENT & SPECIFICATIONS
10. EQUIPMENT STUDIES
11. MAGNETIC STORAGE MEDIA
12. REPORTS
13. SOFTWARE

CONTRACTS

1. AUDITING FIRMS
2. BIDDER'S MAILING LIST
3. BUY-INDIAN
4. CONSTRUCTION MANAGEMENT
5. CONTRACT/GRANT ADMINISTRATION
6. CONTRACT/GRANT APPLICATION PROCESS
7. CONTRACT/GRANT AUDITS
8. CONTRACT/GRANT CLOSEOUT
9. CONTRACT/GRANT HEARINGS & APPEALS
10. CONTRACT/GRANT OFFICER'S REPRESENTATIVES
11. CONTRACT/GRANT MODIFICATIONS
12. CONTRACT/GRANT MONITORING
13. CONTRACT TRAINING
14. INDIAN SELF-DETERMINATION
15. INVITATION FOR BIDS
16. REPORTS
17. REQUEST FOR PROPOSALS
18. RETROCESSION
19. SMALL BUSINESS & MINORITY BUSINESS
20. WARRANTED OFFICERS

FACILITIES (FAC)

1. BOILER MAINTENANCE/INSPECTION
2. BUILDING DEMOLISHMENT
3. BUILDINGS & GROUNDS
4. BUILDING REPAIR/RENOVATION
5. ENERGY CONSERVATION
6. REPORTS
7. TRANSFER OF BUILDINGS
8. UTILITIES

FINANCE (FINAN)

1. ACCOUNTING CODES
2. ACCOUNTABLE OFFICERS
3. ACCOUNTS PAYABLE
4. BUDGET ESTIMATES
5. DEBT COLLECTION
6. FINANCIAL PLANS
7. FINANCIAL AUDITS
8. FUNDS DISTRIBUTION
9. GENERAL LEDGERS
10. IMPREST CASH
11. LETTERS OF CREDIT
12. PAY ADMINISTRATION
13. REPORTS
14. TRANSFER OF FUNDS
15. TRAVEL

PERSONNEL (PERS)

APPENDIX A
16 BIAM
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1. AFFIRMATIVE ACTION
2. CONFLICTS OF INTEREST
3. DESK AUDITS
4. DETAILS & REASSIGNMENTS
5. DISCIPLINARY ACTIONS
6. EMPLOYEE CONDUCT & RESPONSIBILITIES
7. FEDERAL EMPLOYEE RETIREMENT SYSTEM
8. FINANCIAL INTEREST STATEMENT
9. GRIEVANCE PROCEDURES
10. HEALTH INSURANCE
11. HOURS OF DUTY
12. INCENTIVE AWARDS
13. INDIAN PREFERENCE
14. INDIVIDUAL DEVELOPMENT PLANS
15. JOB INQUIRIES
16. LABOR UNION-MANAGEMENT RELATIONS
17. LEAVE POLICIES & PROCEDURES
18. LIFE INSURANCE
19. PERFORMANCE STANDARDS & EVALUATION
20. POLITICAL ACTIVITY
21. POSITION DESCRIPTIONS
22. PROMOTION OPPORTUNITY BULLETIN (POB)
23. QUALIFICATION STANDARDS
24. REDUCTION-IN-FORCE
25. REPORTS
26. THRIFT SAVINGS PLAN
27. TIME & ATTENDANCE
28. TRAINING AUTHORIZATIONS
29. TRAINING COURSES

PAYROLL (PAY)

1. AUDITS
2. EARNINGS
3. DEDUCTIONS
4. LEAVE
5. PAY PERIODS
6. REPORTS

PROPERTY MANAGEMENT (PROP MGMT)

1. BOARD OF SURVEY
2. EXCESS PERSONAL PROPERTY
3. FIELD RECEIPTS
4. GASOLINE CREDIT CARDS
5. GOVERNMENT VEHICLES
6. GOVERNMENT BILLS OF LADING
7. MAIL MANAGEMENT
8. MOTOR POOL INFORMATION
9. PERSONAL PROPERTY ACQUISITION
10. PERSONAL PROPERTY DISPOSAL
11. PERSONAL PROPERTY DONATIONS
12. PERSONAL PROPERTY TRANSFERS
13. PROPERTY INVENTORY
14. REPORTS
15. SPACE ASSIGNMENTS
16. SURPLUS PERSONAL PROPERTY
17. THEFTS & LOSSES

SAFETY

1. ACCIDENT PREVENTION
2. EMERGENCY PLANS
3. MOTOR VEHICLE OPERATOR PERMITS
4. REPORTS
5. SAFETY/HEALTH INSPECTIONS

TRIBAL SERVICES

EMPLOYMENT ASSISTANCE (EMP ASST)

1. INDIAN UNEMPLOYMENT
2. INTERNSHIP PROGRAMS
3. JOB CREATION
4. JOB PLACEMENT
5. ON-THE-JOB TRAINING
6. PLACEMENT SERVICES
7. PROGRAM STAFF SERVICES
8. VOCATIONAL TRAINING

HOUSING

1. HOUSING & URBAN DEVELOPMENT
2. SANITATION FACILITIES
3. SUBSTANDARD HOUSING
4. HOUSING ASSISTANCE
5. NEW UNIT CONSTRUCTION
6. HOUSING IMPROVEMENT PROGRAM
7. HOUSING SERVICES
8. REPORTS

LAW ENFORCEMENT (LAW ENF)

1. ARREST WARRANTS
2. CRIME PREVENTION
3. CRIMINAL INVESTIGATIONS
4. DETENTION OPERATIONS
5. FEDERAL BUREAU OF INVESTIGATION (FBI)
6. JUVENILE DETENTION
7. JAIL FACILITIES
8. REPORTS
9. SALE OF ALCOHOL ON RESERVATIONS
10. SECURITY
11. SECURITY - ARREST WARRANTS
12. SECURITY - SALE OF ALCOHOL ON RESERVATIONS
13. SECURITY - FEDERAL BUREAU OF INVESTIGATION (FBI)
14. SECURITY - JUVENILE DETENTION

INDIAN POLICE ACADEMY (IPA)

1. ADMINISTRATION
2. CURRICULUM
3. INSTRUCTORS
4. INVESTIGATIONS
5. PERSONNEL
6. REPORTS
7. SECURITY

SOCIAL SERVICES (SOC SVC)

1. CHILD ADOPTION
2. CHILD WELFARE ASSISTANCE
3. FEDERAL HUMAN SERVICES POLICY
4. FOOD PROGRAMS
5. GENERAL ASSISTANCE
6. PLACEMENT SERVICES
7. REPORTS
8. SOCIAL SERVICE COUNSELING
9. STATE/LOCAL HUMAN SERVICES AGENCIES
10. TRIBAL COURT CASES
11. TRIBAL WORK EXPERIENCE PROGRAM (TWEP)

TRIBAL GOVERNMENT (TRB GVT)

1. ADOPTIONS
2. APPEALS
3. COURTS
4. GAMING
5. INDIAN RESERVATIONS
6. INDIAN TRIBES
7. INVESTIGATIONS
8. JUDGMENTS
9. REPORTS
10. TREATY RIGHTS
11. TRIBAL CONSTITUTIONS
12. TRIBAL CORPORATE CHARTERS
13. TRIBAL COUNCIL
14. TRIBAL COURTS
15. TRIBAL ELECTION
16. TRIBAL ENROLLMENT/MEMBERSHIP
17. TRIBAL EVENTS
18. TRIBAL ORDINANCE
19. TRIBAL ORGANIZATIONS
20. TRIBAL PROGRAMS/SERVICES
21. TRIBAL SOVEREIGNTY
22. TRIBAL TAXATION
23. TRIBE - ATTORNEY CONTRACTS

CREDIT

1. DIRECT LOANS
2. ECONOMIC DEVELOPMENT GRANTS
3. INDIAN BUSINESS DEVELOPMENT GRANTS
4. GUARANTEED LOANS
5. REVOLVING LOANS

ENVIRONMENTAL SERVICES (ENV SRVC)

1. AIR POLLUTION
2. ARCHAEOLOGICAL SITES
3. ENVIRONMENTAL ELEMENTS - BOTANICAL
4. ENVIRONMENTAL ELEMENTS - GEOLOGICAL
5. ENVIRONMENTAL ELEMENTS - HYDROLOGICAL
6. ENVIRONMENTAL IMPACT STATEMENTS
7. ENVIRONMENTAL PROTECTION
8. ENVIRONMENTAL QUALITY - AIR
9. ENVIRONMENTAL QUALITY - WATER
10. HAZARDOUS WASTE
11. HISTORIC SITES
12. NOISE POLLUTION
13. POLLUTION CONTROL
14. REPORTS
15. WATER POLLUTION

FORESTRY

1. ADMINISTRATIVE DEDUCTIONS
2. ENDANGERED SPECIES
3. FIRE EQUIPMENT
4. FIRE PREVENTION
5. FIRE RETARDANTS & CHEMICALS
6. FISH & WILDLIFE MANAGEMENT
7. FOREST ACCESS ROADS (NON-FEDERAL)
8. FOREST DEVELOPMENT
9. FOREST IMPROVEMENT
10. FOREST INVENTORIES
11. FOREST MANAGEMENT
12. FOREST PROTECTION
13. FOREST REHABILITATION PROJECTS
14. FOREST RESTRICTIONS/CLOSURES
15. FUELS MANAGEMENT
16. HABITAT MANAGEMENT
17. HUNTING & FISHING
18. INSECT & DISEASE CONTROL
19. REFORESTATION
20. REPORTS
21. TIMBER CUTTING PERMITS
22. TIMBER HARVESTING
23. TIMBER SALES ADMINISTRATION
24. TIMBER TRESPASS
25. WILDLIFE CONSERVATION

RANGE

1. AGRICULTURE
2. GRAZING PERMITS
3. RANGE MANAGEMENT
4. REHABILITATION
5. REPORTS
6. SURVEYS
7. WATER RIGHTS
8. WILDLIFE CONSERVATION

REALTY

1. BOUNDARY DISPUTES
2. BOUNDARY SURVEYS
3. EASEMENTS
4. LAND ACQUISITION
5. LAND ALLOTMENT
6. LAND APPRAISALS
7. LAND CLAIMS
8. LAND LEASES
9. LAND RECORDS
10. LAND SALE RESTRICTIONS
11. LAND TITLES
12. MINERALS & MINING
13. OIL & GAS LEASES
14. PROBATE ACTIVITIES
15. REPORTS
16. RIGHT-OF-WAY
17. ROYALTIES
18. TRUST LANDS PROTECTION

ROADS

1. EARTH SURFACE
2. EMERGENCY ROAD REPAIR
3. GRAVEL SURFACE
4. PAVED SURFACE
5. SNOW REMOVAL
6. REPORTS
7. ROAD CONSTRUCTION
8. ROAD EQUIPMENT POOL
9. ROAD MAINTENANCE (GENERAL)

TRUST FUNDS

1. GENERAL ACCOUNTING OFFICE SITE AUDITS
2. INDIAN SERVICES SPECIAL DISBURSING AGENT
3. INDIVIDUAL INDIAN MONIES
4. INVESTMENTS
5. PER CAPITA PAYMENTS
6. REPORTS

IRRIGATION AND POWER (IRR)
(POWR)

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1. CONSERVATION PRICING
2. DAMS
3. FEDERAL RESERVED WATER RIGHTS
4. FLOOD CONTROL
5. FLOOD PLAIN MANAGEMENT
6. GROUNDWATER SUPPLY
7. INDIAN RESERVED WATER RIGHTS
8. INDIAN WATER POLICY
9. PIPELINES
10. POWER RESOURCE DEVELOPMENT
11. POWER SALES
12. PUBLIC IRRIGATION DISTRICTS
13. PUMPING PLANTS
14. REPORTS
15. SOIL AGRICULTURE
16. SOIL CONSERVATION
17. SOIL SURVEYS
18. WATER COMMISSIONS
19. WATER CATCHMENTS
20. WATER CONSERVATION
21. WATER DEVELOPMENT
22. WATER MANAGEMENT
23. WATER QUALITY CONTROL
24. WATER QUALITY STANDARDS
25. WATER RESOURCES
26. WATER USERS
27. WELLS
28. WINDMILLS

CORRESPONDENCE LISTINGS

EDUCATION

1. ACCREDITATION
2. ACHIEVEMENT TESTING
3. ADULT EDUCATION
4. ALCOHOL & SUBSTANCE ABUSE IN SCHOOLS
5. ATTENDANCE BOUNDARIES
6. BILINGUAL EDUCATION
7. BOARDING SCHOOLS
8. CHAPTER I
9. CONTRACT SCHOOLS
10. COUNSELING SERVICES
11. CURRICULUM
12. DAY SCHOOLS
13. DORMITORY SERVICES
14. EXCEPTIONAL EDUCATION
15. FOOD SERVICES
16. HEALTH SERVICES
17. HIGHER EDUCATION
18. JOHNSON-O'MALLEY PROGRAM
19. LIBRARY SERVICES
20. PARENTIAL INVOLVEMENT
21. REPORTS
22. SCHOLARSHIP PROGRAM
23. SCHOOL BOARDS
24. SCHOOL CLOSURE

EDUCATION - CONT'D

25. STUDENT BANK
26. STUDENT COUNT
27. STUDENT ENROLLMENT
28. STUDENT HEALTH PROGRAM
29. STUDENT RIGHTS & RESPONSIBILITIES
30. TEACHER APPLICATIONS
31. TEACHER CERTIFICATION
32. TEACHING VACANCY ANNOUNCEMENTS

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AREA/AGENCY/SCHOOL	CODE	AREA/AGENCY/SCHOOL	CODE
A. ABERDEEN AREA OFFICE Bureau of Indian Affairs 115 4th Avenue SE, Federal Bldg. Aberdeen, SD 57401	A00	7. PINE RIDGE AGENCY Bureau of Indian Affairs P.O. Box 1203 Pine Ridge, SD 57770-1203	A06
1. CHEYENNE RIVER AGENCY Bureau of Indian Affairs P.O. Box 325 Eagle Butte, SD 57625	A01	8. ROSEBUD AGENCY Bureau of Indian Affairs P.O. Box 550 Rosebud, SD 57570	A07
2. CROW CREEK AGENCY Bureau of Indian Affairs P.O. Box 139 Ft. Thompson, SD 57339	A14	9. SISSEIION AGENCY Bureau of Indian Affairs Sisseton, SD 57262	A09
3. FLANDREAU FIELD OFFICE Bureau of Indian Affairs Flandreau, SD 57028	A03	10. STANDING ROCK AGENCY Bureau of Indian Affairs P.O. Box E Ft. Yates, ND 58538	A10
4. FORT BERTHOLD AGENCY Bureau of Indian Affairs Box 370 New Town, ND 58763	A04	11. TURTLE MOUNTAIN AGENCY Bureau of Indian Affairs P.O. Box 60 Belcourt, ND 58316	A11
5. FORT TOTTEN AGENCY Bureau of Indian Affairs Ft. Totten, ND 58335	A05	12. WINNEBAGO AGENCY Bureau of Indian Affairs Rt. 1, Box 18 Winnnebago, NE 68071	A13
6. LOWER BRULE AGENCY Bureau of Indian Affairs P.O. Box 190 Lower Brule, SD 57548	A15	13. YANKTON AGENCY Bureau of Indian Affairs P.O. Box 577 Wagner, SD 57380	A08

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B. ALBUQUERQUE AREA OFFICE Bureau of Indian Affairs P.O. Box 26567 6151 1st Street, NW Albuquerque, NM 87125-6567	M00	7. SOUTHERN UTE AGENCY Bureau of Indian Affairs P.O. Box 315 Ignacio, CO 81137	M40
1. JICARILLA AGENCY Bureau of Indian Affairs Dulce, NM 87528	M50	8. UTE MOUNTAIN UTE AGENCY Bureau of Indian Affairs Towaoc, CO 81334	M45
2. LAGUNA AGENCY Bureau of Indian Affairs P.O. Box 1448 Laguna, NM 87026	M21	9. ZUNI AGENCY Bureau of Indian Affairs P.O. Box 369 Zuni, NM 87327	M70
3. Mescalero AGENCY Bureau of Indian Affairs Mescalero, NM 88340	M60	C. ANADARKO AREA OFFICE Bureau of Indian Affairs P.O. Box 368 Anadarko, OK 73005	B00
4. NORTHERN FUEBLOS AGENCY Bureau of Indian Affairs P.O. Box 849 Santa Fe, NM 87501	M25	1. ANADARKO AGENCY Bureau of Indian Affairs P.O. Box 309 Anadarko, OK 73005	B06
5. RAMAH NAVAJO AGENCY Bureau of Indian Affairs Ramah, NM 87321	M75	2. CONCHO AGENCY Bureau of Indian Affairs Concho, OK 73022	B05
6. SOUTHERN FUEBLOS AGENCY Bureau of Indian Affairs P.O. Box 1667 Albuquerque, NM 87103	M20	3. HORTON AGENCY Bureau of Indian Affairs Horton, KS 66439	B04

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4. <u>PAWNEE AGENCY</u> Bureau of Indian Affairs Pawnee, OK 74058	B07	5. <u>NORTHERN CHEYENNE AGENCY</u> Bureau of Indian Affairs P.O. Box 40 Lame Deer, MT 59043	C57
5. <u>SHAWNEE AGENCY</u> Bureau of Indian Affairs Route 5, Box 148 Shawnee, OK 74801	B08	6. <u>ROCKY BOY'S AGENCY</u> Bureau of Indian Affairs Box Elder, MT 59521	C59
D. <u>BILLINGS AREA OFFICE</u> Bureau of Indian Affairs 316 N. 26th Street Billings, MT 59101	C50	7. <u>WIND RIVER AGENCY</u> Bureau of Indian Affairs Fort Washaki, WY 82514	C58
1. <u>BLACKFEET AGENCY</u> Bureau of Indian Affairs Browning, MT 59417	C51	E. <u>EASTERN AREA OFFICE</u> Bureau of Indian Affairs 1951 Constitution Avenue NW Washington, DC 20245	S50
2. <u>CROW AGENCY</u> Bureau of Indian Affairs Crow Agency, MT 59022	C52	1. <u>CHEROKEE AGENCY</u> Bureau of Indian Affairs Cherokee, NC 28719	S52
3. <u>FORT BELKNAP AGENCY</u> Bureau of Indian Affairs P.O. Box 98 Harlem, MT 59526	C55	2. <u>CHOCTAW AGENCY</u> Bureau of Indian Affairs 421 Powell Philadelphia, MS 39350	S78
4. <u>FORT PECK AGENCY</u> Bureau of Indian Affairs P.O. Box 637 Poplar, MT 59255	C56	3. <u>NEW YORK FIELD STATION</u> Bureau of Indian Affairs 100 South Clinton Street Syracuse, NY 13202	S51

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4. SEMINOLE AGENCY Bureau of Indian Affairs 6075 Stirling Road Hollywood, FL 33024	S53	5. SOUTHEAST AGENCY Bureau of Indian Affairs P.O. Box 3-8000 Juneau, AK 99802	E08
F. JUNEAU AREA OFFICE Bureau of Indian Affairs Federal Building, P.O. Box 3-8000 Juneau, AK 99802-1219	E00	G. MINNEAPOLIS AREA OFFICE Bureau of Indian Affairs 15 South 5th Street, 10th Floor Minneapolis, MN 55402	F50
1. ANCHORAGE AGENCY Bureau of Indian Affairs 1675 C Street Anchorage, AK 99501	E01	1. GREAT LAKES AGENCY Bureau of Indian Affairs Ashland, WI 54806	F55
2. BETHEL AGENCY Bureau of Indian Affairs P.O. Box 347 Bethel, AK 99559	E02	2. MICHIGAN AGENCY Bureau of Indian Affairs Federal Square Office Plaza P.O. Box 884 Sault Ste. Marie, MI 49783	F60
3. FAIRBANKS AGENCY Bureau of Indian Affairs Federal Building & Courthouse 101 12th Avenue Fairbanks, AK 99701	E03	3. MINNESOTA AGENCY Bureau of Indian Affairs RR 2 - FC 200 Cass Lake, MN 56633	F53
4. NOME AGENCY Bureau of Indian Affairs P.O. BOX 1108 Nome, AK 99762	E04	4. RED LAKE AGENCY Bureau of Indian Affairs Red Lake, MN 56671	F52

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5. SAC & FOX AREA FIELD OFFICE Bureau of Indian Affairs Tama, IA 52339	F51	5. TAHLEQUAH AGENCY Bureau of Indian Affairs P.O. Box 828 Tahlequah, OK 74465	G08
H. MUSKOGEE AREA OFFICE Bureau of Indian Affairs 5th & West Okmulgee Muskogee, OK 74401-4898	G00	6. TALIHINA AGENCY Bureau of Indian Affairs P.O. Drawer H Talihina, OK 74571	G09
1. ARDMORE AGENCY Bureau of Indian Affairs P.O. Box 997 Ardmore, OK 73402	G03	7. WEWOKA AGENCY Bureau of Indian Affairs P.O. Box 1060 Wewoka, OK 74884	G10
2. MIAMI AGENCY Bureau of Indian Affairs P.O. Box 391 Miami, OK 74355	G04	I. NAVAJO AREA OFFICE Bureau of Indian Affairs P.O. Box M Window Rock, AZ 86515-0714	N00
3. OKMULGEE AGENCY Bureau of Indian Affairs P.O. Box 370 Okmulgee, OK 74447	G07	1. NAVAJO AREA OFFICE (Administration) Bureau of Indian Affairs P.O. Box 1060 Gallup, NM 87301	N00
4. OSAGE AGENCY Bureau of Indian Affairs 813 Grandview Pawhuska, OK 74056	G06	2. CHINLE AGENCY Bureau of Indian Affairs P.O. Box 7H Chinle, AZ 86503	N35

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3. EASTERN NAVAJO AGENCY P.O. Box 328 Crownpoint, NM 87313	N34	2. EASTERN NEVADA AGENCY Bureau of Indian Affairs P.O. Box 28 Elko, NV 89801	H64
4. FORT DEFIANCE AGENCY Bureau of Indian Affairs P.O. Box 619 Fort Defiance, AZ 86504	N36	3. FORT APACHE AGENCY Bureau of Indian Affairs P.O. Box 560 Whiteriver, AZ 85941	H52
5. SHIPROCK AGENCY Bureau Of Indian Affairs P.O. Box 966 Shiprock, NM 87420	N32	4. FORT YUMA AGENCY Bureau of Indian Affairs P.O. Box 1591 Yuma, AZ 85364	H63
6. WESTERN NAVAJO AGENCY Bureau of Indian Affairs P.O. Box 127 Tuba City, AZ 86045	N33	5. HOPI AGENCY Bureau of Indian Affairs P.O. Box 158 Keams Canyon, AZ 86034	H65
J. PHOENIX AREA OFFICE Bureau of Indian Affairs 1 North 1st Street P.O. Box 10 Phoenix, AZ 85001-0010	H50	6. PAPAGO AGENCY Bureau of Indian Affairs P.O. Box 578 Sells, AZ 85634	H54
1. COLORADO RIVER AGENCY Bureau of Indian Affairs Route 1, Box 9C Parker, AZ 85344	H51	7. PIMA AGENCY Bureau of Indian Affairs P.O. Box 8 Sacaton, AZ 85247	H57

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8. SALT RIVER AGENCY Bureau of Indian Affairs Route 1, Box 117 Scottsdale, AZ 85256	H55	K. PORTLAND AREA OFFICE Bureau of Indian Affairs 1002 NE Holloday Street Portland, OR 97232-4182	P00
9. SAN CARLOS AGENCY Bureau of Indian Affairs P.O. Box 209 San Carlos, AZ 85550	H58	1. COLVILLE AGENCY Bureau of Indian Affairs P.O. Box 111 Nespelem, WA 99155	P03
10. SOUTHERN PAIUTE FIELD STATION Bureau of Indian Affairs P.O. Box 986 Cedar City, UT 84720	H69	2. FLATHEAD AGENCY Bureau of Indian Affairs P.O. Box A Pablo, MT 59855	P13
11. TRUXTON CANON AGENCY Bureau of Indian Affairs P.O. Box 37 Valentine, AZ 86437	H68	3. FORT HALL AGENCY Bureau of Indian Affairs Fort Hall, ID 83203	P04
12. UINTAH & OURAY AGENCY Bureau of Indian Affairs Fort Duchesne, UT 84026	H62	4. METLAKATIA FIELD STATION Bureau of Indian Affairs P.O. Box 458 Metlakatla, AK 99926	P15
13. WESTERN NEVADA AGENCY Bureau of Indian Affairs 1300 S. Curry Street Carson City, NV 89703	H61	5. NORTHERN IDAHO AGENCY Bureau of Indian Affairs P.O. Drawer 277 Lapwai, ID 83540	P05

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6. OLYMPIC PENINSULA AGENCY Bureau of Indian Affairs P.O. Box 120, Post Office Bldg. Hoquiam, WA 98550	P06	12. YAKIMA AGENCY Bureau of Indian Affairs P.O. Box 632 Toppenish, WA 98948	P11
7. PUGET SOUND AGENCY Bureau of Indian Affairs 3006 Colby Street, Federal Bldg. Everett, WA 98201	P10	L. SACRAMENTO AREA OFFICE Federal Office Bldg. 2800 Cottage Way Sacramento, CA 95825	J50
8. SILETZ AGENCY Bureau of Indian Affairs P.O. Box 539 Siletz, OR 97380	P01	1. Central California Agency 1800 Tribute Road, Ste. 111 Sacramento, CA 95815	J51
9. SPOKANE AGENCY Bureau of Indian Affairs P.O. Box 389 Wellpinit, WA 99040	P12	2. Northern California Agency P.O. Box 494879 Redding, CA 96049	J52
10. UMATILLA AGENCY Bureau of Indian Affairs P.O. Box 520 Pendleton, OR 97801	P07	3. Palm Springs Field Office P.O. Box 2245 Palm Springs, CA 92263	J53
11. WARM SPRINGS AGENCY Bureau of Indian Affairs P.O. Box 1239 Warm Springs, OR 97761	P09	4. Southern California Agency 3600 Lime Street, Ste. 722 Riverside, CA 92501	J54

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*****SCHOOLS*****			
A. <u>ABERDEEN AREA OFFICE</u>			
1. FLANDREAU INDIAN SCHOOL Flandreau, SD 57028	A0001	3. CHEYENNE-EAGLE BUTTE SCHOOL Eagle Butte, SD 57625	A0112
2. FOUR WINDS COMMUNITY SCHOOL P.O. Box 199 Fort Totten, ND 58335	A0302	4. PROMISE DAY SCHOOL Mobridge, SD 57601	A0106
3. MARTY INDIAN SCHOOL P.O. Box 187 Marty, SD 57361	A0503	5. RED SCAFFOLD SCHOOL HCR 71, Box 97 Faith, SD 57626	A0107
4. PIERRE INDIAN LEARNING CTR. Star Route 3 Pierre, SD 57501	A0804	6. SWIFT BIRD DAY SCHOOL Route 3 Gettysburg, SD 57442	A0108
5. THEODORE JAMERSON ELEM SCHOOL 3315 South Airport Road Bismarck, ND 58501	A0205	7. WHITE HORSE DAY SCHOOL White Horse, SD 57661	A0110
6. WAHPETON INDIAN BOARDING SCHOOL Wahpeton, ND 58075	A1602	<u>CROW CREEK/LOWER BRULE AGENCY</u>	
<u>CHEYENNE RIVER AGENCY</u>			
1. BRIDGER DAY SCHOOL Howes, SD 57748	A1202	1. CROW CREEK RESERVATION HIGH SCHOOL Stephan, SD 57546	A1404
2. CHERRY CREEK DAY SCHOOL Cherry Creek, SD 57622	A0101	2. FT. THOMPSON ELEMENTARY SCHOOL Ft. Thompson, SD 57339	A1402
	A0103	3. LOWER BRULE DAY SCHOOL P.O. Box 245 Lower Brule, SD 57548	A1502
	A0104	<u>FORT BERTHOLD AGENCY</u>	
		1. MANDAREE DAY SCHOOL Mandaree, ND 58757	A0401
			A0403

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2. TWIN BUTTES DAY SCHOOL Halliday, ND 58636	A0404	7. WOUNDED KNEE SCHOOL DISTRICT P.O. Box 200 Manderson, SD 57756	A0606
3. WHITE SHIELD SCHOOL Roseglen, ND 58775	A0405	<u>ROSEBUD AGENCY</u>	A0701
<u>PINE RIDGE AGENCY</u>	A0601	1. ST. FRANCIS INDIAN SCHOOL P.O. Box 155 St. Francis, SD 57572	A0709
1. AMERICAN HORSE SCHOOL P.O. Box 660 Allen, SD 57714	A0602	2. ROSEBUD DORMITORIES P.O. Box 669 Mission, SD 57555	A0710
2. CRAZY HORSE SCHOOL P.O. Box 260 Wamblee, SD 57577	A0623	<u>SISSETON AGENCY</u>	A0901
3. LITTLE WOUND DAY SCHOOL P.O. Box 500 Kyle, SD 57752	A0605	1. ENEMY SWIM DAY SCHOOL R.R. 1, Box 87 Waubay, SD 57273	A0903
4. LONEMAN DAY SCHOOL P.O. Box 50 Oglala, SD 57764	A0613	2. TIOSPA ZINA TRIBAL SCHOOL P.O. Box 719 Agency Village, SD 57262	A0905
5. PINE RIDGE SCHOOL Pine Ridge, SD 57770	A0616	<u>STANDING ROCK AGENCY</u>	A1001
6. PORCUPINE DAY SCHOOL P.O. Box 180 Porcupine, SD 57772	A0618	1. LITTLE EAGLE DAY SCHOOL Little Eagle, SD 57639	A1005
		2. ROCK CREEK DAY SCHOOL Bullhead, SD 57621	A1003

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3. STANDING ROCK COMMUNITY SCHOOL P.O. Box 377 Fort Yates, ND 58538	A1008	3. SANTA FE INDIAN SCHOOL 1300 Cerrillos Road Santa Fe, NM 87501	M0102
<u>TURTLE MOUNTAIN AGENCY</u>	A1101	<u>LAGUNA AGENCY</u>	M2101
1. DUNSEITH DAY SCHOOL P.O. Box 310 Dunseith, ND 58371	A1102	1. LAGUNA ELEMENTARY SCHOOL P.O. Box 191 Laguna, NM 87026	M2102
2. OJIBWA INDIAN SCHOOL Box A-3 Belcourt, ND 58316	A1108	<u>NORTHERN PUEBLOS AGENCY</u>	M2501
3. TURTLE MOUNTAIN ELEMENTARY & MIDDLE SCHOOL Belcourt, ND 58316	A1109	1. SAN ILDEFONSO DAY SCHOOL Route 5, Box 308 Santa Fe, NM 87501	M2513
4. TURTLE MOUNTAIN HIGH SCHOOL Belcourt, ND 58316	A1111	2. SAN JUAN DAY SCHOOL P.O. Box 1077 San Juan Pueblo, NM 87566	M2514
<u>ALBUQUERQUE AREA OFFICE</u>	M0001	3. SANTA CLARA DAY SCHOOL P.O. Box HHH Española, NM 87532	M2516
1. JICARILLA DORMITORY P.O. Box 167 Dulce, NM 87528	M5002	4. TAOS DAY SCHOOL P.O. Drawer X Taos, NM 87571	M2519
2. PINE HILL SCHOOLS CFO Drawer H Pine Hill, NM 87321	M7502	5. TESUQUE DAY SCHOOL Route 11, Box 2 Santa Fe, NM 87501	M2520

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<u>SOUTHERN PUEBLOS AGENCY</u>			
1. ISLETA ELEMENTARY SCHOOL P.O. Box 312 Isleta Pueblo, NM 87022	M2001	D. BILLINGS AREA OFFICE	C5001
2. JEMEZ DAY SCHOOL P.O. Box 238 Jemez Pueblo, NM 87024	M2004	1. BLACKFEET DORMITORY Blackfeet Agency Browning, MT 59417	C5103
3. SAN FELIPE DAY SCHOOL P.O. Box E San Felipe Pueblo, NM 87001	M2005	2. BUSBY SCHOOL P.O. Box 38 Busby, MT 59016	C5704
4. SKY CITY COMMUNITY SCHOOL P.O. Box 40 San Fidel, NM 87049-0040	M2012	3. ROCKY BOY TRIBAL HIGH SCHOOL Rocky Boys Route Box Elder, MT 59521	C5906
5. ZIA DAY SCHOOL San Ysidro, NM 87053	M2002	4. ST. STEPHENS INDIAN SCHOOL P.O. Box 345 St. Stephens, WY 82524	C5810
<u>ANADARKO AREA OFFICE</u>			
1. KICKAPOO NATION SCHOOL P.O. Box 106 Powhattan, KS 66527	M2022	E. EASTERN AREA OFFICE	S5001
2. RIVERSIDE INDIAN SCHOOL Route 1 Anadarko, OK 73005	B0001	1. AHFACHEE DAY SCHOOL Star route - Box 40 Clewiston, FL 33440	S5302
	B0406	2. BEATRICE RAFFERTY SCHOOL Pleasant Point Reservation Perry, ME 04667	S5602
	B0102	3. CHEROKEE CENTRAL SCHOOL Cherokee, NC 28719	S5203

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<u>AREA/AGENCY/SCHOOL</u>	<u>CODE</u>	<u>AREA/AGENCY/SCHOOL</u>	<u>CODE</u>
4. INDIAN ISLAND SCHOOL P.O. Box 566 Old Town, ME 04468	S5702	4. STANDING PINE DAY SCHOOL Route 2, Box 236 Walnut Grove, MS 39189	S7814
5. INDIAN TOWNSHIP SCHOOL Peter Dana Point Princeton, ME 04668	S5502	5. TUCKER DAY SCHOOL Route 4, Box 351 Philadelphia, MS 39350	S7815
6. MICOOSUKEE INDIAN SCHOOL P.O. Box 440021 Tamiami Station Miami, FL 33943	S5402	F. <u>GALLUP OFFC OF IND ED PROGRAMS</u> Bureau of Indian Affairs Federal Building P.O. Box 1060 Gallup, NM 87301	K0901
7. CHITMACHA DAY SCHOOL Route 2, Box 222 Jeanerette, IA 70544	S7812	G. <u>JUNEAU AREA OFFICE</u> Bureau of Indian Affairs P.O. Box 3-8000 Juneau, AK 99802	E0001
<u>CHOCTAW AGENCY</u>	S7801	H. <u>MINNEAPOLIS AREA OFFICE</u>	F5001
1. BOGUE CHITTO DAY SCHOOL Route 2, Box 274 Philadelphia, MS 39350	S7821	1. CHIEF BUG-O-NAY-GE SHIG SCHOOL Box 308 Cass Lake, MN 56633	F5313
2. CHOCTAW CENTRAL SCHOOL Route 7, Box 72 Philadelphia, MS 39350	S7823	2. CIRCLE OF LIFE SURVIVAL SCHOOL P.O. Box 447 White Earth, MN 56591	F5314
3. CONEHATTA DAY SCHOOL Route 1, Box 331 Conehatta, MS 39057	S7822		

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3. FOND DU LAC OJIBWA SCHOOL 105 University Road Cloquet, MN 55720	F5315	3. JONES ACADEMY Route 1 Hartshorne, OK 74547	G0902
4. HANNAHVILLE INDIAN SCHOOL Route #1 Wilson, MN 49896	F6007	4. SEQUOYAH HIGH SCHOOL P.O. Box 558 Tahlequah, OK 74464	G0802
5. LAC COURTE OREILLES OJIBWA SCHOOL Route #2 Hayward, WI 54843	F5514	J. <u>NAVAJO AREA OFFICE</u>	N0002
6. NAY-AH-SHING SCHOOL HCR-67, Box 242 Oramia, MN 56359	F5318	<u>CHINLE AGENCY</u>	N3501
7. ONEIDA TRIBAL SCHOOL Box 365, c/o Oneida Tribe Oneida, WI 54155-0365	F5515	1. BLACK MESA COMMUNITY SCHOOL Star Route 1, Box 215 Rough Rock, AZ 86510	N3523
		2. CHINLE BOARDING SCHOOL P.O. Box 70 Many Farms, AZ 86538	N3520
I. <u>MUSKOGEE AREA OFFICE</u>		3. COTTONWOOD DAY SCHOOL Chinle, AZ 86503	N3504
1. CARTER SEMINARY 2400 Chickasaw Blvd. Ardmore, OK 73401	G0001 G0302	4. LOW MOUNTAIN BOARDING SCHOOL Chinle, AZ 86503	N3506
2. EUFAULA DORMITORY P.O. Box 466 Eufaula, OK 74432	G0702	5. LUKACHUKAI BOARDING SCHOOL Lukachukai, AZ 86507	N3507

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6. MANY FARMS HIGH SCHOOL P.O. Box 307 Many Farms, AZ 86538	N3521	4. CHI-CH'IL-TAH/JONES RANCH COMM SCH P.O. Box 365 Vanderwagon, NM 87236	N3405
7. NAZLINI BOARDING SCHOOL Canado, AZ 86505	N3509	5. CROWNPOINT COMMUNITY SCHOOL P.O. Box 178 Crownpoint, NM 87313	N3423
8. PINON DORMITORY P.O. Box 159 Pinon, AZ 86510	N3510	6. DIBE YAZHI HABITIN OLTA, INC. Borrogo Pass School P.O. Box Drawer A Crownpoint, NM 87313	N3403
9. ROCK POINT COMMUNITY SCHOOL Chinle, AZ 86503	N3511	7. DLO'AY AZHI COMMUNITY SCHOOL P.O. Box 789 Thoreau, NM 87323	N3417
10. ROUGH ROCK DEMONSTRATION SCHOOL Star Route 1, Box 217 Rough Rock, AZ 86510	N3512	8. DZILITH-NA-O-DUTH-HLE COMM SCHOOL P.O. Box 5003 Bloomfield, NM 87413	N3424
<u>EASTERN NAVAJO AGENCY</u>			
1. ALAMO NAVAJO SCHOOL P.O. Box 907 Magdalena, NM 87825	N3401	9. HUERFANO DORMITORY P.O. Box 639 Bloomfield, NM 87413	N3406
2. BACA COMMUNITY SCHOOL P.O. Box 509 Prewitt, NM 87045	N3402	10. LAKE VALLEY NAVAJO SCHOOL P.O. Box Drawer E Crownpoint, NM 87313	N3410
3. BREAD SPRINGS DAY SCHOOL P.O. Box 1117 Gallup, NM 87301	N3404	11. MARIANO LAKE COMMUNITY SCHOOL P.O. Box 498 Crownpoint, NM 87313	N3412

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AREA/AGENCY/SCHOOL	CODE	AREA/AGENCY/SCHOOL	CODE
12. NA'NEELZHIIN JI'OLIPA (TORREON) Star Route Cuba, NM 87013	N3418	<u>FORT DEFIANCE AGENCY</u>	N3601
13. OJO ENCINO DAY SCHOOL P.O. Box 57 Cuba, NM 87013	N3413	1. CHUSKA/TOHATCHI CONSOLIDATED SCHOOL P.O. BOX 321 Tohatchi, NM 87325	N3603
14. PUEBLO PINTADO COMMUNITY SCHOOL Star Route 2 Cuba, NM 87013	N3415	2. CRYSTAL BOARDING SCHOOL Navajo, NM 87328	N3605
15. STANDING ROCK COMMUNITY SCHOOL Drawer H Crowpoint, NM 87313	N3416	3. DILCON BOARDING SCHOOL Star Route Winslow, AZ 86047	N3606
16. TO'HAJILEE-HE (CANONCITO) P.O. Box 438 Laguna, NM 87026	N3425	4. GREASEWOOD/TOYEI CONSOLIDATED Canado, AZ 86505	N3608
17. WINGATE ELEMENTARY SCHOOL P.O. Box 1 Ft Wingate, NM 87316	N3420	5. HOLBROOK DORMITORY P.O. Box 758 Holbrook, AZ 86025	N3609
18. WINGATE HIGH SCHOOL P.O. Box 2 Ft Wingate, NM 87316	N3421	6. HUNTERS POINT BOARDING SCHOOL P.O. Box Drawer 99 St. Michaels, AZ 86511	N3611
		7. KINLICHEE BOARDING SCHOOL Canado, AZ 86505	N3614

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<u>AREA/AGENCY/SCHOOL</u>	<u>CODE</u>	<u>AREA/AGENCY/SCHOOL</u>	<u>CODE</u>
8. PINE SPRINGS BOARDING SCHOOL P.O. Box 198 Houck, AZ 86506	N3618	5. NAVAJO MISSION ACADEMY 1200 West Apache Farmington, NM 87401	N3216
9. SEBA DELKAI BOARDING SCHOOL Star Route 1 Winslow, AZ 86047	N3619	6. NENAHEZAD BOARDING SCHOOL P.O. Box 337 Fruitland, NM 87416	N3206
10. WIDE RUINS BOARDING SCHOOL Chambers, AZ 86502	N3624	7. RED ROCK DAY SCHOOL P.O. Box Drawer 10 Red Valley, AZ 86544	N3207
11. WINSLOW DORMITORY P.O. Box 610 Winslow, AZ 86047	N3625	8. SANOSTEE DAY SCHOOL Sanostee, NM 87461	N3209
<u>SHIPROCK AGENCY</u>			
1. ANEIH COMMUNITY SCHOOL Aneth, UT 84510	N3201	9. SHIPROCK ALTERNATIVE HIGH SCHOOL c/o Box 1799 Shiprock, NM 87420	N3217
2. AZTEC DORMITORY 1600 Lydia Rippey Road Aztec, NM 87410	N3202	10. SHIPROCK ALTERN. KINDERGARTEN c/o Shiprock Alternative H.S. P.O. Box 1799 Shiprock NM 87420	N3217
3. BECLABITO DAY SCHOOL P.O. Box 1146 Shiprock, NM 87420	N3204	11. SHIPROCK RESERVATION DORM., INC. P.O. Box 1180 Shiprock, NM 87420	N3213
4. COVE DAY SCHOOL P.O. Box 190 Shiprock, NM 87420	N3205	12. TEEC NOS POS BOARDING SCHOOL Teec Nos Pos, AZ 86514	N3210

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13. TOADLENA BOARDING SCHOOL Toadlena, NM 87324	N3211	8. NAVAJO MOUNTAIN BOARDING SCHOOL Tonalea, AZ 86044	N3311
<u>WESTERN NAVAJO AGENCY</u>		9. RED LAKE DAY SCHOOL P.O. Box 39 Tonalea, AZ 86044	N3313
1. CHILCHINEBO DAY SCHOOL P.O. Box 547 Kayenta, AZ 86033	N3301 N3302	10. RICHFIELD DORMITORY P.O. Box 638 Richfield, UT 84701	N3314
2. DENNEHOTSO BOARDING SCHOOL P.O. Box 11 Dennehots, AZ 86535	N3304	11. ROCKY RIDGE BOARDING SCHOOL P.O. Box 299 Kykotsmovi, AZ 86039	N3315
3. FLAGSTAFF DORMITORY BOARD, INC. P.O. Box 609 Flagstaff, AZ 86002	N3305	12. SHONTO BOARDING SCHOOL Shonto, AZ 86054	N3316
4. KAIBEHO BOARDING SCHOOL Kaibeto, AZ 86053	N3307	13. TUBA CITY BOARDING SCHOOL P.O. Box 187 Tuba City, AZ 86045	N3319
5. KAVENTIA BOARDING SCHOOL P.O. Box 188 Kayenta, AZ 86033	N3308	14. TUBA CITY HIGH SCHOOL P.O. Box 160 Tuba City, AZ 86045	N3322
6. LEUPP BOARDING SCHOOL BOARD, INC. Star Route HC-61 Winslow, AZ 86047	N3309		
7. LITTLE SINGER COMMUNITY SCHOOL Star Route Box 239 Winslow, AZ 86047	N3324		

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K. PHOENIX AREA OFFICE			
1. DUCKWATER SHOSHONE ELEMENTARY SCHOOL, P.O. Box 38 Duckwater, NV 89314	H5001	3. THEODORE ROOSEVELT SCHOOL P.O. Box 567 Ft. Apache, AZ 85926	H5221
2. HAVASUPAI SCHOOL P.O. BOX 40 Supai, AZ 86435	H6807	<u>HOPI AGENCY</u>	
3. PYRAMID LAKE HIGH SCHOOL P.O. BOX 241 Nixon, NV 89424	H6107	1. HOPI DAY SCHOOL P.O. Box 42 Kykotsmovi, AZ 86039	H6501
4. SALT RIVER DAY SCHOOL Route 1, Box 117 Scottsdale, AZ 85256	H5512	2. HOPI HIGH SCHOOL P.O. Box 158 Keams Canyon, AZ 86034	H6513
5. SHERMAN INDIAN HIGH SCHOOL 9010 Magnolia Avenue Riverside, CA 92503	H6002	3. HOTEVILLA/BACAVI COMMUNITY SCHOOL P.O. Box 48 Hotevilla, AZ 86030	H6515
<u>FT. APACHE AGENCY</u>			
1. CIBECUE COMMUNITY SCHOOL Cibecue, AZ 85911	H5201	4. KEAMS CANYON BOARDING SCHOOL P.O. Box 397 Keams Canyon, AZ 86034	H6521
2. J.F. KENNEDY DAY SCHOOL P.O. Box 130 White River, AZ 85941	H5212	5. MOENCOPI DAY SCHOOL P.O. Box 185 Tuba City, AZ 86045	H6515
		6. POLACCA DAY SCHOOL Polacca, AZ 86042	H6511

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7. SECOND MESA DAY SCHOOL P.O. Box 728 Second Mesa, AZ 86043	H6512	3. GILA CROSSING DAY SCHOOL Route 1, Box 770 Laveen, AZ 85339	H5714
<u>PAPAGO AGENCY</u>	H5401	L. <u>PORTLAND AREA OFFICE</u>	P0001
1. SAN SIMON SCHOOL Star Route 1, Box 92 Sells, AZ 85634	H5422	1. CHEMAWA INDIAN SCHOOL 3700 Chemawa Road NE Salam, OR 97303	P0202
2. SANTA ROSA BOARDING SCHOOL Sells, AZ 85634	H5421	2. COEUR D'ALENE TRIBAL SCHOOL P.O. Box A DeSmet, ID 83824	P0502
3. SANTA ROSA RANCH SCHOOL Sells Star Route, Box 230 Tucson, AZ 85735	H5411	3. LUMMI TRIBAL SCHOOL SYSTEM 1790 Bayon Road Bellingham, WA 98225	P1014
4. TOHONO O' ODHAM HIGH SCHOOL P.O. Box 38 Sells, AZ 85634	H5425	4. MUCKLESHOOT TRIBAL SCHOOL 39015 - 172nd Avenue, SE Auburn, WA 98002	P1016
<u>PIMA AGENCY</u>	H5711	5. PASCHAL SHERMAN INDIAN SCHOOL Onak Lake Road Onak, WA 98841	P0302
1. BLACKWATER COMMUNITY SCHOOL Route 1, Box 95 Coolidge, AZ 85228	H5712	6. FUYALLUP NATION EDUCATION SYSTEM 2002 East 28th Street Tacoma, WA 98404	P1015
2. CASA BLANCA DAY SCHOOL P.O. Box 1112 Bapctmule, AZ 85221	H5713		

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AREA/AGENCY/SCHOOL	CODE	AREA/AGENCY/SCHOOL	CODE
7. QUILLEUTE TRIBAL SCHOOL P.O. Box 39 LaPush, WA 98350	P1002	M. SACRAMENTO AREA OFFICE	J5001
8. SHOSHONE-BANNOCK ALTERNATE SCHOOL P.O. Box 449 Fort Hall, ID 83203	P0402	N. POST SECONDARY SCHOOLS	
9. TWO EAGLE RIVER SCHOOL Star Route Box 11 Dixon, MT 59831	P1302	1. SOUTHWESTERN INDIAN POLY. INST. P.O. Box 10146 9169 Coors Road, NW Albuquerque, NM 87184	I0101
10. WAH-HE-LUTE COMMUNITY SCHOOL 11110 Conine Avenue, SE Olympia, WA 98503	P1013	2. HASKELL INDIAN JUNIOR COLLEGE P.O. Box 46-1305 Lawrence, KS 66046	I0301
11. YAKIMA TRIBAL SCHOOL P.O. Box 151 Toppenish, WA 98948	P1120		

APPENDIX C

FEDERAL RECORD CENTER LOCATIONS

FEDERAL ARCHIVES AND RECORDS CENTERS

REGION	AREA SERVED	MAILING ADDRESS	SHIPPING ADDRESS (If different from mailing address)
	Designated records of the Military Depts. & the U.S. Coast Guard	Nat'l Personnel Records Ctr. Military Personnel Records 9700 Page Boulevard St. Louis, MO 63132	
	Entire Federal Gov't (for personnel & pay records of separated Civilian employees; other de- signated records)	Nat'l Personnel Records Ctr. Civilian Personnel Records 111 Winnebago Street St. Louis, MO 63118	
1	Maine, New Hampshire, Massachusetts, Rhode Island, Vermont, and Connecticut	Federal Records Ctr. 380 Trapelo Road Waltham, MA 02154 FIS 8-839-7742 LOCAL (617) 647-8104	
2	New York, New Jersey, Puerto Rico, Virgin Islands, and Panama Canal Zone	Federal Records Ctr. Building 22 Military Ocean Terminal Bayonne, NJ 07002-5388 FIS 8-201-823-7161 LOCAL (201) 823-7161	
3	Delaware, Pennsylvania, and U.S. Court records for Maryland, Virginia, and West Virginia	Federal Records Ctr. 5000 Wissahickon Avenue Philadelphia, PA 19144 FIS 8-486-5588 Local (215) 951-5588	

REGION	AREA SERVED	MAILING ADDRESS	SHIPPING ADDRESS (If different from mailing address)
3	District of Columbia, Maryland, West Virginia (except U.S. Court records)	Washington Nat'l Records Ctr. Washington, DC 20409 FIS 8-763-7000 LOCAL (301) 763-7000	4205 Suitland Rd. Suitland, Md 20409
4	No. Carolina, So. Carolina, Tennessee, Mississippi, Alabama, Georgia, Florida and Kentucky	Federal Records Ctr. 1557 St. Joseph Avenue East Point, GA 30344 FIS 8-246-7476 LOCAL (404) 763-7476	
	Illinois, Wisconsin, Minnesota, and U.S. Court records for Indiana, Michigan, and Ohio	Federal Records Ctr. 7358 South Pulaski Road Chicago, IL 60629 FIS 8-353-0164 LOCAL (312) 353-0164	
5	Indiana, Michigan, and Ohio (except U. S. Court records)	Federal Records Ctr. 3150 Springboro Road Dayton, OH 45439 FIS 8-774-2878 LOCAL (513) 225-2878	
6	Kansas, Iowa, Nebraska & Missouri	Federal Records Ctr. 2312 East Bannister Road Kansas City, MO 64131 FIS 8-926-7272 LOCAL (816) 926-7272	

REGION	AREA SERVED	MAILING ADDRESS	SHIPPING ADDRESS (If different from mailing address)
7	Texas, Oklahoma, Arkansas Louisiana, and New Mexico	Federal Records Ctr. P.O. Box 6216 Fort Worth, TX 76115 FIS 8-334-5515 LOCAL (817) 334-5515	501 West Felix St Bldg. 1, Dock 1 Ft. Worth, TX 76115
8	Colorado, Wyoming, Utah Montana, No. Dakota and So. Dakota	Federal Records Ctr. P.O. Box 25307 Denver, CO 80225 FIS 8-776-0804 LOCAL (303) 236-0804	Bldg. 48, Denver Federal Center Denver, CO 80225
9	Nevada, Arizona, California and American Samoa	Federal Records Ctr. 1000 Commodore Drive San Bruno, CA 94066 FIS 8-470-9015 LOCAL (415) 876-9015	
10	Washington, Oregon, Idaho, Alaska, Hawaii, and Pacific Ocean area (except American Samoa)	Federal Records Ctr. 6125 Sand Point Way, NE Seattle, WA 98115 FIS 8-392-6501 LOCAL (206) 526-6501	

APPENDIX D -- GLOSSARY

GLOSSARY

- ACCESSION The act and procedures involved in a transfer of legal title and the taking of records or papers into the physical custody of an archival agency, records center, or manuscript repository.
- ADMINISTRATIVE RECORDS Records that relate to finance, personnel, supply, and other administrative operations normally common to all offices.
- ARCHIVES The agency responsible for selecting, preserving, and making available archival materials; also referred to as an archival agency. Also, the building or part of a building where such materials are stored.
- CASE FILE A folder or other file unit containing material relating to a specific action, event, person, place or project. Sometimes referred to as a Project File.
- CHRONOLOGICAL FILE A file containing copies of documents arranged in chronological order. Sometimes known as a chronological or chrono file or reading file. Chronological files are retained for reference purposes.
- CLOSED FILE A file unit or series containing documents on which action has been completed and to which no documents are to be added.
- CONTINGENT RECORDS Records on which a final decision or action is pending; usually refers to records used in court proceedings.
- CONVENIENCE FILE A file usually consisting of nonrecord, informational papers, kept in or near the user's desk for immediate reference purposes.
- CORRESPONDENCE Letters, postcards, memoranda, notes, telecommunications, and any other form of addressed, written communications sent and received.
- CUBIC FEET The basic measurement of volume for records.
- CURRENT RECORDS Records necessary for conducting the current business of an office and which, therefore, must be maintained in office space and equipment. Records are regarded as current or active if there is at least one reference per cubic foot per month.

CUSTODY The maintenance or guardianship of records by a creating agency, a Records Center, or an archival institution.

CUTOFF Termination of a file at periodic intervals to facilitate continuous disposal or transfer of the file series.

CUTOFF STANDARDS Prescribed cutoff instructions included in the records schedules where applicable.

DISPOSITION A broad term which may refer to any of the following:

- (1) Destruction of records;
- (2) Retirement of records to the National Archives or a Federal Records Center.
- (3) Transfer of records from one office or agency to another.

DISPOSITION AUTHORITY The legal authorization for the disposal of records obtained from the Archivist of the United States and, for certain series, from the Comptroller General. Initiated by agencies on Standard Form 115, Request for Records Disposition Authority.

DISPOSITION SCHEDULES A comprehensive listing and description of records which shows all legally authorized action to be taken in relation to their retention and disposition. Records disposition schedules provide for the periodic retirement of records to records centers including provisions for their final disposal. Also referred to as a Records Schedule.

FRC Federal Records Center. See ARCHIVES.

GRS General Records Schedule. A records schedule issued by the National Archives and Records Administration governing the retention and disposition of records that are common to several or all government agencies.

HOUSEKEEPING RECORDS See ADMINISTRATIVE RECORDS.

INACTIVE RECORDS Records which are seldom referred to but which must be retained, temporarily or permanently (in offices, FRC's, or archives), because of legal, historical or research value.

NATIONAL ARCHIVES OF THE UNITED STATES A term denoting all permanent Federal records in the archival custody of the National Archives and Records Administration.

- NARA** National Archives and Records Administration.
- NONRECORD MATERIAL** Material such as unofficial copies of documents which are kept only for convenience or reference such as publications, issuances, library material, duplicate copies of correspondence, processed or published materials, catalogs, trade journals, and papers of transitory value such as drafts, worksheets, informal notes, and routing slips. Nonrecord materials should be destroyed when no longer needed for reference.
- OFFICIAL FILES/RECORDS** Official files of the BIA such as papers, photographs, maps, or other documentary materials, regardless of physical form or characteristics which have documentary or evidential value. Such papers created or received in connection with the transaction of the agency's business, are preserved as evidence of its organization, functions, policies, decisions, and operations. Official files, also referred to as Record Material, can be destroyed only according to the provisions of the authorized disposition schedule.
- OPM** Office of Personnel Management.
- PERMANENT RECORDS** Those records of Federal agencies that are determined through appraisal by the National Archives and Records Administration as worthy of indefinite or permanent preservation. These records have been designated by the Archivist of the United States as having historical, continuing or enduring value.
- PROGRAM RECORDS** Records of the policies, plans, procedures, and day-to-day operations of an office in carrying out the functions for which it is responsible.
- READING FILE** See CHRONOLOGICAL FILE.
- RECORD COPY** The copy of a document specifically intended to be kept as a record. Also referred to as the "Official File Copy." It may be the original, a carbon, or a processed copy. For purposes of this handbook, the yellow tissue copy is the record copy.
- RECORDS MANAGER** The person responsible for the records management program. Sometimes known as a records officer or records administrator.
- RETENTION PERIOD** The time period during which a series of records must be kept in an office prior to disposition.

RETIREMENT	The transfer of inactive records to Records Centers or other authorized depositories for storage.
SCHEDULE ITEM	A separately identifiable type or group of records included in a records disposition schedule.
SCHEDULED RECORDS	Records for which retention periods and disposition authority have been included in this handbook.
SCREENING	Removal of temporary or nonrecord material from a group of records to permit retention or transfer to a Records Center. Also known as "purging" or "weeding."
SERIES	Files or documents maintained as a unit because they have the same disposal authority and the same retention date.
SITE AUDIT RECORDS	Specific documents prepared by accountable officers and required by GAO to be maintained for audit. Also known as "Accountable Officer's Accounts." When transferring site audit records to a FRC, place the notation "GAO Site Audit Records" conspicuously in the series description column.
TEMPORARY RECORDS	A general term for documents which lose their value within a limited period of time and which should be segregated from record copies of files.
UNSCHEDULED RECORDS	Records which are not included in the Records Disposition Schedule and for which no ultimate disposition has been determined.
WORKING PAPERS	Documents such as drafts, calculations, or notes which are incorporated into a final document.

APPENDIX E

DISPOSITION SCHEDULE CONVERSION TABLE 1 --

ALPHABETICAL LISTING BY NEW 16 BIAM TITLES

RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
		<u>A</u>	
902-02	ADP Program Abstract Reporting File	2211-T2	ADP Program Abstract Reporting File
1105-04	Aborted Land Transaction Files	4608-T5	Aborted Land Transaction Files
	_____	3720-P5	Abuse Investigation Case Files
904-01	Accounting Master File	2501a-T1 2501b-T4 2501c-T0	Accounting Master File
701-02	Accounting Officer Designee	2503-T3F	Accounting Officer Designee Files
703-15	Accounts Payable and Undelivered Orders Files	2518a-T3F 2518b-T0 2518c-T0	Accounts Payable and Undelivered Orders Files
	_____	3201-P10	Acknowledgment Files
1105-07	Acquired Sub-Marginal Land Books	4614-P3	Acquired Sub-Marginal Land Books
600-01	Claims Case Files	1236-P5	Administrative Appeals
	_____	3508-P3	Administrative Investigations
1404-06	Adult Education Program Files	5204-P3	Adult Education Case Files
705-04	Advice of Collections Files	2540-T3F	Advice of Collections Files
702-05	Agency Allocation Status Reports	2529a-T3F 2529b-T2 2529c-T0	Agency Allotment Status Report Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
1107-15	Agency Fire Control Plans	4416-T5F	Agency Fire Control Plans
1307-01	Extension Case Files	4509-T3F	Agricultural Extension Case Files
908-03	Alaska Native Enrollment Files	3709a-P5 3709b-T0 3709c-T4	Alaska Native Enrollment Files
_____	_____	1237-T5	Alcohol and Substance Abuse Case Files
_____	_____	1238-T5	Alcohol and Substance Abuse Reports
1107-16	Analysis of Obligations Reports	4411a-P5 4411b-T5	Analysis of Obligations Report
1107-18	Agency Annual Forestry Report	4418-P5	Annual Agency Forestry Report
1107-19	Annual Forestry Report	4419a-P5 4419b-T10	Annual Area Forestry Report
1107-12	Annual Financial and Operating Statements for Indian Sawmills	4413-P3	Annual Financial Statements for Indian Sawmills
_____	_____	___114a-T3 ___114b-T2	Annual Records Report
405-01	Appeals and Grievances Files, Adverse Personnel Actions	2726-T7	Appeals and Grievances Files
402-02	Active Applications for Employment	2715-T0	Applicant Supply File - Active
402-03	Inactive Application for Employment	2716-T2	Applicant Supply File - Inactive

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
705-08	Apportionment and Reapportionment Schedule Files	2525-J3F	Apportionment and Reapportionment Schedule Files
705-03	Appropriation Warrant Files	2526-J3F	Appropriation Warrant Files
---	-----	2308-J10	Architect and Engineering (A&E) Contracts
702-08	Area Allotment Status Report Files	2528a-J3F 2528b-J2 2528c-J0	Area Allotment Status Report Files
201-03	Area and Field Office Committee Management Files	1208-J3	Area and Field Office Committee Management Files
202-11	Area and Field Office History Files	1206-P3	Area and Field Office History Files
202-08	Reports of Area Directors to Central Office	1204-P5	Area Directors Reports to Central Office
1307-04	Area Office Annual Extension Reports	4510-J3F	Area Office Annual Extension Reports
---	-----	1201-J3	Assistant Secretary Correspondence Files
1401-03	Education Program - Audiovisual Material	5407-P3	Audio - Visual Material

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
		<u>B</u>	
202-09	Special or Non-Recurring Management Reports	1205-P3	BIA Historical Reports
202-10	BIA Historical Reports		
801-03	Bidder Records	2301-I0	Bidder Records
801-04	Bid Files	2302-I3F	Bid Files
501-01	Biographical Files (BIA Officials)	1218-P3	Biographical Files
---	-----	3716-P5	Blood Degree Appeals
307-12	Board of Survey and Loss or Theft Files	2812a-I3 2812b-I3	Board of Survey and Loss or Theft Files
905-04	Bond Master File	2738a-I0 2738b-I3	Bond Master File
911-02	Bridge Inventory Files	4706a-P5 4706b-I0	Bridge Inventory File
702-01	Budget Administrative Files	2532-I3F	Budget Administration Files
702-02	Budget Estimates	2533a-P3F 2533b-I0	Budget Estimates

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
702-06	Report on Budget Status Files	2531a-T3F 2531b-T2 2531c-T0	Budget Status Report Files
702-03	Budget Working Papers	2534-T1	Budget Working Files
309-01	Building Utilities Evaluation Survey Files	2407-T3	Buildings and Utilities (B&U) Evaluation Survey Files
309-02	Building Utilities Plans, Drawings and Specifications	2406-P3	Buildings and Utilities Plans, Drawings and Specifications
309-05	Building Utilities Reports	2408-T3	Building and Utilities Reports
201-01	Bureau Committee Management Files	1207-P3	Bureau Committee Management Files
201-02	Bureau Committee Operations Files		
201-04	Commissioner Chronological Files	1203-T3	Bureau Controlled Correspondence Files
203-03	Issuance Case History Files	1210-T3	Bureau Directives Case History Files
203-02	Bureau Issuances (Directives) Master Set	1209-P3	Bureau Directives Master Set
		<u>C</u>	
		4612-P5	Cadastral Surveys
		3510-P5	Call Log

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
406-05	Career Development Files	2735-T0	Career Development Files
701-01	Records of Cash and Check Remittances Received and Forwarded	4857-T3F	Cash Collection Files
703-11	Cash Documents by Appropriation Files	2522a-T3F 2522b-T0 2522c-T0	Cash Documents by Appropriation Files
703-14	Certificate of Deposit Files	2538a-T3F 2538b-T0	Certificate of Deposit Files
703-06	Certificates of Settlement Files	2504a-T3F 2504b-T0	Certificates of Settlement Files
1403-03	ESEA Title I Annual Report Evaluation Files	5503a-P3 5503b-T2	Chapter I Annual Evaluation Report Files
1403-02	ESEA Title I Complaint Case Files	5502-T3	Chapter I Complaint Files
1403-01	ESEA Title I Project Files	5501-T3	Chapter I Project Files
---	-----	2612-T0	Check Issue Listing
---	-----	3602-T5	Child Welfare Case Files
404-04	Classification Appeal Files	2724-T3	Classification Appeal Files
---	-----	3507-P5	Class Work Files
---	-----	3303-T3	Client Register Log

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
703-17	Coding Sheet Files	2508-T0	Coding Sheet Files
---	---	4308-T5	Concrete Engineering Testing
---	---	113-T0	Confidential Document Access Files
502-02	Congressional Correspondence Files	1202-P3	Congressional and White House Correspondence Files
502-01	Congressional Investigation Files	1227-P3	Congressional Investigative Files
309-04	Construction Project Case Files	2307-T10	Construction Contract Case Files
703-13	Construction Progress Status Report Files	2537a-T3F 2537b-T0	Construction Progress Status Report Files
801-02	Contract or Purchase Transaction Files	2312-T3F	Contract or Purchase Transaction Files
1201-13	Credit Financing Reports Working Papers	4205-T1	Credit Financing Reports Working Papers
1201-10	Credit Loan History Card Files	4203-P5	Credit Loan History Card Files
1201-14	Credit Operations Audit Reports	4207-T3	Credit Operations Audit Reports
1201-12	Credit Operations Report Files	4206-P3	Credit Operations Report Files
---	---	4303-P5	Cultural Resources File
1107-20	Cumulative Forestry Comparative Statements	4422-P3F	Cumulative Forestry Comparative Statements

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
		<u>D</u>	
706-09	Daily Disbursement Report Files	2523-T3	Daily Disbursement Report Files
703-19	Daily Input Audit Trail Files	2506a-T1 2506b-T0	Daily Input Audit Trial Files
703-16	Daily Input Register Files	2507a-T1 2507b-T0	Daily Input Register Files
	_____	2548-T3	Debt Collection Files
	_____	3509-P3	Deputy Special Officer's Cards
101-10	Directives Reference Copies	__112-T0	Directives-Reference Copies
101-11	Publication of Other Government Agencies		
101-13	Library Material		
405-04	Discrimination Complaint (EEO) Case Files	2729-T4	Discrimination Complaint (EEO) Case Files
904-02	Document Master File	2505-T6.3	Documents Master File
		<u>E</u>	
910-06	Education Facilities Inventory Master	5304a-T1 5304b-T0	Educational Facilities Inventory Master File
1406-04	Special Educational Field Survey Files	5414-P3	Education Field Survey Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
1404-01	Request for Financial Education Assistance Files	5203-T3	Education Financial Assistance Request Files
1404-03	Education Loan Case File	5201-T5	Education Loan Case Files
1404-04	Education Loan Record File		
1406-03	Report of Audit Files	5415-T5	Education Program Audit Case Files
1401-01	Education Program Publication Files	5405-P3	Education Publications
1401-04	School Program Narrative and Statistical Reports	5413a-P3 5413b-T5	Education Reports and Statistics
1402-12	Periodic Field Educational Reports		
301-01	Emergency Planning Case Files	2903-T5	Emergency Planning Case Files
301-02	Emergency Test and Exercise Files	2904a-T5 2904b-T3	Emergency Test and Exercise Files
905-07	Employee Address File	2604a-T0 2604b-T0	Employee Address File
-----	-----	2613-P3	Employee Conversion Case Files
405-02	Employee Financial Statement Files	2727-T2	Employee Financial Statement Files
405-03	Employee Interview Files	2728-T0	Employee Interview Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
405-08	Employee Personal Injury Case Files	2907-T3	Employee Personal Injury Case Files
307-03	Employee Property Issue Files	2809-T0	Employee Property Issue Files
101-08	Employee Travel Files	__109-T4	Employee Travel Files (Duplicates)
703-01	Passenger Transportation (Individual) Records	2509-T3	Employee Travel Voucher Files
1202-01	Employment Assistance Case Files	3301a-P5F	Employment Assistance Case Files
1202-03	Employment Assistance Inactive Inquiry and Application	3301b-T2	
1202-04	Financial Assistance Grant Records		
1202-02	Reports on Employment Assistance	3302-P3	Employment Assistance Reports
1202-05	Special Reports on Employment Assistance		
1202-06	Employment Assistance Operations Report Files		
		3715-P5	Enrollment Appeals
		3722-T2	Enrollment Verification Files
1102-02	Environmental Control Files	4302-P3	Environmental Control Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
1102-01	Environmental Impact Statements Files	4301-T3F	Environmental Impact Statements
307-01	Equipment - Technical Manuals and Operating	__117-T0	Equipment Manuals and Operating Instructions
		5418a-T2 5418b-T3	Exceptional Child Case Files
307-13	Excess Personal Property Files	2806-T3	Excess Personal Property Files
1003-01	Tribal Audit Report Files	1233a-T0	External Audit Report Files
1003-03	Transmittal Audit Reports	1233b-T3F	
		<u>F</u>	
		1235-T5	Federal Register Notices
907-04	Fedstrip Supplementary Address File	2816a-T1 2816b-T0	Fedstrip Supplementary Address File
101-01	Files Maintenance and Disposition Plans	__101-T0	Files Maintenance and Disposition Plans
307-05	Property Release Files	2704-T1	Final Salary Clearance Files
905-09	Financial Institution Address File	2606a-T0 2606b-T0	Financial Institution Address File

RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
1107-13	Financial Statements of Lumber Companies	4414-T3F	Financial Statements of Indian Lumber Companies
904-07	Financial Structure, Description, and Coding Table Tapes	2502a-I0 2502b-I0	Financial Structure, Description, and Coding Tables
905-06	Emergency Firefighter Payroll History File	2603a-T3 2603b-I0	Firefighter Payroll History File
-----	-----	2611-T3	Firefighter W2's
1107-21	Timber and Fire Trespass Case Files	4421-T3F	Fire Trespass
1107-10	Forestry Check Scale Report	4410-T3F	Forestry Check Scale Report
1107-14	Forestry Manuscript or Annotated Maps	4415-P5	Forestry Manuscript or Annotated Maps
1107-05	Forestry Scale Reports	4409-T5	Forestry Scale Reports
1107-11	Forestry Working Papers	4412-I0	Forestry Working Papers
203-04	Forms Functional Files	1211-T5	Forms and Reports Numerical File
203-05	Forms Numerical File		
203-08	Report Control Case Files		
203-09	Reports Control Record Cards		
203-06	Form Registers	1212-I0	Forms and Reports Registers
203-10	Reporting Requirements Registers		

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
501-08	Freedom of Information Act Request Files	1221a-T3 1221b-T6	Freedom of Information Act Request Files
501-09	Freedom of Information Reports and Statistics	1222-T5	Freedom of Information Act Reports
703-03	Freight Records Carrier	2511-T3	Freight Carrier Records
703-08 705-09	Advice of Allotment Files Advice of Allotment Files	2527-T3F	Fund Distribution Document Files
1004-01	Investigation Files	<u>G</u>	GAO Audit Coordination Files
	_____	4209-P3	Gaming Management Files
	_____	2601-T3	Garnishment Case Files
1305-01	Welfare Case Files	3601-T5	General Assistance Case Files
703-07	General Ledger Detail Listing Files	4858a-T3F 4858b-T0	General Ledger Detailed Listing
901-02	General System Design File, ADP	2202-T0	General System Design File
308-03	Bills of Lading Register Files	2803-T3	Government Bills of Lading (GBL) Files
	_____	2547-T3	Government Charge Cards
308-04	Government Losses in Shipment Act Files	2804-T3	Government Losses in Shipment Act Files

RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
308-02	Transportation Request Accountability Records	2802-T1	Government Transportation Request (GTR) Files
802-01	Contract Monitoring Case Files	2305-T3F	Grant/Contract Monitoring Case Files
1108-07	Grazing Permit Bid Files	4505-T5F	Grazing Permit Bid Files
1108-08	Grant Grazing Privileges Authority	4506-P5F	Grazing Permit Case Files
1108-06	Grazing Permit Case Files		
	-----	<u>H</u>	
	-----	4305-P3	Hazardous Substance Case Files
	-----	4304-P5	Hazardous Waste Files
704-03	Health Insurance Files	2737-T3	Health Insurance Files
405-07	Health Record Case Files	2730a-P0 2730b-T5	Health Record Case Files
1106-02	Heirship Files	4630-P3	Heirship Files
	-----	4515-P3	Herd Management
1404-05	Education Grant Case Files	5202-P5	Higher Education Grant/Scholarship Case Files
904-04	History Recycle Input Tape Files	2823a-T0 2823b-T0	History Recycle Input Tape
1302-01	Housing Development Program Files	3401-P5	Home Improvement Program (HIP)
1302-02	Individual Housing Contract Files		Applicant Case Files

RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
1302-03	Housing Project Reports	3402-P3	Home Improvement Program (HIP) Reports
912-09	Navajo-Hopi Joint Use Project People File	4513a-P5 4513b-T0	Hopi Partitioned Land Case Files
912-10	Navajo-Hopi Joint Use Project Land File	4514a-P5 4514b-T0 <u>I</u>	Hopi Partitioned Land Files
-----	-----	3606-T3	ICWA Application Review Files
-----	-----	2313-P3	ICWA Grants
904-05	Individual Indian Monies Balance Forward Files	4856a-T3 4856b-T3	IIM Balance Forward Files
1109-01	Individual Indian Money Case Files	4851-P5	IIM Case Files
706-02	Certificates of Deposit Files	4859-T3F	IIM Deposit Ticket Files
1109-05	IIM Duplicate Money Posting and Control Records	4854-T3	IIM Duplicate Posting and Control Records
1109-02	Individual Indian Money Ledgers and Cards	4852a-P5 4852b-T0	IIM Ledgers and Cards
1109-03	Individual Indian Money Ledgers and Cards (Duplicates)		
904-06	Individual Indian Money Name File	4855a-T1 4855b-T0	IIM Name File
1109-04	Individual Indian Money Posting and Control Records	4853-P5	IIM Posting and Control Records
-----	-----	2609-T3	IRS Levies

RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
		2536a-T3F 2536b-T2	Imprest Fund
403-01	Incentive Awards Case Files	2717-T2	Incentive Awards Case Files
403-02	Incentive Awards Report Files	2718-T2	Incentive Awards Report Files
1201-05	Indian Business Development Grant Application Files	4201a-P3F 4201b-T2	Indian Business Development (IBD) Grant/Contract Case Files
1201-06	Indian Business Development Grant Case Files		
1201-07	Business Development Special Financial Assistance Project Files		
		3603-P5	Indian Child Adoption Records
1303-05	Indian Court Records	3714-P3	Indian Court Records
1103-13	Power Customer Account Files	4911-T3F	Indian Electric Power Utilities
		3202-P7	Indian Judgment Funds Claims Case Files
912-06	Indian Information System Files	4638a-P5 4638b-T0	Indian Land Information System
1105-13	Land Lease Case Files and Related Indexes	4618a-P5 4618b-T5	Indian Land Lease Case Files
		4643-P5	Indian Land Records
1201-09	Direct, Guaranteed or Insured Loan Case Files	4202a-T3 4202b-T3	Indian Loan Case Files

RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
		3505a-P3 3505b-T0	Indian Police Academy Student Case Files
		5409-T3	Indian School Equalization Program (ISEP) Files
1308-01 1308-02	Self-Determination Grant Files Training and Technical Assistance Project Files	2306-P3	Indian Self-Determination Grant/Contract Files
		2309-T10	Indian Self Determination (Pub. L. 93-638) Audit Files
706-08	Indian Services Special Disbursing Agent (ISSDA) Report Files	4803-T3F	Indian Services Special Disbursing Agent (ISSDA) Report Files
		4644-P5	Indian Trust Land Mortgages
912-03	People Index (Chain of Title) Files	4636a-P5 4636b-T0	Individual Chain of Title Files
		5419-T1	Individual Education Program (IEP) Plans (Working Copies)
406-01	Individual Employee Training Files	2731-T3	Individual Employee Training Files
1107-17	Individual Fire Report	4417-T5F	Individual Fire Report
1106-01	Individual Indian Probate Case Files and Related Indexes	4631-P3	Individual Indian Probate Case Files
		1231-T5	Information Collection Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
1105-09	Land Survey Field Notes	4611-P5	Initial Observations of Land Survey Field Notes
901-08	Input/Output Run Diagram ADP Files	2208-T0	Input/Output Run Diagram Files
		3506-P3	Instructor Training Materials
		2220a-T1 2220b-T0	Integrated Records Management System (IRMS)
		5420a-T2 5420b-T3	Intensive Residential Guidance (IRG) Program
801-06	Interagency Agreement Case Files	2304-T3F	Interagency Agreement Case Files
902-05	Intermediate Files	2214-T0	Intermediate Files
1002-01	BIA Internal Audit Case Files	1232a-T0 1232b-T3F	Internal Audit Case Files
307-11	Inventory Control Files	2811-T2	Inventory Control Files
1103-09	Irrigation and Power Construction Project Files	4904-T3F	Irrigation and Power Construction Project Files
1103-15	Irrigation and Power Meter Books	4909-T3F	Irrigation and Power Meter Books
1103-04	Irrigation and Water Rights Legal Case Files	4910-P3	Irrigation and Water Rights Legal Case Files
1103-05	Irrigation Assessment Order Modifications	4921-T3F	Irrigation Assessment Order Modifications
1103-03	Irrigation Engineering Data Files	4905-P3	Irrigation Engineering Data Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
1103-08	Irrigation Forecast Files	4907-T3	Irrigation Forecast Files
1103-06	Irrigation Maps and Drawings	4906-P3	Irrigation Maps and Drawings
1103-11	Power Customer Account Ledger Sheets and Schedules	4914-T3F	Irrigation/Power Customer Account Ledger Sheets and Schedules
1103-16	Irrigation Ledger Account Books and Schedules		
1103-10	Irrigation Project Land Designation Files	4903-T3F	Irrigation Project Land Designation Files
1103-02	Irrigation Project Planning Case Files	4902-P3	Irrigation Project Planning Case Files
1103-07	Irrigation Reports	4908-P3	Irrigation Reports
		<u>J</u>	
1403-06	Johnson O'Malley Act State Annual Report Files	5507-T6	Johnson-O'Malley Act State Annual Report Files
1403-05	Johnson O'Malley Act State Plans Files	5506-T3	Johnson-O'Malley Act State Plans Files
1403-12	Education Contract Files	5508a-T0 5508b-P3	Johnson-O'Malley Contracts
706-03	Journal Voucher Files	2520-T3F	Journal Voucher Files
---	-----	3717-P5	Judgment (Per Capita) Appeals

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
908-02	Judgment Roll System Files	3711a-P5 3711b-T3 3711c-T1	Judgment Roll System Files
306-14	Key Control Files	<u>K</u> 2822-T0	Key Control Files
1105-12	Acquisition Maps Books	<u>L</u> 4615-P3	Land Acquisition Maps Books
1105-01	Land Allotment Case Files and Assignment Records	4601-P5 4602-P5 4603-P5	Land Allotment Case Files and Assignment Records Land Allotments Land Assignments
912-02	Land Index (Chain of Title) Files	4635a-P5 4635b-T0	Land Chain of Title Plant Files
1105-03	Land Transaction Files	4605-P5	Land Gift Conveyance
1105-14	Land Lease Accounting Files and Related Indexes	4617-T3F	Land Lease Accounting Files
1105-10	Land Maps, Plans and Related Indexes	4613-P3	Land Maps and Plans
1105-02	Land Plat Books	4606-P3	Land Plat Books
1105-11 1203-08	Land Right-Of-Way Files Road Easement and Deed Files	4616-P3	Land Right-Of-Way Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
1105-06	Land Title Files - Deeds	4610-P3	Land Title/Deed Files
1105-05	Land Tract Books and Related Indexes	4607-P3	Land Tract Books
1105-03	Land Transaction Files	4609-P10	Land Transaction Files
1105-24	Land Use Feasibility and Marketability Study Files	4627-P5	Land Use Feasibility and Marketability Study Files
1303-04	Law and Order Reports	3504-P5	Law and Order Reports
1303-01	Law Enforcement Case Files and Related Indexes	3501-P5	Law Enforcement Case Files
912-08	Lease Distribution ADP System Files	4639a-P5 4639b-T0	Lease Distribution System Files
600-03	Legal Activity Reports to Central Office	1229-P5	Legal Activity Reports to Central Office
600-04	Legislation Case Files and Indexes	1230-P3	Legislative Review Files
303-03	Library Catalog Files	5406-T0	Library Catalog Files
-----	-----	3718-P5	Liquor Ordinance Case Files
600-02	Litigation Case Files	1228-P5	Litigation Case Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
1107-09	Log Scale Sheets	4408-T5F	Log Scale Sheets
202-04	Development Plans and Program Records	1214-P3	Long Range Development Plans
1104-02	Long Term Cropping Plans	4922-T3F	Long-Term Cropping Plans
1104-03	Long Term Cropping Plans Summary	4923-T3F	Long-Term Cropping Plans Summary
912-11	IRIP Geographic Location Directory	4641a-P5 4641b-T0	IRIS Geographic Location Directory
912-12	IRIP Reservation Directory	4642a-P5 4642b-T0	IRIS Reservation Directory
901-09	Machine Utilization Record Files	$\frac{M}{2209-T3}$	Machine Utilization Record Files
302-01 305-04	Telephone Directory Files Mailing Lists	2826-T0	Mailing Lists and Related Materials
305-02	Mail Control Files	2825-T3	Mail Sampling Report Files
902-06	Magnetic Program Tape Files	2215-T0	Magnetic Program Tape Files
902-11	Magnetic Tape Library Control Files	2219-T0	Magnetic Tape Library Control Files
202-01	Management Objectives Files	1217-T3	Management By Objectives Files
202-06 202-07	Management Survey Case Files Management Survey Background Files	1216-T3	Management Improvement Case Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
912-01	Master Land Description Files	4634a-P5 4634b-T0	Master Land Description File
402-05 402-07	Certificate Files Internal Promotion Plan Files	2710-T2	Merit Promotion Files
909-10	Microdex ADP Files	2404a-T0 2404b-T0	Microdex Files
1105-17	Mineral Resource Inventory Agreement Files	4621-P5	Mineral Resource Inventory Agreement Files
1403-04 1403-09	Monitoring Follow-up File ESEA Title III Monitoring Reports	5509-T3	Monitoring Reports
706-04	Monthly Reconciliation Listing Files	4804-T3F	Monthly Check Reconciliation Listing Files
703-09	Monthly Journal of Transaction Files	2515a-T3F 2515b-T0 2515c-T0	Monthly Journal of Transaction Files
1107-06	Monthly Report of Timber Cut	4405-T3	Monthly Report of Timber Cut
308-06	Motor Vehicle Report Files	2906-T6	Motor Vehicle Accident Report Files
308-05	Motor Vehicle Operator Files	2905-T3	Motor Vehicle Operator Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
		<u>N</u>	
1105-16	Nation-Wide Oil and Gas Lease Bond Files	4620-T3	Nation-Wide Oil and Gas Lease Bond Files
1108-01	Range Management Plans	4501-P5	Natural Resource Management Plans
908-04	Navajo Membership ADP Files	3710a-P5 3710b-T0 3710c-T4	Navajo Membership Files
501-03	News Releases	1220-P3	News and Press Releases
705-07	Nonexpenditure Transfer Authorization Files	2517-T3F	Nonexpenditure Transfer Authorization (SF-1151) Files
703-05	Notice of GAO Exception File	2536-T3F	Notice of GAO Exception Files
402-06	Notification of Personnel Action Files	2709-T2	Notification of Personnel Action Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
		<u>0</u>	
101-06	Office Organization Reference Files	106-T0	Office Organization Reference Files
401-01	Official Personnel Folder	2705a-PO 2705b-PO	Official Personnel Folders
401-02	Official Personnel Folder, Temporary Material	2706-T1	Official Personnel Folders (Temporary Material)
1105-15	Oil Well Records	4619-T4	Oil Well Records
702-04	Report on Operating Budget Files	2530a-T3F 2530b-T2 2530c-T0	Operating Budget Files Report
902-03	Operational Control and Computer Utilization Files	2212-T3	Operational Control and Computer Utilization Files
901-06	Operations ADP Documentation File	2205-T0	Operations Documentation Files
		<u>P</u>	
703-18	Paid Voucher File	2539a-T3F 2539b-T0	Paid Voucher Files
703-02	Passenger Transportation (Carrier) Records	2510-T3	Passenger Transportation (Carrier) Files
1105-03	Land Transaction Files	4604-P5	Patents, Fees and Certificates of Competency

RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
704-02	Payroll Detail Cost Report Files	2546a-T3F	Payroll Detail Cost Report Files
905-02	Payroll Detail Cost Files	2546b-T0	
		__118-T0	Payroll Detail Reports (Office Copies)
908-01	Per Capita Membership Master Files	3712a-P5 3712b-T0 3712c-T1	Per Capita Membership Master Files
1109-07	Per Capita Payment Records	3713-P10	Per Capita Payment Records
403-04	Performance Rating Appeal Files	2720-T1	Performance Rating Appeal Files
403-03	Performance Ratings	2719-T2	Performance Ratings
907-01	Personal Property Master File	2814a-T0 2814b-T0	Personal Property Master File
906-02	Personnel Action History File	2739a-T0 2739b-T3	Personnel Action File
401-08	Personnel Investigative Files	2714-P0	Personnel Investigative Files
906-01	Personnel - Payroll Master File	2703a-T0 2703b-T3	Personnel - Payroll Master File
306-01	Personnel Security Clearance Case Files	2701-P3	Personnel Security Clearance Case File
306-02	Personnel Security Clearance Status Files	2702-T0	Personnel Security Clearance Status Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
401-04	Personnel Statistical Reports	2708-T2	Personnel Statistical Reports
909-03	Plant Management Buildings File	2405a-TO 2405b-TO	Plant Management Buildings File
909-07	Plant Management Location File	2403a-TO 2403b-TO	Plant Management Location File
909-08	Plant Management Major Alterations and Improvement Log	2412a-TO 2412b-TO	Plant Management Major Alterations and Improvement Log
909-06	Plant Management Operations Master File	2402a-TO 2402b-TO	Plant Management Operations Master File
909-04	Plant Management Program Inventory Files	2401-T3	Plant Management Program Inventory Files
909-09	Plant Management Repair and Maintenance Log	2411a-TO 2411b-TO	Plant Management Repair and Maintenance Log
909-05	Plant Management Repair and Maintenance Master	2410a-TO 2410b-TO	Plant Management Repair and Maintenance Master
909-02	Plant Management Schedule of Services File	2413a-TO 2413b-TO	Plant Management Schedule of Services
909-01	Plant Management Utility Files	2409a-TO 2409b-TO	Plant Management Utility Files
101-07	Policy and Precedent Reference Files	__111-TO	Policy Files

RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
404-02	Position Classification Surveys	2722-T5	Position Classification Surveys
404-01	Position Description Files	2721-T5	Position Description Files
401-07	Position Identification Strip Files	2713-T0	Position Identification Strip Files
305-01	Postal Records	2824-T1	Postal Records
1103-18	Power and Irrigation Work Orders	4916-T3	Power and Irrigation Work Orders
1103-12	Customer Power Billings	4913-T0	Power Customer Billings
1103-17	Power Operative Maps, Drawings, and Standards	4915-T3	Power Operative Maps, Drawings and Standards
1103-14	Power Reports	4912-T3F	Power Reports
902-08	Print Tape Files	2217-T0	Print Tape Files
501-06	Privacy Act Dispute Files	1225-T4	Privacy Act Case Files
501-05	Privacy Act Disclosure Files	1224-T5	Privacy Act Disclosure Files
501-04	Privacy Act Records Systems	1223-T3	Privacy Act Records Systems
501-07	Privacy Act Statistical Files	1226-T2	Privacy Act Report Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
801-01	Procurement Registers	2852-T6	Procurement Registers
901-05	Program Documentation File	2206-T0	Program Documentation File
202-05	Program Evaluation Project Files	1215-T3	Program Evaluation Plans
903-01	Program Planning and Evaluation Master Files	2535a-T2 2535b-T0	Program Planning and Evaluation Master Files
901-01	System Feasibility Study File	2201-T5	Program Requirements Package
901-04	Program Specifications Files	2204-T0	Program Specifications File
902-01	Project Progress Reporting Files	2210-T2	Project Progress Reporting Files
402-08	Vacancy Announcements Files	2711-T2	Promotion Opportunity Bulletins (POB)
307-10	Property Inventory Listings	2810-T2	Property Inventory Listings
307-04	Non-Employee Property Loan Files	2808-T1	Property Loan Agreement Files
306-13	Property Pass Files	2813-T0	Property Pass Files
307-07	Property Records Receipt Files	2805-T2	Property Receipt Files
307-09	Property Transaction Source Document File	2807-T3	Property Transaction Source Document File
		5416a-P5 5416b-P5	Public Law 100-297 Contract/Grant Case File
706-01	Voucher Files	2519-T3F	Public Voucher Files
307-06	Requisition Files	2853-T3F	Purchase Order Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
309-07	Quarters Assignment Files	<u>Q</u> 2820a-T2 2820b-T0	Quarters Assignment Files
309-06	Quarters Evaluation Files	2819-T1	Quarters Evaluation Files
1108-04	Range and Wildlife Maps (All Others)	<u>R</u> 4503-T0	Range and Wildlife Maps (Duplicates)
1108-03	Range and Wildlife Maps Files	4508-P3	Range and Wildlife Maps Files
912-04	Range People (Heir) Files	4632a-P5 4632b-T0	Range Heir File
912-05	Range Land File	4637a-P5 4637b-T0	Range Land File
912-07	Range Permittee Payment System	4640a-P5 4640b-T0	Range Permittee Payment System
1108-09	Annual Range Operations Reports	4507-P5	Range Reports
1108-05 1104-04	Range and Soil Survey Files Soil and Range Surveys	4504-P5	Range Survey Files
1108-02	Range Unit Case Files	4502-P5	Range Unit Case Files
101-02	Reading Files	__102-T1	Reading or Chronological Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
1105-21	Real Estate Appraisal Reference Files	4625-T0	Real Estate Appraisal Reference Files
1105-20	Real Estate Appraisal Report Files	4624-P10	Real Estate Appraisal Report Files
1105-22	Real Estate Market Data Card Files	4626-T0	Real Estate Market Data Card Files
1105-19	Real Property Insurance Policies	4623-T2	Real Property Insurance Policies
907-02	Real Property Master File	2815a-T1 2815b-T0	Real Property Master File
1105-26	Real Property Reports	4629-P5	Real Property Reports
706-07	Reconciliation Statement Files	2545-T3F	Reconciliation Statement Files
---	-----	__ 115-T0	Records Disposition Authorization Files
203-07	Records Disposition Authorization Files	1240a-P5 1240b-T5	Record Disposition Forms
402-09	Reduction-in-Force Files	2725a-T2 2725b-T0 2725c-PO 2725d-T2	Reduction-In-Force Files
---	-----	4511-P3	Rehabilitation Case Files
202-02	Organization Planning Files	1213-P3	Reorganization Planning Files
202-03	Organization Planning Working Files		
404-03	Reorganization Proposals Files	2723-T3	Reorganization Proposal Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
307-15	Work Requests for Building Maintenance	2821-T0	Requests for Work Authorizations
		2854-T2	Requisition Files
		__105-T1	Requisition Files (Office Copies)
1105-25	Reservation Land Use and Development Plan Files	4628-P5	Reservation Land Use and Development Plan Files
1105-08	Removal of Restriction Files	4645-P5F	Restriction Removal File
1103-01	River Basin Investigation Studies Files	4901-P3	River Basin Studies Files
1203-02	Road Construction and Maintenance Reports	4708a-T3 4708b-T0	Road Construction and Maintenance Reports
1203-03	Road Construction Project Files	4701-P5	Road Construction Project Files
1203-06	Construction Project Status Report	4702-T5	Road Construction Project Reports
911-01	Roads Inventory Files	4705a-P5 4705b-T0	Roads Inventory
1203-01	Road Program Project Files	4707a-T3 4707b-T0	Road Program Project Files
1203-05	Road Project Map Files	4704-P5	Road Project Map Files
1203-04	Survey Books and Field Notes	4703-P5	Road Survey Books and Field Notes

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
	_____	<u>S</u> 4309-T5	Safe Water Drinking Act Testing
1301-09	Health Inspection Reports	2902-T3	Safety and Health Inspection Reports
306-10	Safety and Security Inspection Case Files	2901-T3	Safety and Security Inspection Case Files
	_____	2908-P3	Safety Management Information Files
703-12	Schedule of Cancelled Checks Files	2524-T3F	Schedule of Cancelled Checks (SF-1098) Files
1201-11	Schedule of Credit Loan Collection Files	4204-T3F	Schedule of Credit Loan Collection Files
910-05	Individual School Curriculum File	5404-T0	School Curriculum File
910-01	School Facilities Master Equipment File	5302-T3	School Equipment Planning Files
1405-03	Facilities Equipment Planning Project Files		
1405-02	School Facilities Functional Requirements Files	5301-T5	School Functional Requirements Files
1402-03	School History Card Folder	5408-P3	School History Folder
1405-01	Facilities Planning Project Files	5305-T3	School Project Planning Files
1405-04	School Facilities Construction Budget Files	5303-T4	School Renovation/Repair Budget Files

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
		5412a-T3 5412b-T6	School Transportation Reports
1109-08	Security Account Files	4801-P3	Security Account Files
902-09	Security Backup Tape File	2218-T0	Security Backup Tape File
306-03	Security Violations Files	3503a-P3 3503b-T2	Security Violations Files
		2311-T5	Service Contract Audits
		2310-T10	Service Contracts
		3605-T5	Services Only (Non-Cash Assistance) Files
401-03	Service Record Card Files	2707-T3	Service Record Card Files
1305-03	Special Welfare Reports	3604-P3	Social Service Reports
1305-04	Periodic Welfare Reports		
1305-05	Inspection Reports		
1305-06	Inspection Reports (All Others)		
1104-05	Soil and Moisture Conservation Maps	4918-P3	Soil and Moisture Conservation Maps
1104-08	Soil and Moisture Conservation Periodic Reports	4919-P3	Soil and Moisture Conservation Reports
1104-06	Soil and Moisture History Case File	4920-T3F	Soil and Moisture History Case File
1108-05	Range and Soil Survey Files	4917-P3	Soil Surveys
1104-04	Soil and Range Surveys		

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
		4307-T5	Soil Testing Files
307-14	Space Allocation and Utilization Files	2817-T2	Space Allocation and Utilization Files
307-16	Space Reporting Files	2818-T2	Space Reporting Files
1107-07	Special Allotment Cutting Permits	4406-P5	Special Allotment Cutting Permits
706-05	Special Disbursing Agent Files	2543-T3F	Special Disbursing Agent Files
		1239a-T0 1239b-T1	Special Project Case Files
501-02	Speech Files	1219-P3	Speech Files
705-05	Statement of Receipts Files	2541-T3F	Statement of Receipts Files
705-02	Statement of Transaction Files	2516-T3F	Statement of Transaction (SF-224) Files
702-07	Report on Obligations Files	2513a-T2 2513b-T0	Status of Obligations Files
1201-15	Stock Purchase Files	4208-T3F	Stock Purchases Files
1402-08	Student Activity Account Files	5403-P5	Student Activity Account Files
1402-10	Daily and Monthly Attendance Records	5411a-T3 5411b-P3	Student Attendance Reports
1402-11	Annual School Census and Attendance Summary Reports		

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RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
1402-05	Student Case Files	5401-P5	Student Case Files
1402-06	Student Family Case Files		
1402-07	Material Duplicating Student Case File	5402-T0	Student Case Files (Duplicates)
910-07	Student Enrollment Systems Files	5410a-T3 5410b-T0	Student Enrollment System (SES) Files
905-05	Student Trainee Payroll Files	2602a-T5 2602b-T0 5417-P5	Student Trainee Payroll Files Student Transcript
703-04	Subsidiary Ledger Files	2512-T4	Subsidiary Ledger Files
901-03	Subsystem Module Documentation File	2203-T0	Subsystem Module Documentation File
101-09	Office Individual Personnel Files	__108-T0	Supplemental Employee Personnel Folders (SEFF)
101-03	Suspense Files	__103-T0	Suspense (Tickler) Files
902-07	System "Dump" Files	2216-T0	System "Dump" Files
		<u>T</u>	
		3719-P5	Taxation Case Files
101-14	Technical Reference Material	__116-T0	Technical Reference Material
101-04	Transitory Files	__104-T0	Temporary Correspondence
1107-08	Timber Cutting Permits	4407-T5F	Timber Cutting Permits
1107-01	Timber Management Plans	4401-P3	Timber Management Plans

RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
1107-02	Timber Sale Contract Files	4402-P5	Timber Sale Contract Files
1107-03	Timber Sales Data Files	4403-P5	Timber Sales Data Files
1107-04	Timber Sales Ledgers	4404-T5	Timber Sales Ledgers
1107-21	Timber and Fire Trespass Case Files	4420-T3F	Timber Trespass
905-03	Final Time and Attendance Tape File	2607a-T3 2607b-T1	Time and Attendance Files
704-01	Time and Attendance Reports	__107a-T1 __107b-T3	Time and Attendance (T&A) Reports
905-08	Timekeeper/Union/CFC Address File	2605a-T0 2605b-T0	Timekeeper Address File
---	_____	5504-T4	Title IV Files
---	_____	5505-T4	Title VII-Bilingual Education Files
1105-18	Town Lot Use Permits	4622-T3F	Town Lot Use Permits
1303-03	Traders License Files	3708-P5	Traders License Files
406-06	Training Program Administrative Files	2736-T5	Training Program Administrative Files
406-02	Training Report Card Files	2732-T0	Training Report Card Files
406-03	Training Report Files	2733-T5	Training Report Files

RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
904-03	Transaction History Files	2514a-T0 2514b-T6.3	Transaction History Files
706-06	Trial Balance Files	2544-T3F	Trial Balance Files
1306-08	Tribe-Attorney Contracts	3707-P3	Tribal Attorney Contracts
1304-02	Tribal Budget and Allotment Files	3706-P3	Tribal Budget and Allotment Files
_____	_____	3723-P3	Tribal Census File
1306-02	Tribal Charters, Constitutions and By-Law Files	3702-P5	Tribal Corporate Charters and Constitutions
1306-10	Tribal Group Meeting Files	3703-P3	Tribal Council/Community Meeting Files
1306-11	Tribal Customs and History Files	3701-P3	Tribal Customs and History Files
_____	_____	3721-P5	Tribal Enrollment Applications
1306-09	Tribal Fund Ledgers	3705-T3F	Tribal Fund Ledgers
1303-02	Tribal Law and Other Records	3502-P3	Tribal Law and Order Records
1306-06 1306-07	Tribal Census Polls, Card and Book Birth, Marriage, and Death Records	3704-P5	Tribal Membership Rolls
705-01	Control, Trust, and Tribal Accounts General Ledger Files	4802-P10	Tribal Trust Accounts General Ledger Files
_____	_____	__110-T4	Trip Reports
406-04	Tuition Assistance Files	2734-T3	Tuition Assistance Files
1106-03	Twenty-Day Case Files	4633-T3	Twenty-Day Case Files

RECORDS SCHEDULE CONVERSION TABLE

15 BIAM SCHED. NO.	SERIES TITLE	16 BIAM SCHED. NO.	SERIES TITLE
705-10	Unappropriated Receipts Trial Balance Files	<u>U</u> 2542-T3F	Unappropriated Receipts Trial Balance Files
801-05	Unsolicited Proposal Files	2303-T3F	Unsolicited Proposal Files
901-07	User Documentation File	2207-T0	User Documentation File
906-03	Vacant Position File	<u>V</u> 2712a-T0 2712b-T0	Vacant Position File
308-07	Vehicle Release Files	2801-T4	Vehicle Release Files
307-02	Vendor Reference Materials Files	2851-T0	Vendor Reference Files
703-10	Voucher and Schedule of Payment Files	2521-T3F	Voucher and Schedule of Payment Files
		<u>W</u> 2610-T3	Waiver of Claims
		4512-P3	Water Rights Case Files
		4306-T5	Water Sampling Files
		3304-T3	Work Order Register Log
902-04	Work or Scratch Tape Files	2213-T0	Work or Scratch Tapes Files
905-01	Year-to-Date Pay History File	<u>Y</u> 2608a-T5 2608b-T0	Year-to-Date Pay History File

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APPENDIX F

DISPOSITION SCHEDULE CONVERSION TABLE 2 —

SEQUENTIAL LISTING BY 16 BIAM NUMBERS

SEQUENTIAL LISTING

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
101-01	__101-T0
101-02	__102-T1
101-03	__103-T0
101-04	__104-T0
101-05	Deleted
101-06	__106-T0
101-07	__111-T0
101-08	__109-T4
101-09	__108-T0
101-10	__112-T0
101-11	__112-T0
101-12	Deleted
101-13	__112-T0
101-14	__116-T0
102-01	Deleted
102-02	Deleted
201-01	1207-P3
201-02	1207-P3
201-03	1208-T3
201-04	1203-T3

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
202-01	1217-T3
202-02	1213-P3
202-03	1213-P3
202-04	1214-P3
202-05	1215-T3
202-06	1216-T3
202-07	1216-T3
202-08	1204-P5
202-09	1205-P3
202-10	1205-P3
202-11	1206-P3
203-01	Deleted
203-02	1209-P3
203-03	1210-T3
203-04	1211-T5
203-05	1211-T5
203-06	1212-T0
203-07	1240a-P5 1240b-T5
203-08	1211-T5
203-09	1211-T5
203-10	1212-T0
301-01	2903-T5

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
301-02	2904a-T5 2904b-T3
302-01	2826-T0
302-02	Deleted
303-01	Deleted
303-02	Deleted
303-03	5406-T0
303-04	Deleted
303-05	Deleted
303-06	Deleted
303-07	Deleted
303-08	Deleted
304-01	Deleted
304-02	Deleted
304-03	Deleted
304-04	Deleted
305-01	2824-T1
305-02	2825-T3
305-03	Deleted
305-04	2826-T0
306-01	2701-P3

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
306-02	2702-T0
306-03	3503a-P3 3503b-T2
306-04	Deleted
306-05	Deleted
306-06	Deleted
306-07	Deleted
306-08	Deleted
306-09	Deleted
306-10	2901-T3
306-11	Deleted
306-12	Deleted
306-13	2813-T0
306-14	2822-T0
306-15	Deleted
307-01	__117-T0
307-02	2851-T0
307-03	2809-T0
307-04	2808-T1
307-05	2704-T1
307-06	2853-T3F
307-07	2805-T2
307-08	Deleted

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
307-09	2807-T3
307-10	2810-T2
307-11	2811-T2
307-12	2812a-T3 2812b-T3
307-13	2806-T3
307-14	2817-T2
307-15	2821-T0
307-16	2818-T2
308-01	Deleted
308-02	2802-T1
308-03	2803-T3
308-04	2804-T3
308-05	2905-T3
308-06	2906-T6
308-07	2801-T4
309-01	2407-T3
309-02	2406-P3
309-03	Deleted
309-04	2307-T10
309-05	2408-T3
309-06	2819-T1

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
309-07	2820a-T2 2820b-T0
401-01	2705a-PO 2705b-PO
401-02	2706-T1
401-03	2707-T3
401-04	2708-T2
401-05	Deleted
401-06	Deleted
401-07	2713-T0
401-08	2714-PO
402-01	Deleted
402-02	2715-T0
402-03	2716-T2
402-04	Deleted
402-05	2710-T2
402-06	2709-T2
402-07	2710-T2
402-08	2711-T2
402-09	2725a-T2 2725b-T0 2725c-PO 2725d-T2
402-10	Deleted
403-01	2717-T2

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
403-02	2718-T2
403-03	2719-T2
403-04	2720-T1
404-01	2721-T5
404-02	2722-T5
404-03	2723-T3
404-04	2724-T3
405-01	2726-T7
405-02	2727-T2
405-03	2728-T0
405-04	2729-T4
405-05	Deleted
405-06	Deleted
405-07	2730a-PO 2730b-T5
405-08	2907-T3
406-01	2731-T3
406-02	2732-T0
406-03	2733-T5
406-04	2734-T3
406-05	2735-T0
406-06	2736-T5

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
501-01	1218-P3
501-02	1219-P3
501-03	1220-P3
501-04	1223-T3
501-05	1224-T5
501-06	1225-T4
501-07	1226-T2
501-08	1221a-T3 1221b-T6
501-09	1222-T5
502-01	1227-P3
502-02	1202-P3
600-01	1236-P5
600-02	1228-P5
600-03	1229-P5
600-04	1230-P0
701-01	4857-T3F
701-02	2503-T3F
701-03	Deleted
702-01	2532-T3F
702-02	2533a-P3F 2533b-T0
702-03	2534-T1

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
702-04	2530a-T3F 2530b-T2 2530c-T0
702-05	2529a-T3F 2529b-T2 2529c-T0
702-06	2531a-T3F 2531b-T2 2531c-T0
702-07	2513a-T2 2513b-T0
702-08	2528a-T3F 2528b-T2 2528c-T0
703-01	2509-T3
703-02	2510-T3
703-03	2511-T3
703-04	2512-T4
703-05	2536-T3F
703-06	2504a-T3F 2504b-T0
703-07	4858a-T3F 4858b-T0
703-08	2527-T3F
703-09	2515a-T3F 2515b-T0 2515c-T0
703-10	2521-T3F

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
703-11	2522a-T3F 2522b-T0 2522c-T0
703-12	2524-T3F
703-13	2537a-T3F 2537b-T0
703-14	2538a-T3F 2538b-T0
703-15	2518a-T3F 2518b-T0 2518c-T0
703-16	2507a-T1 2507b-T0
703-17	2508-T0
703-18	2539a-T3F 2539b-T0
703-19	2506a-T1 2506b-T0
704-01	__107a-T1 __107b-T3
704-02	2546a-T3F 2546b-T0
704-03	2737-T3
705-01	4802-P10
705-02	2516-T3F
705-03	2526-T3F
705-04	2540-T3F
705-05	2541-T3F
705-06	Deleted

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
705-07	2517-T3F
705-08	2525-T3F
705-09	2527-T3F
705-10	2542-T3F
706-01	2519-T3F
706-02	4859-T3F
706-03	2520-T3F
706-04	4804-T3F
706-05	2543-T3F
706-06	2544-T3F
706-07	2545-T3F
706-08	4803-T3F
706-09	2523-T3
706-10	Deleted
801-01	2852-T6
801-02	2312-T3F
801-03	2301-T0
801-04	2302-T3F
801-05	2303-T3F
801-06	2304-T3F
802-01	2305-T3F
901-01	2201-T5

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
901-02	2202-T0
901-03	2203-T0
901-04	2204-T0
901-05	2206-T0
901-06	2205-T0
901-07	2207-T0
901-08	2208-T0
901-09	2209-T3
902-01	2210-T2
902-02	2211-T2
902-03	2212-T3
902-04	2213-T0
902-05	2214-T0
902-06	2215-T0
902-07	2216-T0
902-08	2217-T0
902-09	2218-T0
902-10	Deleted
902-11	2219-T0
903-01	2535a-T2 2535b-T0
904-01	2501a-T1 2501b-T4 2501c-T0

<u>OLD</u> 15 BIAM SCHEDULE NO.	<u>NEW</u> 16 BIAM SCHEDULE NO.
904-02	2505-T6.3
904-03	2514a-T0 2514b-T6.3
904-04	2823a-T0 2823b-T0
904-05	4856a-T3 4856b-T3
904-06	4855a-T1 4855b-T0
904-07	2502a-T0 2502b-T0
905-01	2608a-T5 2608b-T0
905-02	2546a-T3F 2546b-T0
905-03	2607a-T3 2607b-T1
905-04	2738a-T0 2738b-T3
905-05	2602a-T5 2602b-T0
905-06	2603a-T3 2603b-T0
905-07	2604a-T0 2604b-T0
905-08	2605a-T0 2605b-T0
905-09	2606a-T0 2606b-T0

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
905-10	Deleted
906-01	2703a-T0 2703b-T3
906-02	2739a-T0 2739b-T3
906-03	2712a-T0 2712b-T0
906-04	Deleted
907-01	2814a-T0 2814b-T0
907-02	2815a-T1 2815b-T0
907-03	Deleted
907-04	2816a-T1 2816b-T0
908-01	3712a-P5 3712b-T0 3712c-T1
908-02	3711a-P5 3711b-T3 3711c-T1
908-03	3709a-P5 3709b-T0 3709c-T4
908-04	3710a-P5 3710b-T0 3710c-T4
909-01	2409a-T0 2409b-T0
909-02	2413a-T0 2413b-T0

<u>OLD</u> 15 BIAM SCHEDULE NO.	<u>NEW</u> 16 BIAM SCHEDULE NO.
909-03	2405a-T0 2405b-T0
909-04	2401-T3
909-05	2410a-T0 2410b-T0
909-06	2402a-T0 2402b-T0
909-07	2403a-T0 2403b-T0
909-08	2412a-T0 2412b-T0
909-09	2411a-T0 2411b-T0
909-10	2404a-T0 2404b-T0
910-01	5302-T3
910-02	Deleted
910-03	Deleted
910-04	Deleted
910-05	5404-T0
910-06	5304a-T1 5304b-T0
910-07	5410a-T3 5410b-T0
911-01	4705a-P5 4705b-T0
911-02	4706a-P5 4706b-T0

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
912-01	4634a-P5 4634b-T0
912-02	4635a-P5 4635b-T0
912-03	4636a-P5 4636b-T0
912-04	4632a-P5 4632b-T0
912-05	4637a-P5 4637b-T0
912-06	4638a-P5 4638b-T0
912-07	4640a-P5 4640b-T0
912-08	4639a-P5 4639b-T0
912-09	4513a-P5 4513b-T0
912-10	4514a-P5 4514b-T0
912-11	4641a-P5 4641b-T0
912-12	4642a-P5 4642b-T0
1001-01	Deleted
1002-01	1232a-T0 1232b-T3F
1003-01	1233a-T0 1233b-T3F
1003-02	Deleted
1003-03	1233a-T0 1233b-T3F

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
1003-04	Deleted
1003-05	Deleted
1004-01	1234a-T0 1234b-T3F
1101-02	Deleted
1102-01	4301-T3F
1102-02	4302-P3
1103-01	4901-P3
1103-02	4902-P3
1103-03	4905-P3
1103-04	4910-P3
1103-05	4921-T3F
1103-06	4906-P3
1103-07	4908-P3
1103-08	4907-T3
1103-09	4904-T3F
1103-10	4903-T3F
1103-11	4914-T3F
1103-12	4913-T0
1103-13	4911-T3F 4909-T3F
1103-14	4912-T3F
1103-15	4909-T3F
1103-16	4914-T3F

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
1103-17	4915-T3
1103-18	4916-T3
1104-01	Deleted
1104-02	4922-T3F
1104-03	4923-T3F
1104-04	4917-P3 4504-P5
1104-05	4918-P3
1104-06	4920-T3F
1104-07	4919-P3
1104-08	4919-P3
1104-09	4919-P3
1105-01	4601-P5 4602-P5 4603-P5
1105-02	4606-P3
1105-03	4604-P5 4605-P5 4609-P10
1105-04	4608-T5
1105-05	4607-P3
1105-06	4610-P3
1105-07	4614-P3
1105-08	4645-P5F
1105-09	4611-P5

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
1105-10	4613-P3
1105-11	4616-P3
1105-12	4615-P3
1105-13	4618a-P5 4618b-T5
1105-14	4617-T3F
1105-15	4619-T4
1105-16	4620-T3
1105-17	4621-P5
1105-18	4622-T3F
1105-19	4623-T2
1105-20	4624-P10
1105-21	4625-T0
1105-22	4626-T0
1105-23	Deleted
1105-24	4627-P5
1105-25	4628-P5
1105-26	4629-P5
1106-01	4631-P3
1106-02	4630-P3
1106-03	4633-T3
1107-01	4401-P3

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
1107-02	4402-P5
1107-03	4403-P5
1107-04	4404-T5
1107-05	4409-T5
1107-06	4405-T3
1107-07	4406-P5
1107-08	4407-T5F
1107-09	4408-T5F
1107-10	4410-T3F
1107-11	4412-T0
1107-12	4413-P3
1107-13	4414-T3F
1107-14	4415-P5
1107-15	4416-T5F
1107-16	4411a-P5 4411b-T5
1107-17	4417-T5F
1107-18	4418-P5
1107-19	4419a-P5 4419b-T10
1107-20	4422-P3F
1107-21	4420-T3F 4421-T3F

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
1108-01	4501-P5
1108-02	4502-P5
1108-03	4508-P3
1108-04	4503-T0
1108-05	4917-P3 4504-P5
1108-06	4506-P5F
1108-07	4505-T5F
1108-08	4506-P5F
1108-09	4507-P5
1109-01	4851-P5
1109-02	4852a-P5 4852b-T0
1109-03	4852a-P5 4852b-T0
1109-04	4853-P5
1109-05	4854-T3
1109-06	Deleted
1109-07	3713-P10
1109-08	4801-P3
1109-09	Deleted
1109-10	Deleted
1109-11	Deleted
1201-01	Deleted

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
1201-02	Deleted
1201-03	Deleted
1201-04	Deleted
1201-05	4201a-P3F 4201b-T2
1201-06	4201a-P3F 4201b-T2
1201-07	4201a-P3F 4201b-T2
1201-08	Deleted
1201-09	4202a-T3 4202b-T3
1201-10	4203-P3
1201-11	4204-T3F
1201-12	4206-P3
1201-13	4205-T1
1201-14	4207-T3
1201-15	4208-T3F
1202-01	3301a-P5F 3301b-T2
1202-02	3302-P3
1202-03	3301a-P5F 3301b-T2
1202-04	3301a-P5F 3301b-T2
1202-05	3302-P3

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
1202-06	3302-P3
1203-01	4707a-T3 4707b-T0
1203-02	4708a-T3 4708b-T0
1203-03	4701-P5
1203-04	4703-P5
1203-05	4704-P5
1203-06	4702-T5
1203-07	Deleted
1203-08	4616-P3
1301-01	Deleted
1301-02	Deleted
1301-03	Deleted
1301-04	Deleted
1301-05	Deleted
1301-06	Deleted
1301-07	Deleted
1301-08	Deleted
1301-09	2902-T3
1302-01	3401-P5
1302-02	3401-P5
1302-03	3402-P3
1303-01	3501-P5

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
1303-02	3502-P3
1303-03	3708-P5
1303-04	3504-P5
1303-05	3714-P3
1304-01	Deleted
1304-02	3706-P3
1305-01	3601-T5
1305-02	Deleted
1305-03	3604-P3
1305-04	3604-P3
1305-05	3604-P3
1305-06	3604-P3
1306-01	Deleted
1306-02	3702-P5
1306-03	Deleted
1306-04	Deleted
1306-05	Deleted
1306-06	3704-P5
1306-07	3704-P5
1306-08	3707-P3
1306-09	3705-T3F
1306-10	3703-P3
1306-11	3701-P3

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
1306-12	Deleted
1307-01	4509-T3F
1307-02	Deleted
1307-03	Deleted
1307-04	4510-T3F
1307-05	Deleted
1307-06	Deleted
1308-01	2306-P3
1308-02	2306-P3
1401-01	5405-P3
1401-02	Deleted
1401-03	5407-P3
1401-04	5413a-P3 5413b-T5
1402-01	Deleted
1402-02	Deleted
1402-03	5408-P3
1402-04	Deleted
1402-05	5401-P5
1402-06	5401-P5
1402-07	5402-T0
1402-08	5403-P5
1402-09	Deleted

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
1402-10	5411a-T3 5411b-P3
1402-11	5411a-T3 5411b-P3
1402-12	5413a-P3 5413b-T5
1403-01	5501-T3
1403-02	5502-T3
1403-03	5503a-P3 5503b-T2
1403-04	5509-T3
1403-05	5506-T3
1403-06	5507-T6
1403-07	Deleted
1403-08	Deleted
1403-09	5509-T3
1403-10	Deleted
1403-11	Deleted
1403-12	5508a-T0 5508b-P3
1404-01	5203-T3
1404-02	Deleted
1404-03	5201-T5
1404-04	5201-T5
1404-05	5202-P5

<u>OLD</u> <u>15 BIAM SCHEDULE NO.</u>	<u>NEW</u> <u>16 BIAM SCHEDULE NO.</u>
1404-06	5204-P3
1405-01	5305-T3
1405-02	5301-T5
1405-03	5302-T3
1405-04	5303-T4
1406-01	Deleted
1406-02	Deleted
1406-03	5415-T5
1406-04	5414-P3

APPENDIX G

GENERAL RECORDS SCHEDULE (GRS)

FUNCTIONAL AREAS BY PROGRAM
(Use first two digits to designate program)

1000 - EXECUTIVE MANAGEMENT

2000 - OPERATIONS

2200 - ADP -

2300 - CONTRACTS

2400 - FACILITIES MANAGEMENT

2500 - FINANCE

2600 - PAYROLL

2700 - PERSONNEL

2800 - PROPERTY & PROCUREMENT

2900 - SAFETY

3000 - TRIBAL SERVICES

3200 - ACKNOWLEDGEMENT

3300 - EMPLOYMENT ASSISTANCE

3400 - HOUSING

3500 - LAW ENFORCEMENT

3600 - SOCIAL SERVICES

3700 - TRIBAL GOVERNMENT

4000 - TRUST

4200 - CREDIT

4300 - ENVIRONMENTAL QUALITY

4400 - FORESTRY

4500 - RANGE MANAGEMENT

4600 - REALTY

4700 - ROADS & TRANSPORTATION

4800 - TRUST FUNDS & IIM

4900 - IRRIGATION & POWER

5000 - EDUCATION

5200 - CONTINUING EDUCATION

5300 - SCHOOL FACILITIES

5400 - SCHOOL OPERATIONS

5500 - SUPPLEMENTAL PROGRAMS

APPENDIX I (EYE)
DISPOSITION SCHEDULES

GENERAL ADMINISTRATIVE FILES

The records described in the General Administrative Files are copies of documents or other materials you have in your offices which are used for reference or informational purposes. The materials described in this section do not have any value as an "official" record and may be destroyed on-site once they have been kept for the amount of time specified in the descriptions and are no longer needed for reference purposes. The materials identified as being "Subject to the Privacy Act" must be segregated from the rest of your files, maintained in locked file cabinets, and physically destroyed when no longer needed and are not to be thrown away. In order to complete the file numbers for the General Administrative Files, insert the first two digits of the number assigned to your program area (see Appendix H) in the two blank spaces which precedes the file number shown. These materials are to be arranged in sequence according to their file numbers.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
101	General Administration Files File Maintenance & Disposition Plans	▶ 16/1 a	Administrative Issuances - Notices and other types of issuances related to routine administrative functions (File Plans).	Destroy when superseded or obsolete Destroy when issuance is destroyed
		▶ 16/1 b	Administrative Issuances - Case Files NOTE: Record sets of formal directives, procedural and operating manuals, publications and management improvement reports submitted to the Office of Management and Budget (OMB), and the case files documenting their development are potentially permanent records and must be scheduled by submission of an SF 115 to NARA.	
103	Suspense (Tickler) Files	23/6	Suspense Files - Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.	Destroy after action is taken. Withdraw documents when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files.
		▶ 23/6 a	Suspense Files - A note or reminder to take action.	
		▶ 23/6 b	Suspense Files - The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.	

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
104	Temporary Correspondence	▶ 23/7	Transitory Files - Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days.	Destroy after 3 months.
107	Time & Attendance (T & A) Reports	2/6	Time & Attendance (T & A) Reports - Consists of copies of timesheets and SF 71, Application for Leave, or equivalent maintained by Timekeeper. (Subject to the Privacy Act)	Destroy at end of following pay period.
		▶ 2/6 a	Leave Application Files (Employee Initialed) - Consists of employee initialed SF 71, Application for Leave, or equivalent plus any supporting documentation of requests and approvals of leave.	
		▶ 2/6 b	Leave Application Files (Not Employee Initialed) - Consists of employee initialed SF 71, Application for Leave, or equivalent plus any supporting documentation of requests and approvals of leave.	
		▶ 2/7	Time and Attendance Source Records - All time and attendance records upon which leave input data is based.	Destroy after GAO audit or when 6 years old, whichever is sooner
		▶ 2/8	Time and Attendance Input Records - Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.	Destroy after GAO audit or when 6 years old, whichever is sooner

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
108	Supplemental Employee Personnel Folders (SEPF)	▶ 1/18 a	<u>Supervisors' Personnel Files and Duplicate OPF Documentation</u> - Maintained by the supervisor to consist of correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF. (Subject to Privacy Act)	Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.
		▶ 1/18 b	<u>Duplicate OPF Documentation (Other)</u> - Consists of copies of documents duplicated in OPFs but not provided for elsewhere in this schedule. (Refer to above 1/18)	Destroy after 6 months.
109	Employee Travel Files (Duplicates)	▶ 23/1	<u>Office Administration Files</u> - Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organizations, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities.	Destroy when 2 years old.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
111	Policy Files - Not central office copy	▶ 16/1 a	Administrative Issuances - Notices and other types of issuances related to routine administrative functions (e.g. payroll procurement, personnel).	Destroy when superseded or obsolete
		▶ 16/1 b	Administrative Issuances - Case Files NOTE: Record sets of formal directives, procedural and operating manuals, publications and management improvement reports submitted to the Office of Management and Budget (OMB), and the case files documenting their development are potentially permanent records and must be scheduled by submission of an SF 115 to NARA.	
114	Annual Records Report	▶ 16/4 a	Records Holdings Files - Statistical reports of agency holdings, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer. Records held by offices that prepare reports on agency-wide records holdings.	Destroy after 3 years
		▶ 16/4 b	Records Holdings Files - Records held by other offices (area and agency offices).	

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>FILES MAINTENANCE AND DISPOSITION PLANS.</u> Consists of the File Plan which lists the contents of the office file cabinets.</p>	<p>Arrange chronologically.</p>	<p>Cut off at end of fiscal year. Destroy when superseded by updated plan.</p>		<p>__101-IT0</p>
<p>2. <u>READING OR CHRONOLOGICAL FILES.</u> A specifically designated copy (designated by green color) of all outgoing correspondence originated by an office and used solely as a reading or reference file. Informational copies of temporary correspondence an office receives is filed under Temporary Correspondence, __104-IT0.</p>	<p>Arrange with most recent dated correspondence on top.</p>	<p>Cut off at close of calendar year. Destroy 1 year after cutoff.</p>		<p>__102-IT1</p>
<p>3. <u>SUSPENSE (TICKLER) FILES.</u> Notes, cards or control forms used as reminders to meet a deadline or take some other action by a specified date.</p>	<p>Arrange chronologically by due date.</p>	<p>NOTE: The chron file for the Assistant Secretary is covered by 1021-P3.</p> <p>Destroy after action is completed.</p>		<p>__103-IT0</p>

JUL 12 1960

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>4. <u>TEMPORARY CORRESPONDENCE</u>. Papers of short-term interest generally received from another office/location which only need to be kept for a short period of time. Examples of temporary correspondence include routine requests for information or publications and copies of replies which require no administrative action; memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays, charity drives, or bond campaigns, etc.</p>	<p>File alphabetically by subject with most recent dated correspondence on top.</p>	<p>Destroy after 90 days if no longer needed for reference.</p>		<p>___104-T0</p>
<p>5. <u>REQUISITION FILES (OFFICE COPIES)</u>. Office copies of requisitions for the purchase of supplies or equipment.</p>	<p>Arrange by fiscal year then by requisition number.</p>	<p>Out off at close of fiscal year. Hold 1 year, then destroy if no longer needed for reference.</p>		<p>___105-T1</p>

JUL 12 1989

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>OFFICE ORGANIZATION REFERENCE FILES.</u> Included are copies of functional statements, organizational charts and documents relating to office staffing.</p>	<p>Arrange as appropriate.</p>	<p>Destroy papers when superseded, or no longer needed for reference.</p>		<p>____106-T0</p>
<p>7. <u>TIME AND ATTENDANCE (T & A) REPORTS.</u> Copies of timesheets and SF-71, Application for Leave, maintained by Timekeepers. (Subject to the <u>Privacy Act.</u>)</p>	<p>Arrange alphabetically then chronologically.</p>	<p>Cut off at end of pay period.</p>		<p>____107a-T1</p>
<p>a. Carbon copies of timesheets, include leave request (SF-71) forms when timesheet has been initialed by employee.</p>		<p>Hold 1 year after cutoff then destroy if no longer needed for reference.</p>		<p>____107b-T3</p>
<p>c. Leave request (SF-71) forms when timesheet has <u>not</u> been initialed by employee.</p>		<p>Hold 3 years or until GAO audit, whichever is sooner, then destroy.</p>		<p>____107b-T3</p>

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>SUPPLEMENTAL EMPLOYEE PERSONNEL FOLDERS (SEPF)</u>. Unofficial personnel folders which contain duplicates of papers placed in Official Personnel Folders. Generally limited to information on experience, education, training, special qualifications and skills, position descriptions, and performance appraisals. <u>(Subject to the Privacy Act.)</u></p>	<p>Arrange alphabetically by employee name.</p>	<p>Destroy documents when superseded, no longer needed for reference or no longer applicable.</p>		<p>__108-T0</p>
<p>9. <u>EMPLOYEE TRAVEL FILES (DUPLICATES)</u>. Copies of correspondence, travel authorizations, itineraries, travel vouchers, and similar papers pertaining to employee travel exclusive of records maintained for accounting purposes. Include passport information when applicable. <u>Subject to the Privacy Act (BIA-16)</u>.</p>	<p>Arrange alphabetically by name of traveler.</p>	<p>Cut off at close of fiscal year. Destroy 4 years after cutoff.</p>		<p>__109-T4</p>

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>TRIP REPORTS</u>. Contains copies of reports to supervisors and management officials documenting employee travel, findings and recommendations. Include records concerning an individual's failure to submit a prescribed trip report or documents to substantiate official travel when the individual was granted an advance for such travel. Also contains records created as a result of an official trip report that does not substantiate the authorized travel for which the individual was reimbursed or given advance funds. <u>Subject to the Privacy Act (BIA-15).</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of fiscal year. Destroy 4 years after cutoff.</p>		<p>__110-T4</p>

JUL 12 1989

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>POLICY FILES</u>. Copies of documents establishing policy pertaining to continuing actions and operating procedures.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when organizational unit is discontinued or when documents are no longer needed for reference.</p>		<p>__111-T0</p>
<p>12. <u>DIRECTIVES - REFERENCE COPIES</u>. Copies of Bureau regulations and directives; and Department of the Interior or other agency manual releases, bulletins, circulars, directives, and pamphlets. Files also include Public Laws, House Reports, Code of Federal Regulations (CFR), Federal Register copies, and similar materials.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when superseded or no longer needed for reference.</p>		<p>__112-T0</p>

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>13. <u>CONFIDENTIAL DOCUMENT ACCESS FILES.</u> Files consist of forms or lists used to record safe and padlock combinations, signatures and names of individuals knowing combination, and comparable data used to control access into areas or files where confidential or classified information is stored.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when superseded.</p>	<p>— 113-T0</p>	
<p>14. <u>ANNUAL RECORDS REPORT.</u> Statistical reports of agency record holdings (Form BIA-1600) required by Department.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year.</p>		
<p>a. Reports prepared by Central Office.</p>		<p>Destroy 3 years after cutoff.</p>		<p>— 114a-T3</p>
<p>b. Area and agency reports.</p>		<p>Destroy 2 years after cutoff.</p>		<p>— 114b-T2</p>

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>15. <u>RECORDS DISPOSITION AUTHORIZATION FILES</u>. Included are Standard Form 115, Request for Authority to Dispose of Records, or similar forms, correspondence and related papers. Record copy maintained by Central Office.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when related records are transferred to FRC or NARA.</p>		<p>__ 115-T0</p>
<p>16. <u>TECHNICAL REFERENCE MATERIAL</u>. Copies of reports, studies, special compilation of data, drawings, periodicals, clippings, etc., which are needed for reference and information purposes but are not part of official files.</p>	<p>Arrange as appropriate.</p>	<p>Review at least annually. Destroy material if no further reference value.</p>		<p>__ 116-T0</p>

GENERAL ADMINISTRATIVE FILES

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
17. <u>EQUIPMENT MANUALS AND OPERATING INSTRUCTIONS.</u> Includes parts lists, installation and maintenance instructions.	Arrange by name of equipment or vendor.	Destroy when superseded, obsolete or when all related equipment is disposed of.		___117-110
18. <u>PAYROLL DETAIL REPORTS (OFFICE COPIES).</u> Office copies of payroll detail computer printout reports. (Subject to the Privacy Act.)	Arrange by pay period.	Cut off at end of each quarter in fiscal year. Hold during next quarter then destroy if no longer needed for reference.		___118-110

CASE FILES

The records described in these sections by programmatic areas are your case files. Case files are the only records which have any value to them, and as such, are the only records which will ever need to be transferred to a Federal Records Center or to the National Archives. The office with primary responsibility for carrying out or conducting a function for the Bureau will generally be the holder of the case file (i.e., the "official record"). In most cases, if you have a copy of a document for which another office has the primary responsibility for that function, then your copy will generally be only an "informational copy" which falls within the General Administrative File category. If your office is responsible for carrying out a particular function/responsibility for the Bureau then, regardless of your programmatic area, you will have to go to where that particular record description is given and use the file number identified for that record.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORD SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
1211	1000 - Executive Management Forms & Reports Numerical File	▶ 16/3 a	Forms File - Consists of one record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of form.	Destroy 5 years after related form is discontinued, superseded, or canceled.
		▶ 16/3 b	Forms File - Consists of background materials, requisitions, specifications, processing data, and control records.	Destroy when related form is discontinued, superseded, or canceled.
1215	Program Evaluation Plans - [Note: The disposition instructions in GRS items 16/14a through 16/14f apply to 1215, 1216, 1217.]	16/14	Management Control Records - Consist of records created in accordance with procedures mandated by OMB Circular A-123, and Pub. L. 97-255.	
1216	Management Improvement Case Files	▶ 16/14 a	Management Control Records - Consists of copies of internal directives maintained by the agency's internal control staff to include policy, procedure, and guidance.	Destroy when superseded.
1217	Management By Objectives Files	▶ 16/14 b	Management Control Records - Comprehensive plans documenting agency's efforts to ensure compliance with OMB Circular A-123.	Destroy when superseded.
		▶ 16/14 c	Management Control Records - Reports and supporting materials used to document reviews of program areas concerning risk analysis.	Cut off closed files annually. Destroy after next review cycle.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORD SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
con't	Items 1215, 1216, 1217	▶ 16/14 d	Management Control Records - Annual. reports and assurance statements created by components below agency (department or independent agency) level and submitted to agency for final report to President or Congress.	Cut off closed files annually. Destroy after next reporting cycle.
		▶ 16/14 e	Management Control Records - Tracking files used to ensure completion and timeliness of feeder reports including evaluation schedules, interim reporting, lists of reporting units, and correspondence related to performance reviews.	Destroy 1 year after report is completed.
		▶ 16/14 f (1)	Management Control Records - Review Files maintained by office with responsibility for coordinating internal control functions to include correspondence, reports, action copies of audit findings, and corrective actions taken for resolutions.	Cut off when no further corrective action is necessary. Destroy 5 years after cutoff.
		▶ 16/14 f (2)	Management Control Records - maintained by other offices as internal review files.	Cut off when not further corrective action is necessary. Destroy 1 year after cutoff.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORD SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
1221	Freedom of Information Act (FOIA) Request Files	14/11	<u>Freedom of Information Act (FOIA) Request Files</u> - Files creates in response to public requests for information under the FOIA and consists of original request, a copy of the reply thereto, and related supporting documentation.	Destroy 2 years after date of reply.
		▶ 14/11 a (1)	<u>Freedom of Information Act (FOIA) Request Files (Granted Access)</u> - Correspondence and supporting documents (EXCLUDING the official file copy of the records requested) that reflected total release of the requested information.	
		▶ 14/11 a (2) (a)	<u>Freedom of Information (FOIA) Request Files (No Records Response/Not Appealed)</u> - Was not appealed by requester and consists of original request, correspondence, supporting search documentation that reflects non-existent records, and final response to requester.	
		▶ 14/11 a (2) (b)	<u>Freedom of Information (FOIA) Request Files (No Records Response/Appealed)</u> - Refer to above 14/11 a (2) a for contents.	Destroy 2 years after date of reply.
		▶ 14/11 a (2) (b)	<u>Freedom of Information (FOIA) Request Files (No Records Response/Appealed)</u> - Refer to above 14/11 a (2) a for contents.	Refer to 14/12a&b for disposition instructions.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORD SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
con't	Freedom of Information Act (FOIA) Request Files	▶ 14/11 a (3) (a)	<u>Freedom of Information (FOIA) Request Files (Denied/Not Appealed)</u> - Refer to 14/11 a (2) for contents.	Destroy 6 years after date of reply.
		▶ 14/11 a (3) (b)	<u>Freedom of Information (FOIA) Request Files (Denied/Not Appealed)</u> - Refer to 14/11 a (2) for contents.	Refer to 14/12a&b for disposition instructions.
		▶ 14/11 b	<u>Freedom of Information (FOIA) Request Files (Denied/Not Appealed)</u> - Consists of a copy of the records found responsive to the request.	Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA request, whichever is later.
		14/12	<u>FOIA Appeals Files</u> - Files created in response to administrative appeals under the FOIA for release of information denied by agency and consists of appellant's letter; copy of reply thereto, and related supporting documents which may include office file copy of records under appeal or copy thereof.	
		▶ 14/12 a	<u>FOIA Appeals Files</u> - Correspondence and supporting documents (Excluding the file copy of the records under appeal if filed herein).	Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		
RECORDS SCHEDULE NUMBER	RECORD SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	DISPOSITION
con't	Freedom of Information Act (FOIA) Request Files	▶ 14/12 b	FOIA Appeals Files - Official file copy of records under appeal.	Dispose of in accordance with approved agency disposition instructions for the related record or with the related FOIA request, whichever is later.
		14/13	FOIA Control Files - Files maintained for control purposes in responding to requests, to include registers and similar records listing date, nature, and purpose of request and name and address of requester.	Destroy 6 years after date of last entry.
		▶ 14/13 a	FOIA Control Files - Registers or listing	Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.
		▶ 14/13 b	FOIA Control Files - Other files	Destroy after 2 years.
		▶ 14/15	FOIA Administrative Files - Consists of records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORD SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
1222	Freedom of Information Act Reports	▶ 14/14	<p>FOIA Reports Files [See Note] - Consists of recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, EXCLUDING annual reports to the Congress at the departmental or agency level.</p> <p>[NOTE: The GRS does not cover departmental or agency level annual reports to the Congress. These reports should be scheduled for transfer to the National Archives of the United States by submitting an SF 115 to NARA.]</p>	Destroy after 2 years old.
1223	Privacy Act Records Systems	14/21	<p>Privacy Act Request Files - Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided under the 5 U.S.C. 552a(d)(1). Consist of original request, copy of reply thereto, and all related supporting documents, which may include official file copy of records requested or copy thereof.</p>	
		▶ 14/21 a (1)	<p>Privacy Act Requests Files (Granted) - Refer to above 14/21 for contents.</p>	Destroy 2 years after date of reply.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		
RECORDS SCHEDULE NUMBER	RECORD SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	DISPOSITION
con't	Privacy Act Records Systems	▶ 14/21 a (2) (a)	<u>Privacy Act Requests Files (No-Records/Not Appealed)</u> - Responding to request for non-existent records. Refer to above 14/21 for contents.	Destroy 2 years after date of reply.
		▶ 14/21 a (2) (b)	<u>Privacy Act Requests Files (No-Records/Appealed)</u> - Responding to request for non-existent records. Refer to above 14/21 for contents.	Destroy as authorized under item 14/22a,b&c.
		▶ 14/21 a (3)	<u>Privacy Act Requests Files (Denied/Not Appealed)</u> - Refer to above 14/21 for contents	Destroy 6 years after date of reply.
		▶ 14/21 b	<u>Privacy Act Requests Files</u> - Official file copy of requested record	Dispose of in accordance with approved agency disposition instructions for the related record or with the related Privacy Act request, whichever is later.
		14/24	<u>Privacy Act Control Files</u> - Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.	Destroy 5 years after date of last entry.
		▶ 14/24 a	<u>Privacy Act Control Files (Registers/Listings)</u> - Refer to above 14/24 for contents.	Destroy 5 years after date of last entry.
		▶ 14/24 b	<u>Privacy Act Control Files (Other Files)</u> - Refer to above 14/24 for contents.	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORD SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
con't	Privacy Act Records Systems	▶ 14/26	Privacy Act General Administrative Files - Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to OMB, and the Report on New Systems at all levels.	Destroy after 2 years.
1224	Privacy Act Disclosure Files	▶ 14/23	Privacy Act Accounting of Disclosure Files - Files maintained under provisions of 5 U.S.C. 552a© for accurate accounting of date, nature, and purpose of each disclosure of record to any person or agency. To include forms for showing information about requester, the subject individual's name, and subject individual's consent when applicable.	Dispose of in accordance with approved agency disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later.
1225	Privacy Act Case Files	14/22	Privacy Act Amendment Case Files - Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); request for review of an agency's refusal; and to any civil action brought about by refusal of agency as provided under 5 U.S.C. 552a(g). ▶ 14/22 a Privacy Act Amendment Case Files (Requests to amend agreed to by agency) - Includes individual's requests to amend and/or review refusal to amend, copies of agency's reply thereto, and related materials.	Dispose of in accordance with approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORD SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
con't	Privacy Act Case Files	▶ 14/22 b	Privacy Act Amendment Case Files (Requests to amend refused by agency) - Includes individual's requests to amend and to review refusal to amend, copies of agency's reply thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.	Dispose of in accordance with approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later.
		▶ 14/22 c	Privacy Act Amendment Case Files (Appealed requests to amend) - Includes all files created in responding to appeals under the Privacy Act for refusal by an agency to amend a record.	Dispose of in accordance with approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.
1226	Privacy Act Report Files	▶ 14/25	Privacy Act Report Files [See Note] [NOTE: The GRS does not cover the biennial report to Congress from OMB.]	Destroy after 2 years.

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>ASSISTANT SECRETARY CORRESPONDENCE FILES</u>. Consist of <u>copies</u> of incoming and outgoing Assistant Secretary's correspondence. Files include copies of significant letters dispatched by other offices but forwarded to the Assistant Secretary for information. Also includes correspondence pertaining to individual Indians and tribes on various BIA programs and other subjects. Record copies are maintained under the Department's records manual system, 382 DM 5. <u>Subject to the Privacy Act (BIA 20).</u></p>	<p>Arrange alphabetically by name.</p>	<p>Cut off at close of fiscal year. Hold 3 years, then destroy.</p>		<p>1201-T3</p>

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>CONGRESSIONAL AND WHITE HOUSE CORRESPONDENCE FILES.</u> Record copies of correspondence, reports, and other papers issued in response to Congressional, White House and tribal inquiries, includes papers containing policy which document relations with the Executive Office of the President and Congress.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1202-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>3. <u>BUREAU CONTROLLED CORRESPONDENCE FILES.</u> Copies of priority correspondence to U.S. Senators, Congressmen and Indian leaders. Maintained at Central office. <u>Subject to the Privacy Act (BIA-21).</u></p>	<p>Arrange alphabetically by name.</p>	<p>Cut off at close of fiscal year; hold 3 years then destroy.</p>		<p>1203-T3</p>

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>4. <u>AREA DIRECTOR REPORTS TO CENTRAL OFFICE.</u> Annual narrative reports with related data on area activities and programs. Record copy maintained by Central Office unit requesting report.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically, thereafter by report subject and location.</p>	<p>Cut off at close of fiscal year. Hold 5 years; retire to FRC when volume warrants. Offer to NARA 20 years after retirement.</p>	<p>1204-P5</p>	
<p>5. <u>BIA HISTORICAL REPORTS.</u> Significant, special or non-recurring reports concerning direction of BIA program operations. Record copy maintained by office of origin.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by report type, thereafter by location and date.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1205-P3</p>	

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
6. <u>AREA AND FIELD OFFICE HISTORY FILES.</u> Narrative and statistical accounts of the history of area and field offices. Files include original correspondence, reports, and maps of building locations on agency compound. Record copy maintained by office of origin. <u>NARA JOB NUMBER N1-75-89-1</u>	Arrange by location then chronologically.	Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	1206-P3	
7. <u>BUREAU COMMITTEE MANAGEMENT FILES.</u> Documents created in Central Office for the establishment of committees, including task forces, councils, boards, commissions, panels, and comparable groups. Included are committee establishment proposals, approvals, reports, minutes, papers reflecting changes in committee membership, committee charters, terminating issuance, and related papers. Record copy maintained by Central Office. <u>NARA JOB NUMBER N1-75-89-1</u>	Arrange alphabetically by committee name.	Out off upon discontinuance of committee. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	1207-P3	

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>AREA AND FIELD OFFICE COMMITTEE MANAGEMENT FILES.</u> Documents created in area and field offices for the establishment of committees within the organizational jurisdiction of the Area Director or other line official. Records created by councils, boards, commissions, panels and comparable groups. Included are committee establishment proposals, approvals, committee membership, reports, and related papers. Record copy retained by office of origin.</p>	<p>Arrange by committee name, thereunder by location.</p>	<p>Cut off file at close of fiscal year when committee is dissolved. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		<p>1208-T3</p>

NARA JOB NUMBER NI-75-89-1

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>9. <u>BUREAU DIRECTIVES - MASTER SET.</u> Consists of "master" copy of official BIA issuances (manuals and addenda). Maintained by Directives and Regulations Staff for all Central Office issuances, by Area Records Officers for Area Office issuances.</p>	<p>Arrange according to BIA Directives System.</p>	<p>Place in inactive file when cancelled or superseded. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1209-P3</p>	

NARA JOB NUMBER N1-75-89-1

EXECUTIVE MANAGEMENT — 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>BUREAU DIRECTIVES - CASE HISTORY FILES.</u> Documents relating to the preparation, review, clearance, publication, and distribution of Bureau external issuances (regulations). Includes material regarding clearance and coordinating actions on the proposed and final issuance of the document, as well as material documenting consultation/public comments on the issuances. Record copy maintained by Directives and Regulations Staff at the Central Office.</p>	<p>Arrange as appropriate.</p>	<p>Out off upon completion or cancellation of action. Place in inactive file when directive is rescinded or superseded. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		<p>1210-T3</p>

NARA JOB NUMBER N1-75-89-1

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>FORMS AND REPORTS NUMERICAL FILE.</u> Case history files containing copies of each form or report, request for approval, and justification of revision, copies of prescribing issuance, reprint authority, and related correspondence. Record copy of Bureauwide forms/reports is maintained by Directives and Regulations Staff at Central Office and by Records Officers for forms/reports originating in the area and field offices.</p>	<p>Arrange numerically.</p>	<p>Cut off when superseded or rescinded; place in inactive file. Hold 5 years; destroy if no longer needed for reference.</p>		<p>1211-T5</p>
<p>12. <u>FORMS AND REPORTS REGISTERS.</u> Documents used for inventory of all forms and reports including cards or register sheets.</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Destroy when no longer needed.</p>		<p>1212-T0</p>

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>13. <u>REORGANIZATION PLANNING FILES.</u> Documents relating to changes in organization and functions when such changes affect the management and operation of the agency. Included are staff studies, organizational charts and functional statements, reports, minutes of committee or task force meetings, documents relating to overall mission and copies of published issuances implementing the changes.</p>	<p>Arrange by location.</p>	<p>Cut off at close of fiscal year in which case is completed or withdrawn. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1213-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
14. <u>LONG-RANGE DEVELOPMENT PLANS.</u> Case files on long-range development plans for 10 and 20 years such as Tribal Plans, Fund Distribution Plans and other types of comprehensive development plans prepared by the Bureau or the tribe or jointly and having importance to Bureau mission accomplishments. Record copy retained by office of origin.	Arrange as appropriate.	Out off at close of fiscal year in which plan is accomplished, superseded or withdrawn. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	1214-P3	

NARA JOB NUMBER NI-75-89-1

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>15. <u>PROGRAM EVALUATION PLANS.</u> Documents accumulated in evaluating Bureau programs, as required by OMB Circular A-123, to determine if goals were achieved, to assess the effectiveness of the program, and to identify successful and unsuccessful projects. Included are copies of reports, questionnaires, evaluation of guidelines, procedural documents; progress reports, working papers and a copy of the final evaluation report.</p>	<p>Arrange by project name or alphabetically by program name.</p>	<p>Cut off at close of fiscal year in which evaluation is completed. Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after retirement.</p>		1215-T3
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year in which survey is completed. Hold 3 years or until volume warrants; retire to FRC. Destroy 5 years after retirement.</p>		1216-T3
<p>16. <u>MANAGEMENT IMPROVEMENT CASE FILES.</u> Files consist of studies or projects regarding analyses of administrative policies and procedures, manpower surveys, etc.</p>	<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>			

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>17. <u>MANAGEMENT BY OBJECTIVES FILES.</u> Documents that accumulate in the process of establishing BIA short- and long-range management objectives. Included are documents which show timeframes for accomplishing objectives, procedures, milestones, progress reports and related items. Record copy retained by Central Office.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year in which plan is completed or superseded. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		<p>1217-T3</p>
<p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year that individual leaves. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1218-P3</p>	
<p>18. <u>BIOGRAPHICAL FILES.</u> Biographies, photographs, newspaper clippings, and related items pertaining to the BIA Assistant Secretary. Maintained by Public Affairs Office.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year that individual leaves. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1218-P3</p>	
<p>NARA JOB NUMBER <u>N1-75-89-1</u></p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>19. <u>SPEECH FILES</u>. Originals of speeches delivered by BIA officials such as the Assistant Secretary and heads of Central and Area Offices. Maintained by originating offices.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by title or topic of speech and date.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1219-P3</p>	
<p>20. <u>NEWS AND PRESS RELEASES</u>. Documents pertaining to the preparation and dissemination of information to any public communications media. The files include drafts; clearance documents, formal press releases, and related papers. Record set is retained by Public Affairs Office.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1220-P3</p>	

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
21. <u>FREEDOM OF INFORMATION ACT REQUEST FILES.</u> Replies to FOIA requests which include the letter of request, estimates of search costs, reproduction fees, and related correspondence.	Arrange chronologi- cally.	Cut off at close of calendar year in which reply is sent. De- stroy 3 years after cutoff.	1221a-T3	
a. Approved and denied requests which do not result in appeals or litigation.				
b. Denied requests resulting in appeals or litigation.		Cut off at close of calendar year in which final determination is made. Destroy 6 years after cutoff.	1221b-T6	

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
22. <u>FREEDOM OF INFORMATION ACT REPORTS.</u> Periodic narrative and statistical reports on the administration of the Freedom of Information Act.	Arrange chronologically.	Cut off at close of calendar year. Destroy 5 years after cutoff.		1222-T5
23. <u>PRIVACY ACT RECORDS SYSTEMS.</u> Records created in reviewing or revising records systems and submitting requests for inclusion in the BIA Privacy Act Records System. Maintained by Bureau Privacy Act Coordinator.	Arrange by system number.	Cut off at close of calendar year. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.		1223-T3

NARA JOB NUMBER NI-75-89-1

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>24. <u>PRIVACY ACT DISCLOSURE FILES.</u> An accounting of disclosures required by the Privacy Act which consists of lists of individuals who have received information or correction notices.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of calendar year. Destroy on site after basic record is destroyed or 5 years after disclosure, whichever is longer.</p>		<p>1224-T5</p>
<p>25. <u>PRIVACY ACT CASE FILES.</u> Records created in the settlement of corrections, amendments or wrongful release of information subject to the Privacy Act.</p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of calendar year in which dispute is settled. Destroy 4 years after cutoff.</p>		<p>1225-T4</p>

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
26. <u>PRIVACY ACT REPORT FILES</u> . Consist of periodic narrative and statistical reports on the administration of the Privacy Act.	Arrange chronologically.	Cut off at close of calendar year. Destroy 2 years after cutoff.	1227-P3	1226-P2
27. <u>CONGRESSIONAL INVESTIGATIVE FILES</u> . Documents accumulated as a result of investigations and studies of BIA activities by Congressional committees. Included are papers relating to the conduct of the investigation, activities of investigating committees, committee reports, recommendations, and BIA replies.	Arrange by case number or alphabetically by report type.	Cut off at close of fiscal year in which investigation is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	1227-P3	

NARA JOB NUMBER NI-75-89-1

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>28. <u>LITIGATION CASE FILES</u>. Documents relating to actual legal proceedings in which the BIA will be affected. Files contain advisory reports, litigation reports, statements of claims, copies of processes and pleadings, supporting documents and related correspondence.</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year in which case is closed. Hold 5 years; retire to FRC when volume warrants. Offer to NARA 20 years after retirement.</p>	<p>1228-P5</p>	
<p><u>NARA JOB NUMBER N1-75-89-1</u></p>				
<p>29. <u>LEGAL ACTIVITY REPORTS TO CENTRAL OFFICE</u>. Periodic reports on legal activities at the Area Office level. Record copy maintained at Central Office.</p>	<p>Arrange by location then chronologically.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1229-P5</p>	
<p><u>NARA JOB NUMBER N1-75-89-1</u></p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>30. <u>LEGISLATIVE REVIEW FILES.</u> Original documents created in preparing, reviewing, and commenting on proposed legislation, Executive Orders, proclamations, and reports relating to BIA activities. Included are background material, drafts, reviews, minutes of meetings, position papers, and related correspondence. Record copy maintained by office/location completing review for Bureau.</p>	<p>Arrange numerically by Act number.</p>	<p>Cut off at close of fiscal year in which legislation is enacted or withdrawn. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1230-P3</p>	
<p><u>NARA JOB NUMBER NL-75-89-1</u></p>				
<p>31. <u>INFORMATION COLLECTION FILES.</u> Documents created in the submission of and approval by OMB of information collection requirements of the Bureau on the public. Includes SF-83, supporting statements, forms, regulations or act requiring the information, OMB approval, and related documents. Record copy maintained by Directives Staff at Central Office.</p>	<p>Arrange by numerically.</p>	<p>Cut off when superseded or removed. Place in inactive file; destroy 5 years from cutoff.</p>		<p>1231-T5</p>

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>32. <u>INTERNAL AUDIT CASE FILES.</u> Documents accumulated in the review and examination of BIA operations by BIA or Department of Interior auditors, to ensure accuracy, propriety, legality, and reliability of the use of assets. Include correspondence on scheduled audits; draft and final audit report; responses, comments, and recommendations; reports on corrective actions planned and taken; and related working papers.</p>	<p>Arrange by program office, then by audit number.</p>	<p>Out off at close of fiscal year in which corrective actions to audit are completed.</p>		
<p>a. Office working/informational copies.</p>		<p>Destroy when no longer needed for reference.</p>		<p>1232a-T0</p>
<p>b. Official copy maintained by office responsible for audit control at Central Office.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 10 years after retirement.</p>		<p>1232b-T3F</p>

NARA JOB NUMBER NI-75-89-1

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>33. <u>EXTERNAL AUDIT REPORT FILES.</u> Consists of record copies of the final audit report files of any tribal operation or tribal contract. Include correspondence and related papers concerning the review and comments on draft report, reconciliation of recommendations and other responses/clearance documents, and planned corrective actions.</p>	<p>Arrange by Tribe, then by audit number.</p>	<p>Cut off at close of fiscal year in which corrective actions to audit are completed.</p>		
<p>a. Office working/informational copies.</p>		<p>Destroy when no longer needed for reference.</p>		<p>1233a-IT0</p>
<p>b. Official copy maintained by office responsible for audit control at Central Office.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 10 years after retirement.</p>		<p>1233b-T3F</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>34. <u>GAO AUDIT COORDINATION FILES.</u> Include coordination arrangements for GAO audits in making replies to and performing follow-up actions on reports of audits; notifications of forthcoming audits; draft and final audit reports; informal inquiries; and comments on findings and recommendations.</p>	<p>Arrange by GAO audit number.</p>	<p>Cut off at end of fiscal year in which corrective actions to audit are completed.</p>		
<p>a. Office working/informational copies.</p>		<p>Destroy when no longer needed for reference.</p>		1234a-T0
<p>b. Official copy maintained by office responsible for audit control at Central Office.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 10 years after retirement.</p>		1234b-T3F
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>			<p>16 BIAM Chapter 2 July 12, 1989</p>	
<p>35. <u>FEDERAL REGISTER NOTICES.</u> Documents relating to the preparation, review, clearance and publication of notices in the Federal Register. Record copy retained in office of origin.</p>	<p>Arrange chronologically.</p>	<p>Cut off in fiscal year of publication. Hold 5 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		1235-T5
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>36. <u>ADMINISTRATIVE APPEALS.</u> Documents relating to an individual's appeal of an administrative decision under 25 CFR 2, and related documents. NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by program, then alphabetically by name.</p>	<p>Cut off at close of fiscal year in which decision on appeal is made. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>1236-P5</p>	
<p>37. <u>ALCOHOL AND SUBSTANCE ABUSE CASE FILES.</u> Documents relating to the identification of an individual with alcohol and/or substance abuse and treatment thereof, and related documents. (Subject to the <u>Privacy Act.</u>)</p>	<p>Arrange alphabetically.</p>	<p>Cut off when treatment is refused or completed. Hold 5 years, then destroy.</p>		<p>1237-T5</p>
<p>38. <u>ALCOHOL AND SUBSTANCE ABUSE REPORTS.</u> Files contain backup information and reports required by the alcohol and substance abuse program. NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location, then chronologically.</p>	<p>Cut off at end of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		<p>1238-T5</p>

EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>39. <u>SPECIAL PROJECT CASE FILES.</u> Documents relating to special projects or initiatives by the Bureau. Files include information on project, project guidelines, applications, determinations on approval, budget levels, and other related documents.</p>	<p>Arrange by project then by applicant name.</p>	<p>Cut off when applicant is notified of non-selection. Hold 6 months; destroy when no longer needed for reference.</p>	<p>1239a-IV</p>	
<p>b. Files on successful applicants.</p>		<p>Cut off at close of fiscal year in which project is completed. Hold 1 year; destroy when no longer needed for reference.</p>	<p>1239b-IV</p>	

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EXECUTIVE MANAGEMENT -- 1000

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>40. <u>RECORD DISPOSITION FORMS.</u> Standard Forms 135 and 258 and detailed inventories prepared by an office trans- ferring records to a Federal Records Center or National Archives location.</p> <p>a. Master sets of forms and detailed inventories maintained by Area or Bureau Records Officers for shipments sent under their jurisdictions.</p>	<p>Arrange by year then accession number and/or program.</p>	<p>Cut off at end of fiscal year in which records in accession are destroyed by the FRC and/or transferred to NARA. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 10 years after retirement.</p>	<p>1240a-P5</p>	
<p>b. Other office copies.</p>		<p>Cut off at end of fiscal year. Hold 5 years then destroy if no longer needed for reference.</p>		<p>1240b-T5</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>PROGRAM REQUIREMENTS PACKAGE.</u> Documents include request for ADP services, specifications, reason for the request, suggestions and comments, authorizing official's signature; response to the user's request, flowchart of the existing system; narrative report describing the existing system and the proposed system; flow diagram of the proposed system; cost comparison of existing and proposed procedures; detailed cost narrative; a schedule for implementing the proposed system showing beginning date and projected implementation date; and review and acceptance of the feasibility study, documentation reflecting the user's review of the proposal, and related documents.</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year in which proposal is accepted or other final determination is made. Destroy 5 years after cutoff.</p>		<p>2201-T5</p>

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. GENERAL SYSTEM DESIGN FILE. Documents include a general system narrative, a flowchart portraying input requirements, a description of the data requirements, file or data set descriptions, the layout of each output report, document flow diagram, glossary of terms and abbreviations including a list of references which support certain requirements of the specifications, and a review and acceptance of general system design specifications by user. For systems for permanent master data files, material for this file is to be included with the appropriate case files.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when system is superseded or discontinued.</p>		<p>2202-10</p>

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>SUBSYSTEM MODULE DOCUMENTATION FILE.</u> Consists of an explanation of the subsystem relationship to the general system, the objectives and general processing requirements; a flowchart showing data flow, a file flow diagram, a review of subsystem module specifications for accuracy and completeness. For systems in which master data files are permanent records, transfer the information from this file with the appropriate case file.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when subsystem is superseded or discontinued.</p>		<p>2203-T0</p>

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>4. <u>PROGRAM SPECIFICATIONS FILE.</u> Consists of a narrative including purpose, program requirements, limitations, and restrictions; decision logic table; messages and actions containing a list and explanation of each program halt, program produced error message, and the action required; test data and run diagram; and a review of the computer program specifications determining accuracy, efficiency, and completeness.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when no longer needed for reference.</p>		<p>2204-T0</p>

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>OPERATIONS DOCUMENTATION FILES</u>. Consist of instructions for:</p> <ul style="list-style-type: none"> - input collection - encoding raw data - job setup - control card preparation - identifying process codes - operating system - output preparation and distribution <p>Also includes user review and acceptance of operations. For systems in which master data files are permanent records, transfer the information from this file with the appropriate case file.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when program is superseded.</p>		<p>2205-10</p>

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>PROGRAM DOCUMENTATION FILE.</u> Consists of program specifications, source listing of program, test data used, optional program documentation, documentation reflecting a review for completeness, conformance with data and processing manual procedures.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when no longer needed for reference.</p>		2206-T0
<p>7. <u>USER DOCUMENTATION FILE.</u> Consists of the following items: an outline of the capabilities and limitations of the system, instructions for preparing source documents and samples of each document, a list or table of edit criteria, methods for establishing applicable batches and control totals, and definition of error messages.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when system is superseded or discontinued.</p>		2207-T0

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>INPUT/OUTPUT RUN DIAGRAM FILES.</u> Identifies system, subsystem, data prepared, date of document it replaces, and run deck setup control. Used by computer operators to show sequence, input, sources, identification of tapes, etc.</p>	<p>Arrange as appropriate.</p>	<p>Cut off when superseded. Destroy 3 months after cutoff.</p>		2208-T0
<p>9. <u>MACHINE UTILIZATION RECORD FILES.</u> Computer printouts showing utilization of machine by project and lost time; used for internal management of computer installation only.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff.</p>		2209-T3

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>PROJECT PROGRESS REPORTING FILES.</u> Includes project code, identification number of ADP work request; date, type, and priority assigned the request; requested and estimated completion date; estimated and actual man and machine-hours; percent completion; current man and machine-hours; and last status change date.</p>	<p>Arrange as appropriate.</p>	<p>Cut off when superseded. Destroy tape data 2 years after cutoff.</p>		<p>2210-T2</p>

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>ADP PROGRAM ABSTRACT REPORTING FILE.</u> Consists of date; name of project, system, subsystem, and program; frequency of program; hardware devices used; memory required; type of operator intervention; type of input media and applicable source documents; report name, frequency, average number of pages, and number of copies; and average time required to print, decollate, burst, bind, and distribute the report..</p>	<p>Arrange as appropriate.</p>	<p>Out off when superseded. Destroy tape data 2 years after cutoff.</p>		<p>2211-T2</p>

AUTOMATED DATA PROCESSING --2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. <u>OPERATIONAL CONTROL AND COMPUTER UTILIZATION FILES.</u> Consist of system number, run number, task code; user number, initialize time, run time, elapsed time, stop and start time, and computer system identifier. Data is used to prepare a variety of reports on computer usage for both internal and external management.</p>	<p>Arrange as appropriate.</p>	<p>Cut off when superseded. Destroy tape data 3 years after cutoff.</p>		<p>2212-T3</p>
<p>13. <u>WORK OR SCRATCH TAPE FILES.</u> Magnetic tape files used for the duration of a processing step or job. They may be reused or written over during or at the end of the job.</p>	<p>Arrange as appropriate.</p>	<p>Destroy data when no longer needed for reference.</p>		<p>2213-T0</p>

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>14. <u>INTERMEDIATE FILES.</u> These magnetic tape files consist of work or scratch tapes which have date dispositions expressed in number of days. The tapes are processed a sufficient number of times during the retention period so that they have been successfully used as input and are considered useless.</p>	<p>Arrange as appropriate.</p>	<p>Destroy according to programmer instructions.</p>		<p>2214-J10</p>
<p>15. <u>MAGNETIC PROGRAM TAPE FILES.</u> Contain data transferred from processor program decks which are read into computer memory which generates data processing functions.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when no longer needed for reference.</p>		<p>2215-J10</p>

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
16. <u>SYSTEM "DUMP" FILES</u> . Magnetic tape files containing a complete "DUMP" of the systems pack.	Arrange as appropriate.	Dispose of after third update cycle.		2216-T0
17. <u>PRINT TAPE FILES</u> . Magnetic tapes containing source output data extracted from the system without destroying the source tapes. Used for producing required printouts of tabulations, ledgers, tables, registers, and reports.	Arrange as appropriate.	Destroy tape data when no longer needed for reference.		2217-T0

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>18. <u>SECURITY BACKUP TAPE FILE.</u> Magnetic tape that is identical in format to master tape and is retained as security in case master tape is damaged or inadvertently erased.</p>	<p>Arrange as appropriate.</p>	<p>Destroy tape data when no longer needed for reference.</p>		2218-TO
<p>19. <u>MAGNETIC TAPE LIBRARY CONTROL FILES.</u> These magnetic tape files are updated daily and consist of library transaction records used to maintain the tape library.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after fourth update cycle.</p>		2219-TO

AUTOMATED DATA PROCESSING -- 2200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>20. <u>INTEGRATED RECORDS MANAGEMENT SYSTEM (IRMS)</u>. Automated information on land descriptions, current ownership, life estates, leases, probates, deposits/withdrawals on Indian accounts, and related information. (Official record copies of documents used in development of the automated record-keeping system are maintained as case files in the appropriate program areas having functional responsibility). <u>SUBJECT TO THE PRIVACY ACT (BIA-25)</u>.</p>	<p>Arrange as appropriate.</p>	<p>a. Computer printouts. Cut off at end of fiscal year. Hold 1 year then destroy. b. Magnetic tape data. Dispose of after fourth update cycle.</p>	<p>2220a-T1</p>	<p>2220b-T0</p>

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
2301	2300 - Contracts Bidder Records	▶ 3/5 d	Solicited and Unsolicited Bids and Proposals Files - Consists of list or card files of acceptable bidders.	Destroy when superseded or obsolete.
2307	Construction Contract Case Files [Note: The disposition instructions in GRS items 3/3a through 3/3d apply to 2307, 2308, 2310.]	3/3 a	Routine Procurement Files - Contract, requisition, purchase order, lease, bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection payment (other than those covered in items 1 and 12) (See note after item 3a(2)(b)).	
2308	Architect and Engineering (A & E) Contracts	▶ 3/3 a (1) (a)	Routine Procurement Files - Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000, dated on or after July 3, 1995.	Destroy 6 years and 3 months after final payment
2310	Service Contracts	▶ 3/3 a (1) (b)	Routine Procurement Files - Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000, dated on or after July 3, 1995.	Destroy 3 years after final payment.
		▶ 3/3 a (2) (a)	Routine Procurement Files - Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000, dated earlier than July 3, 1995.	Destroy 6 years and 3 months after final payment

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule			
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	DISPOSITION	
con't	Items 2307, 2308, 2310	▶ 3/3 a (2) (b)	<p>Routine Procurement Files - Transactions that utilize small purchase procedures and all construction contracts under \$2,000, dated earlier than July 3, 1995.</p> <p>[NOTE: Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the sub-items to apply to a particular series of records.]</p>	Destroy 3 years after final payment.	
		▶ 3/3 b	Routine Procurement Files (Obligation Copy).		Destroy when funds are obligated
		▶ 3/3 c	Routine Procurement Files (Other Copies) - Other copies of records described above used by component elements of a procurement office for administrative purposes.		Destroy upon termination or completion
		▶ 3/3 d	Routine Procurement Files - Data Submitted to the Federal Procurement Data System (FPDS)		Destroy or delete when 5 years old
			[NOTE: Unique procurement files are not covered by this schedule. With the standardization of the Government-wide procurement process under the FAR, such files are unlikely to exist. However, if an agency believes that the procurement file that has long-term research value, the records officer should submit an SF 115.]		

CONTRACTS -- 2300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. <u>BIDDER RECORDS</u> . Includes records of bidders' mailing lists, bidders' list applications such as SF 129 and related papers.	Arrange alphabetically.	Destroy when cancelled or superseded, or when company is removed from qualified bidder list.		2301-T0
2. <u>BID FILES</u> . Case files of bids received from prospective contractors for supplies, equipment, and/or services.	Arrange alphabetically.	Out off at close of fiscal year in which bid is denied. Maintain successful bids in official contract case file. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 6 years after retirement once freeze is lifted.		2302-T3F
NARA JOB NUMBER <u>NI-75-89-1</u>		16 BIAM Chapter 2 July 12, 1989		

CONTRACTS -- 2300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>UNSOLICITED PROPOSAL FILES.</u> Consists of contractor's unsolicited proposals for innovative projects, acknowledgement of receipts; related awarded correspondence.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically.</p>	<p>Out off at end of fiscal year in which proposal is denied. Hold 3 years or until volume warrants; retire to ERC. <u>Freeze records; destroy 6 years after retirement once freeze is lifted.</u> 16 BIAM Chapter 2 July 12, 1989</p>		<p>2303-T3F</p>
<p>4. <u>INTERAGENCY AGREEMENT CASE FILES.</u> Files which reflect formal agreement between Federal Entities to perform services on a reimbursable basis. Documents include original copies of pre-award data such as basic interagency agreement, modifications with supporting papers, cost estimates, voucher transfers between appropriations, schedules of withdrawals and credits, reports and related papers. Record copy retained by office of origin.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by case or agreement number.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to ERC. <u>Freeze records; destroy 6 years after retirement when freeze is lifted.</u> 16 BIAM Chapter 2 July 12, 1989</p>		<p>2304-T3F</p>

CONTRACTS -- 2300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>GRANT/CONTRACT MONITORING CASE FILES.</u> Working files maintained by program/project monitors responsible for administering BIA contracts. Include copies of documents found in the official contract file such as notes and working papers concerning contractor activities, evaluation of proposals, reports, and related correspondence.</p>	<p>Arrange by contract number.</p>	<p>Out off at close of fiscal year in which final payment is made. Hold 3 years or until volume warrants; retire to ERC. <u>Freeze records; destroy 6 years after retirement when freeze is lifted.</u></p>		<p>2305-T3F</p>

2305 NARA JOB NUMBER NI-75-89-1

OFMC (we) are using this for project management files.

CONTRACTS -- 2300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. INDIAN SELF-DETERMINATION GRANT/CONTRACT FILES. Case files which document grant or contracts made to Indian tribes under the contracting process of Pub. L. 93-638 for the administration of programs. Case papers include applications, instrument awards, special conditions, fiscal and program review checklists and memoranda, adjustment notices, financial and narrative progress, financial payment records, monitoring reports, and related correspondence. Case files cannot be closed and retired without the inclusion of final payment records and other necessary financial documents.</p>	<p>Arrange by grant or contract number.</p>	<p>Cut off at close of fiscal year in which contract is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.</p>	<p>2306-P3</p>	

NARA JOB NUMBER NL-75-89-1

CONTRACTS -- 2300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>CONSTRUCTION CONTRACT CASE FILES</u>. Cost estimates, specifications, blueprints, bids, copies of contracts, construction reports, and related correspondence and other material pertaining to construction, facilities improvements, and repair/maintenance of buildings and utilities.</p> <p><i>DFMC is using this number for true contracts files.</i></p>	<p>Arrange by contract number.</p>	<p>Cut off at end of project. Place in inactive file; destroy on-site 10 years after termination of project.</p>		<p>2307-T10</p>
<p>8. <u>ARCHITECT AND ENGINEERING (A&E) CONTRACTS</u>. Files cover a full range of construction design and survey, and include the criteria for rating proposals, task orders, contractor's cost estimates, agreement and evaluation for these construction prerequisites and are issued under Indefinite Delivery Contracts or formally advertised for competitive bidding.</p>	<p>Arrange by contract number.</p>	<p>Cut off at close of fiscal year. Destroy 10 years after cutoff.</p>		<p>2308-T10</p>

CONTRACTS -- 2300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>9. <u>INDIAN SELF-DETERMINATION (PUB. L. 93-638) AUDIT FILES.</u> Consist of documents created during contract audits conducted by the Inspector General or a Certified Public Accountant firm. Files include findings, recommendations, and planned corrective actions by contractor.</p>	<p>Arrange by contract or audit number.</p>	<p>Cut off at close of fiscal year in which audit is closed. Destroy on-site 10 years after cutoff.</p>		<p>2309-T10</p>

CONTRACTS -- 2300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>SERVICE CONTRACTS</u>. The contracts in this category are open-market or commercially advertised for competitive bidding on projects such as ADP, reforestation, asbestos removal, water studies, consultants, and food/janitorial services. These files include those contracts awarded under the <u>Buy-Indian Act</u>. Files consist of the successful bidder's application, proposal including fixed prices on which bid was made, services to be provided, agreement, conditions of contract, budget financial transactions, monitoring reports and related correspondence. Record copy maintained at Area Office.</p>	<p>Arrange by contract number.</p>	<p>Out off at close of fiscal year. Destroy 10 years after cutoff.</p>		<p>2310-JT10</p>

CONTRACTS -- 2300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>SERVICE CONTRACT AUDITS.</u> Documents created in the audit of contracts which are awarded after competitive bidding or awarded under the Buy Indian Act. Files include findings, recommendations and planned corrective actions by contractor. Maintained by Area.</p>	<p>Arrange by contract number.</p>	<p>Out off at close of fiscal year in which all corrective actions are completed. Destroy on-site 5 years after cutoff.</p>		<p>2311-T5</p>

CONTRACTS -- 2300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. <u>CONTRACT OR PURCHASE TRANSACTION FILES</u>. Documents relating to the initiation, administration, negotiation, award, inspection, testing, acceptance, and payment of purchase transactions. Includes contracts, leases, bond and surety records, correspondence and related papers. (Purchase transactions through requisitions and purchase orders are maintained under #2539 and 2853).</p>	<p>Arrange by contract or purchase number.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement when freeze is lifted.</p>		<p>2312-T3F</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p> <p>13. <u>IOWA GRANTS</u>. Documents relating to the administration of grants for the Indian Child Welfare Act (ICWA) includes grant documents, application correspondence, document modifications and related documents.</p>	<p>Arrange by grant number.</p>	<p>Cut off at close of fiscal year in which grant is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after cutoff.</p>	<p>2313-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

FACILITIES MANAGEMENT -- 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>PLANT-MANAGEMENT PROGRAM</u> <u>INVENTORY FILES.</u> File identifies the various facilities under the jurisdiction of the BIA and shows item identification; physical location; area; agency; location; line item; number and units; current and estimated item data, number and units. Data in this file is used for planning.</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year. Destroy on-site 3 years after cutoff.</p>		<p>2401-T3</p>
<p>2. <u>PLANT MANAGEMENT OPERATIONS</u> <u>MASTER FILE.</u> This file contains agency code, activity code, program, work order, hours, dollars, materials, contract, miscellaneous estimates, quarter, completion code and name. Information contained in this file is used in production of work programs.</p>	<p>Arrange by agency.</p>	<p>Destroy when superseded.</p>		<p>2402a-T0</p>
<p>a. Printout/paper copy used as record copy.</p>	<p>Arrange as appropriate.</p>	<p>Destroy data after third update cycle.</p>		<p>2402b-T0</p>

FACILITIES MANAGEMENT -- 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>PLANT MANAGEMENT LOCATION FILE</u>. This file shows codes for all agencies, schools, states, cities, counties and congressional districts.</p>	<p align="center"><i>FFS/MS</i></p>	<p>Arrange by location.</p>		<p>2403a-IT0</p>
<p>a. Printout/paper copies used as record copy.</p>		<p>Destroy when superseded.</p>		<p>2403a-IT0</p>
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Destroy data after third update cycle.</p>		<p>2403b-IT0</p>
<p>4. <u>MICRODEX FILES</u>. Consist of BIA engineering drawings on microfilm.</p>				
<p>a. Paper copies used as record copy.</p>	<p>Arrange as appropriate</p>	<p>Destroy when superseded.</p>		<p>2404a-IT0</p>
<p>b. Microfilm data.</p>	<p>Arrange as appropriate.</p>	<p>Destroy data after third update cycle.</p>		<p>2404b-IT0</p>

FACILITIES MANAGEMENT -- 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>PLANT MANAGEMENT BUILDINGS</u> <u>FILE.</u> Information pertinent to all BIA buildings is contained on this magnetic tape file. The file shows area/agency codes, location, action code, original cost of structure, present value, replacement cost, dates of completion and renovation, internal progress control, and action or general ledger code. The file also shows information describing the building, central heating, number of bedrooms and classrooms, date roof installed, date painted, and building number assigned.</p>	<p align="center">FMS</p>			
<p>a. Printout/paper copies used as record copy.</p>	<p>Arrange by location.</p>	<p>Destroy when superseded.</p>		<p>2405a-IT0</p>
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		<p>2405b-IT0</p>

FACILITIES MANAGEMENT -- 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>BUILDINGS AND UTILITIES PLANS, DRAWINGS AND SPECIFICATIONS.</u> Original drawings of construction plans for buildings and utilities; also tracings and prints of plats; improvements to buildings, water, sewage and electrical power distribution systems. Record copy retained by office of origin.</p>	<p>Arrange by project number.</p>	<p>Cut off when building is destroyed or transferred from BIA custody. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>2406-P3</p>	

NARA JOB NUMBER NI-75-89-1

*in prep. mgmt
2005 file*

FACILITIES MANAGEMENT — 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>BUILDING AND UTILITIES (B & U) EVALUATION SURVEY FILES.</u> Data sheets including inventory and other pertinent information on buildings and utilities. The data sheets and photographs for each building and utility are filed in loose-leaf binders. Data includes such items as type of building, agency, dimensions, cost, construction plan number, current evaluation, type of construction, and utilities. Record copy retained by office of origin. <i>2305</i></p>	<p>Arrange by project number.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 30 years after cutoff.</p>		<p>2407-T13</p>
<p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year. Hold 3 years; retire to FRC. Destroy 20 years after cutoff.</p>		<p>2408-T13</p>
<p>8. <u>BUILDING AND UTILITIES REPORTS.</u> Periodic reports on B and U activities in narrative and statistical form. Record copy retained by office of origin. <i>FMS</i></p>				
<p>NARA JOB NUMBER <u>N1-75-89-1</u></p>				

FACILITIES MANAGEMENT -- 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>9. <u>PLANT MANAGEMENT UTILITY FILES.</u> This file reflects the data pertaining to types and values of utilities at various locations. Data is used in planning and projecting consumption or quantity rates. The file shows agency codes, locations, activity, internal program control, original cost of the utility, present value of the utility, replacement cost, year completed and renovated, consumption rate or quantity, action code and general ledger account.</p> <p><i>CPM is obsolete</i></p>	Arrange by location.	Destroy when superseded.	2409a-T0	
b. Magnetic tape data.	Arrange as appropriate.	Dispose of after third update cycle.		2409b-T0

FACILITIES MANAGEMENT -- 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>PLANT MANAGEMENT REPAIR AND MAINTENANCE MASTER</u>. This master file contains cumulative data relative to the repair and maintenance of buildings and structures. Shows agency codes; location; activity; cost coding feature; FY; dollar cost of labor, repair, and upkeep; clearing account and total cost for repair or maintenance.</p>	<p><i>DM</i> <i>FMS module</i></p>	<p>Destroy when superseded.</p>	<p>2410a-T10</p>	<p>2410b-T10</p>
<p>a. Printout/paper copies used as record copy.</p>	<p>Arrange by location.</p>	<p>Dispose of after third update cycle.</p>		
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>			

FACILITIES MANAGEMENT -- 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>PLANT MANAGEMENT REPAIR AND MAINTENANCE LOG.</u> This file contains information used in reporting the backlog of repair and maintenance projects. The file contains agency code, year, BIA priority, area priority, agency priority, activity code, project, work order, justification code, and dollar amount. Also used to establish priorities for funding.</p>	<p>7/15</p>	<p>Destroy when superseded.</p>	<p>2411a-10</p>	<p>2411a-10</p>
<p>a. Printout/paper copies used as record copies.</p>	<p>Arrange by location.</p>	<p>Dispose of after third update cycle.</p>	<p>2411b-10</p>	<p>2411b-10</p>
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>			

FACILITIES MANAGEMENT -- 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. <u>PLANT MANAGEMENT MAJOR ALTERATIONS AND IMPROVEMENT LOG.</u> Contains information used in reports regarding the backlog of major alterations and improvement projects. The file contains agency code, year, BIA priority, area priority, agency priority, activity code, project, work order, justification code, and dollar amount. Information is also used to establish priorities for funding.</p>	<p><i>F-R</i> <i>JMS</i></p>	<p>Destroy when superseded.</p> <p>Dispose of after third update cycle.</p>	<p>2412a-T0</p>	<p>2412b-T0</p>
<p>a. Printout/paper copies used as record copy.</p>	<p>Arrange by location.</p>	<p>Destroy when superseded.</p>	<p>2412a-T0</p>	<p>2412a-T0</p>
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>	<p>2412b-T0</p>	<p>2412b-T0</p>

FACILITIES MANAGEMENT — 2400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>13. <u>PLANT MANAGEMENT SCHEDULE OF SERVICES.</u> This file is used for planning activities of each plant management office. It identifies the work required on various buildings or grounds. The file shows area/agency codes, location, type of action, building number, usage code, area in square feet, activity code, heat, electricity, water, sewer, number of telephones, sanitation, janitorial service, protection, grounds care, supervisory service, and year.</p>	<p><i>File with 2413a</i></p>	<p>Arrange by location. Destroy when superseded.</p>	<p>2413a-T0</p>	<p>2413a-T0</p>
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>	<p>2413b-T0</p>	<p>2413b-T0</p>

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
2509	2500 - Finance Employee Travel Voucher Files	9/1 a	Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by item 1b of this schedule.	Destroy 6 years after the period of the account.
		9/1 b	Commercial Freight and Passenger Transportation Files: Records covering payment for commercial freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) the voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) the voucher has become involved in litigation, or 6) any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period.	Destroy when 10 years old.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
con't	Employee Travel Voucher Files	9/3	<u>Noncommercial, Reimbursable Travel Files</u> Consists of copies relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.	Cut off at end of fiscal travel year. Destroy 6 years after cut off. Destroy when funds are obligated. Destroy after 2 years.
		▶ 9/3 a	<u>Noncommercial, Reimbursable Travel Files</u> Refer to above 9/3 for content. Maintained in Travel Administrative office only.	
		▶ 9/3 b	<u>Noncommercial, Reimbursable Travel Files</u> Obligation copies	
		▶ 9/4 a	<u>General Travel and Transportation Files</u> - Consists of routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions not covered elsewhere in this schedule.	
2510	Passenger Transportation (Carrier) Files	▶ 9/1 c	<u>Commercial Freight & Passenger Transportation Files</u> - Issuing office copies of GBL and CBL's, commercial passenger transportation vouchers and requests, travel authorizations, and supporting documents.	Destroy 6 years after the period of the account.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
2511	Freight Carrier Records	▶ 9/1 b	Commercial Freight and Passenger Transportation Files: Records covering payment for commercial freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) the voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) the voucher has become involved in litigation, or 6) any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period.	Destroy when 10 years old.
2534	Budget Working Files	▶ 5/2	Budget Background Records - Consists of cost statements, rough data and similar materials accumulated in preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices	Destroy 1 year after close of fiscal year covered by budget.
2535	Program Planning & Eval. Master Files	▶ 5/2	Budget Background Records (Computer Data) - Refer to above 5/2(BIAM 2534) for contents.	Destroy 1 year after close of fiscal year covered by budget.

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. ACCOUNTING MASTER FILE. This file reflects the status of all BIA accounts. Shows general ledger account number, accounting data, location information, debit and credit balances, transaction amounts, and other fiscal data. The file is used as a source for most BIA financial reports and may be used to construct a GAO audit trial.</p>	<p>Arrange as appropriate.</p>	<p>Out off monthly. Destroy 1 year after cutoff.</p>	<p>2501a-T1</p>	
<p>b. Year-end final tapes.</p>		<p>Cut off at close of fiscal year. Destroy 4 years after cutoff.</p>	<p>2501b-T4</p>	
<p>c. Printout copies.</p>		<p>Destroy when superseded.</p>	<p>2501c-T0</p>	

O. = Non Trust Fund

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>FINANCIAL STRUCTURE, DESCRIPTION, AND CODING TABLES.</u> These files contain tables used in the finance system such as location, general ledger structures and descriptions, tribal appropriations, work orders, and transaction codes. Tables are retained for reference, coding or conversion purposes.</p> <p>a. Printout copies.</p> <p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when superseded.</p> <p>Cut off when superseded. Destroy tape data 45 days after cutoff.</p>		<p>2502a-IV0</p> <p>2502b-IV0</p>
<p>3. <u>ACCOUNTING OFFICER DESIGNEE FILES.</u> Records relating to the designation and revocation of accountable officers. Maintained at Area.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of fiscal year in which revocation occurs. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after retirement once freeze is lifted.</p>		<p>2503-T3F</p>

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>4. <u>CERTIFICATES OF SETTLEMENT FILES.</u> Documents reflecting the settlement of accounts maintained by accountable officers; shows balance or statements of differences, and related papers.</p>	<p>Arrange by account or case number.</p>	<p>Cut off at close of fiscal year in which settlement is made.</p>		
<p>a. Certificates covering final balance settlement and claims settled by GAO.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 6 years after retirement once freeze is lifted.</p>		<p>2504a-T3F</p>
<p>b. Certificates showing periodic settlement.</p>		<p>Destroy when subsequent certificate of settlement is received.</p>		<p>2504b-T0</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
5. <u>DOCUMENTS MASTER FILE</u> . A listing of documents showing one of the following accounting entries: accrual, obligation, disbursement, accounts receivable, and advance.	Arrange as appropriate.	Cut off at close of fiscal year. Destroy data 6 years, 3 months after cutoff.		2505-T6.3
6. <u>DAILY INPUT AUDIT TRAIL FILES</u> . Computer printout for all vouchers used to correct input errors. Shows voucher number, vendor name and address, account numbers and description of item/document.	Arrange chronologically.	Cut off at close of fiscal year. Destroy 1 year after cutoff.		2506a-T1
b. Magnetic tape data.		Dispose of after third update cycle.		2506b-T0

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>DAILY INPUT REGISTER FILES.</u> This file, also known as the Input Transaction Register, is a computer printout listing of all documents input into the fiscal system daily. Shows batch number, document reference number, area, agency, location, fiscal year, appropriation, accounting information, description, other identification, and amount of transaction. Used to correct input errors.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>	<p>2507a-T1</p>	
<p>a. Printout/paper copy used as record copy.</p>				
<p>b. Magnetic tape data.</p>		<p>Dispose of after third update cycle.</p>	<p>2507b-T0</p>	

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>CODING SHEET FILES</u>. These files consist of form BIA-4236, Financial Accounting System Code Sheet. Shows document reference, general ledger debit or credit, area, agency location, appropriation, activity, accounting code, program detail, work order, object class, distribution, and amount of transaction.</p>	<p>Arrange chronologically.</p>	<p>Cut off at end of each quarter. Destroy 3 months after cutoff.</p>		2508-T0
<p>9. <u>EMPLOYEE TRAVEL VOUCHER FILES</u>. Consists of original SF 1012, Travel Voucher, receipts, invoices, travel authorizations and other documents which reflect reimbursements to employees or money owed to the government for travel. Subject to the <u>Privacy Act (BIA-14)</u>.</p>	<p>Arrange alphabetically.</p>	<p>Cut off file at end of fiscal year in which case is closed. Hold 3 years or until volume warrants; retire to FRC. Destroy according to GAO instructions for site audit records.</p>		2509-T3
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>PASSENGER TRANSPORTATION (CARRIER) FILES.</u> Consist of copies of SF 1169a, Government Travel Request, and other related documents reflecting payments to carriers. Original forms transmitted to GSA.</p>	<p>Arrange alphabetically.</p>	<p>Out off at close of fiscal year in which payment is made. Destroy 3 years after cutoff.</p>		<p>2510-T3</p>
<p>11. <u>FREIGHT CARRIER RECORDS.</u> Consist of SF 1103, Government Bill of Lading, and documents to freight carriers.</p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year in which payment is made. Destroy 3 years after cutoff.</p>		<p>2511-T3</p>
<p>12. <u>SUBSIDIARY LEDGER FILES.</u> Records used as posting and control media but subsidiary to the general and allotment ledgers. Includes Accounting Data Input Code Sheets, Batch Control Sheets, Statements of Transactions, Financial Status Reports, Report of Federal Cash Transactions, and Request for Advances of Reimbursements.</p>	<p>Arrange numerically.</p>	<p>Out off at close of fiscal year in which payment is made. Destroy 4 years after cutoff.</p>		<p>2512-T4</p>

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>13. <u>STATUS OF OBLIGATIONS FILES.</u> Computer printouts which show total obligation of funds for personal services, travel, supplies, and contracts. Also shows unobligated amounts. Record copy maintained at Area.</p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year. Destroy 2 years after cutoff.</p>	<p>2513a-T2</p>	
<p>a. Printout/paper copy used for record copy.</p>				
<p>b. Magnetic tape data.</p>		<p>Destroy after third update cycle.</p>	<p>2513b-T0</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>14. <u>TRANSACTION HISTORY FILES.</u> These magnetic tape files consist of all records input to the financial system. Shows location data, appropriation, and accounting data. Information on these tapes may be used to construct a GAO audit trail. Tape data is used to prepare Monthly Journal of Transactions printout.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when superseded.</p>	<p>2514a-T0</p>	<p>2514a-T0</p>
<p>b. Magnetic tape data.</p>		<p>Cut off at close of fiscal year. Destroy tape data 6 years 3 months after cutoff.</p>	<p>2514b-T6.3</p>	<p>2514b-T6.3</p>

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>15. <u>MONTHLY JOURNAL OF TRANSACTION FILES.</u> Computer printouts with a line item entry for each transaction by appropriation and activity. Shows document reference number, area, agency, location, fiscal year, appropriation, activity, cost code, work order number, object class, description, transaction code and amount, general ledger accounts debited or credited, and date. GAO site audit records.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 6 years 3 months after retirement once freeze is lifted.</p>	<p>2515a-J3F</p>	
<p>a. Printout used as record copy maintained by Central Office Division of Accounting Management.</p>				
<p>b. Magnetic tape data.</p>		<p>Destroy tape data after third update cycle.</p>		<p>2515b-10</p>
<p>c. Other copies.</p>		<p>Destroy when no longer needed for reference.</p>		<p>2515c-10</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>16. <u>STATEMENT OF TRANSACTION</u> (SF-224) FILES. Support documents consisting of SF-224, prepared for collections, disbursements, and transfer of funds between appropriations or receipt accounts. GAO site audit record. Maintained by Central Office Division of Accounting Management.</p>	<p>Arrange numerically.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 6 years 3 months after retirement once freeze is lifted.</p>		<p>2516-T3F</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				<p>2517-T3F</p>
<p>17. <u>NONEXPENDITURE TRANSFER AUTHORIZATION (SF-1151) FILES</u>. Consist of SF-1151, which is a notification for Treasury to transfer funds from one appropriation to another. GAO site audit records. Record copy maintained by Central Office Division of Accounting Management.</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.</p>		
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>18. <u>ACCOUNTS PAYABLE AND UNDELIVERED ORDERS FILES.</u> Monthly computer printouts which show document number, area, location, appropriation, activity, cost code, work order number, object class description (number of schedule), other identification, undelivered order amount, accounts payable amount, amount disbursed, transaction code, and amount and date of last transaction.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records;</u> destroy 5 years after retirement once freeze is lifted.</p>	<p>2518a-T3F</p>	
<p>a. Printout/paper copies used as record copy; maintained by Central Office Division of Accounting Management.</p>				
<p>b. Magnetic tape data.</p>		<p>Destroy tape data after third update cycle.</p>	<p>2518b-T0</p>	
<p>c. Other copies.</p>		<p>Destroy when no longer needed for reference.</p>	<p>2518c-T0</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>19. <u>PUBLIC VOUCHER FILES</u>. Consists of SF-1034, Public Voucher for services and purchases other than Personal, used to document disbursement of cash in lieu of an invoice. GAO site audit records. Record copy maintained by Central Office Division of Accounting Management.</p>	<p>Arrange numerically by voucher number.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 6 years 3 months after retirement once freeze is lifted.</p>		<p>2519-T3F</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>20. <u>JOURNAL VOUCHER FILES</u>. Consists of GAO Stock Form 1017, Journal Voucher, for crediting interest to Individual Indian Money Accounts. Maintained by office of origin.</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.</p>		<p>2520-T3F</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>21. <u>VOUCHER AND SCHEDULE OF PAYMENT FILES.</u> These files are used to prepare Treasury checks (SF-1166) and show department, Bureau, location, agency station number, appropriation summary, voucher number, payee, address, invoice number, amount, and Disbursing Office check number. Official file copies are annotated by Treasury with the Disbursing Office check number. GAO site audit records. Record copy maintained by Certifying Officer.</p>	<p>Arrange by voucher number.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records; destroy 6 years 3 months after retirement once freeze is lifted.</u></p>		2521-T3F

NARA JOB NUMBER N1-75-89-1

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>22. <u>CASH DOCUMENTS BY APPROPRIATION FILES.</u> Monthly computer printout showing in chronological order, the schedule number and amount of each payment made under each appropriation. Totals are transferred to SF-224, Statement of Transactions, which shows appropriated fund receipts and revolving fund repayments, and net disbursements. Files also include Treasury Form 6652, Statement of Differences. GAO site audit records.</p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 6 years 3 months after retirement once freeze is lifted.</p>	<p>2522a-T3F</p>	
<p>a. Printout used as record copy; maintained by Central Office Division of Accounting Management.</p>				
<p>b. Magnetic tape data.</p>		<p>Destroy tape data after third update cycle.</p>	<p>2522b-T0</p>	
<p>c. Other copies.</p>		<p>Destroy when no longer needed.</p>	<p>2522c-T0</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>23. <u>DAILY DISBURSEMENT REPORT FILES.</u> These files consist of local area forms showing summary of checks written. Identifies Julian date, area, agency code, check numbers, schedule number, and number of checks, account numbers, debits and credits. Record copy maintained by Central Office Division of Accounting Management.</p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 6 years, 3 mos. after retirement.</p>		2523-T3

NARA JOB NUMBER NL-75-89-1

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>24. <u>SCHEDULE OF CANCELLED CHECKS</u> (SF-1098) FILES. Consists of SF-1098, listing checks for cancellation by Treasury. Identifies department, bureau, location, Disbursing Office symbol, number, and location. For each check, shows date of issue, check number, payee, applicable voucher number, amount, and symbol of appro- priation or fund to be cred- ited. GAO site audit records. Record copy maintained by Cen- tral Office Division of Accounting Management.</p>	<p>Arrange by schedule number.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze</u> <u>records; destroy</u> 6 years 3 months after retirement once freeze is lifted.</p>		<p>2524-T3F</p>

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>25. <u>APPORTIONMENT AND REAPPORTIONMENT SCHEDULE FILES.</u> Consist of SF-132 and DI Form 521, documents which show budgetary resources and intended use. Maintained by Central Office.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.</p>		<p>2525-T3F</p>
<p>26. <u>APPROPRIATION WARRANT FILES.</u> Consist of Treasury Fiscal Service (TFS) Form 6200, showing total amount of warrant by appropriation. Includes public law number and date approved. Record copy maintained by Central Office Division of Program, Development and Implementation.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.</p>		<p>2526-T3F</p>

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>27. <u>FUND DISTRIBUTION DOCUMENT FILES.</u> Consist of form BIA-4124, showing amount allotted, location code, appropriation symbol and title, activity, element, component/work order and amount of increase or decrease. Maintained by Central Office.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 10 years after retirement once freeze is lifted.</p>		2527-J3F
<p>NARA JOB NUMBER <u>NL-75-89-1</u></p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>28. <u>AREA ALLOTMENT STATUS REPORT FILES.</u> Computer printout showing for each appropriation the allotments obligated and unobligated balance brought forward, current year net allotment, accrued expenditures, undelivered orders, total charges, percent obligated, and unobligated balance. Used to show status of funds for area.</p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year.</p>		<p>2528a-T3F</p>
<p>a. Central Office copy.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.</p>		
<p>b. Area Office copies.</p>		<p>Destroy 2 years after cutoff.</p>		<p>2528b-T2</p>
<p>c. Magnetic tape data.</p>		<p>Destroy tape data after third update cycle.</p>		<p>2528c-T0</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>29. <u>AGENCY ALLOTMENT STATUS REPORT FILES</u>. Computer printout showing the obligated/unobligated amounts brought forward, current year net accrued expenditure, and undelivered orders.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year.</p>		
<p>a. Area copy.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after retirement once freeze is lifted.</p>		<p>2529a-T3F</p>
<p>b. Other office copies.</p>		<p>Destroy 2 years after cutoff.</p>		<p>2529b-T2</p>
<p>c. Magnetic tape data.</p>		<p>Destroy tape data after third update cycle.</p>		<p>2529c-T0</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>30. <u>OPERATING BUDGET FILES REPORT.</u> Monthly computer printout which shows the financial program and actual obligations including cost account, descriptions and unobligated balance.</p> <p>a. Record copy maintained by Central Office Division of Accounting Management.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year.</p>		2530a-T3F
<p>b. Other office copies.</p>		<p>Destroy 2 years after cutoff.</p>		2530b-T2
<p>c. Magnetic tape data.</p>		<p>Destroy tape data after third update cycle.</p>		2530c-T0
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>31. <u>BUDGET STATUS REPORT FILES.</u> Monthly computer printouts of SF-133, Report on Budget Execution, giving current year budget status by account, amounts available, unobligated balances, advances, reimbursements, accrued expenditures, undelivered orders and net disbursements.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year.</p>		
<p>a. Record copy maintained by Central Office Division of Accounting Management.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.</p>		<p>2531a-T3F</p>
<p>b. Other office copies.</p>				<p>2531b-T2</p>
<p>c. Magnetic tape data.</p>				<p>2531c-T0</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
32. <u>BUDGET ADMINISTRATION FILES.</u> Documents which serve as management tools in the preparation of budget estimates and execution of approved budgets.	Arrange chronologi- cally.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze</u> <u>records</u> ; destroy 5 years after retirement once freeze is lifted.		2532-T3F
NARA JOB NUMBER <u>NI-75-89-1</u>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>33. <u>BUDGET ESTIMATES.</u> Budget estimates consisting of appropriation sheets, narrative statements, and related schedules and data.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year.</p>		
<p>a. Central Office copy.</p>		<p>Hold 3 years or until volume warrants; retire to <u>FRC.</u> <u>Freeze</u> records; offer to NARA 20 years after retirement.</p>	<p>2533a-P3F</p>	
<p>b. Area and agency copies. NARA JOB NUMBER <u>N1-75-89-1</u></p>		<p>Retain until obsolete, superseded, or no longer needed for reference.</p>		<p>2533b-T0</p>
<p>34. <u>BUDGET WORKING FILES.</u> Work papers, cost statements and other data accumulated in preparation of projected fiscal programs, annual budget estimates and budget review purposes.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>		<p>2534-T1</p>

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>35. <u>PROGRAM PLANNING AND EVALUATION MASTER FILES</u>. Data contained in these magnetic tape files are accumulated on a fiscal year basis and used for long-range planning and budgeting. Information includes entry type, originator, organization, transaction data, budget activity and suffix cost feature; reservation; program element and description, history number and estimates for future fiscal years.</p>				
<p>a. Printout/paper copies used as record copy.</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year. Destroy 2 years after cutoff.</p>		<p>2535a-T2</p>
<p>b. Magnetic tape data.</p>		<p>Destroy tape data after third update cycle.</p>		<p>2535b-T0</p>

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>36. <u>IMPREST FUND</u>. Include SF-1129, Replenishment Voucher, for imprest cashiers. Files document disbursement for local, small purchases (over the counter), and travel advances. GAO site audit records.</p>	<p>Arrange chronologically.</p>	<p>Cut off after exception is cleared by General Accounting Office.</p>		
<p>a. Record copy maintained by Central Office Division of Accounting Management.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy in accordance with GAO instructions for side audit records.</p>		2536a-T3F
<p>b. Cashier's copy.</p>		<p>Hold 2 years then destroy.</p>		2536b-T2

NARA JOB NUMBER N1-75-89-1

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>37. <u>CONSTRUCTION PROGRESS STATUS REPORT FILES.</u> Monthly computer printouts by project showing cost code; description (labor, supplies, contract); estimated and actual manhours; amount of the approved program; obligations total to date; current year program; current year to date; total cost to date. Bottom line shows unobligated balance of allotments and authorized collections. These files are used to document allotments of funds to projects.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year in which action is completed. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 10 years after retirement once freeze is lifted.</p>		2537a-T3F
<p>b. Magnetic tape data.</p>		<p>Dispose of after third update cycle.</p>		2537b-T0

NARA JOB NUMBER 11-75-89-1

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>38. <u>CERTIFICATE OF DEPOSIT FILES.</u> These files consist of SF-219, Certificate of Deposit, maintained in deposit number sequence. Shows date, deposit number, accounting station, symbol, bank name and location, sum, accounting symbols, amounts, and department or agency name and address. The forms are annotated with batch number; date and are used to show deposits of funds in banks.</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.</p>	<p>2538a-T3F</p>	<p>2538a-T3F</p>
<p>b. Magnetic tape data.</p>		<p>Destroy tape data after third update cycle.</p>	<p>2538b-IV</p>	<p>2538b-IV</p>

NARA JOB NUMBER NL-75-89-1

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>39. <u>PAID VOUCHER FILES.</u> These files contain copies of purchase orders; original invoices; freight bills, as applicable; copy of SF-1166, Voucher and Schedule of Payments. In addition for automated system, also includes a copy of the printout showing voucher number, vendor information and amount, code sheet and data control sheet. These files are used to document purchase of miscellaneous items and the related payment.</p>	<p>a. Record copy maintained by Central Office Division of Accounting Management.</p>	<p>Out off closed files at end of fiscal year. Hold 3 years or until volume warrants; retire to ERC. <u>Freeze records; destroy 6 years 3 months after retirement once freeze is lifted.</u></p>	<p>2539a-13F</p>	
<p>b. Magnetic tape data.</p>		<p>Destroy tape after third update cycle.</p>	<p>2539b-10</p>	

NARA JOB NUMBER NI-75-89-1

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>40. <u>ADVICE OF COLLECTIONS FILES.</u> These consist of Form 5-770 showing the unit name, reference to the certificate deposit number and date, symbol; appropriation number, description, and amount. Used to show deposits of funds into various appropriations. Record copy maintained by office of origin.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	Arrange chronologically.	Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records; destroy</u> 5 years after retirement once freeze is lifted.		2540-T3F
<p>41. <u>STATEMENT OF RECEIPTS FILES.</u> Consists of SF-108, which is an annual report for miscellaneous receipts to the Division of Administration in Washington. Shows receipt symbol, receipt account title; actual funds received. The form also has columns for two fiscal year estimates; however, none are made at the Administrative Service Center. Included in these files are comments and work sheets. Record copy maintained by Central Office.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	Arrange chronologically.	Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records; destroy</u> 5 years after retirement once freeze is lifted.		2541-T3F

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>42. <u>UNAPPROPRIATED RECEIPTS TRIAL BALANCE FILES.</u> Consists of computer printouts received from the Treasury reflecting deposits of tribal funds. They are used to balance the General ledger cards.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.</p>		<p>2542-T3F</p>
<p>43. <u>SPECIAL DISBURSING AGENT FILES.</u> General ledger detail list which covers Indian Services Special Disbursing Agent funds only. Shows debit and credit entries and is used to reflect expenditures in summary.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 20 years after retirement once freeze is lifted.</p>		<p>2543-T3F</p>

FINANCE -- 2500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
44. TRIAL BALANCE FILES. Monthly reconciliation of Individual Indian Money Accounts, local form, prepared in each Area Office showing a trial balance of general ledger accounts. Prepared at Area/Agency Offices and sent to Indian Services Special Disbursing Agent Office.	Arrange chronologically by month.	Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; destroy 5 years after retirement once freeze is lifted.		2544-T3F

NARA JOB NUMBER _____

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>45. <u>RECONCILIATION STATEMENT FILES.</u> Consists of Treasury Form TUS 5207, Reconciliation Statement of Funded Checking Account Maintained with the Treasurer of the United States. Prepared by Treasury for Special Disbursing Agency monthly. Shows for the Disbursing Agency and for the Treasurer of the U.S.: Opening balance, plus deposits credited, total, less checks paid, closing balance, plus deposits credited but not claimed, plus deposits claimed but not credited, plus outstanding checks, and totals. Also includes back-up copies of Certificates of Deposit, statement of checking accounts (list of checks deposited, other supporting documents, and adding machine tapes.</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.</p>		<p>2545-T3F</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>16 BIAM Release 1,</p>	<p>JUL 12 1980</p>		

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>46. <u>PAYROLL DETAIL COST REPORT FILES.</u> Computer printout files showing pay information for all BIA employees. Shows area, agency, name, SSN, pay period number, transaction code, accounting data, man-hours, biweekly gross, FICA if applicable, retirement, Federal Employees Government Life Insurance, health benefits, and total cost. <u>(Subject to the Privacy Act)</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of calendar year. Hold until audited by GAO or 3 years after cutoff, whichever is earlier; retire to National Personnel FRC, St. Louis, MO as volume warrants. <u>Freeze records; destroy 56 years after retirement once freeze is lifted.</u></p>		<p>2546a-T3F</p>
<p>a. <u>Originals</u> of yearly and biweekly printouts maintained for record copy purposes maintained by Central Office Division of Accounting Management.</p>				
<p>b. Magnetic tapes maintained by NISC.</p>				<p>2546b-T0</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>47. <u>GOVERNMENT CHARGE CARDS.</u> Applications for contractor-issued Government charge cards used in connection with official Government travel. Include application form processed for charge card, employee acknowledgment statement and related information. <u>Subject to the Privacy Act.</u></p>	<p>Arrange alphabetically by employee name.</p>	<p>Cut off at end of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after retirement.</p>		<p>2547-J13</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically by name.</p>	<p>Cut off at the end of the fiscal year in which payment for debt is made or cleared. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		<p>2548-J13</p>
<p>48. <u>DEBT COLLECTION FILES.</u> Material related to the identification of debts owed the government by employees and the collection of payments.</p>	<p>Arrange alphabetically by name.</p>	<p>Cut off at the end of the fiscal year in which payment for debt is made or cleared. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		<p>2548-J13</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
2601	2600 - Payroll Garnishment Case Files	▶ 2/18	Levy and Garnishment Files - Official notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.	Destroy 3 years after garnishment is terminated.
2607	Time and Attendance Files	2/6 ▶ 2/6 a ▶ 2/6 b ▶ 2/7	Leave Application Files - SF 71 or equivalent plus any supporting documentation of requests and approvals of leave. Leave Application Files (Initialed) - Consists of above 2/6 related records if employee initials time card or equivalent. Leave Application Files (Not Initialed) - Consists of above 2/6 related records if employee does not initial time card or equivalent. Time and Attendance Source Records - All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (OF 1130); flexitime records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.	Destroy at end of following pay period. Destroy after GAO audit or when 3 years old, whichever is sooner. Destroy after GAO audit or when 6 years old, whichever is sooner.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
con't	Time and Attendance Files	▶ 2/8	Time and Attendance Input Records - Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.	Destroy after GAO audit or when 6 years old, whichever is sooner.
2609	IRS Levies	▶ 2/18	Levy and Garnishment Files - Official notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.	Destroy 3 years after garnishment is terminated.
2610	Waiver of Claims	▶ 2/18	Levy and Garnishment Files - Official notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.	Destroy 3 years after garnishment is terminated.
2612	Check Issue Listing	▶ 2/22 c	Payroll System Reports - Reports providing fiscal information on agency payroll	Destroy after GAO audit or when 3 years old, whichever is sooner.

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>GARNISHMENT CASE FILES.</u> Materials related to deductions for alimony and/or child support payments, based on court orders, from salary checks of individual employees.</p>	<p>Arrange alphabetically.</p>	<p>Cut off at end of fiscal year in which payment ends. Hold 3 years then destroy on site if no longer needed for reference.</p>		<p>2601-T3</p>

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>STUDENT TRAINEE PAYROLL FILES.</u> This file contains payroll data for student employees. The file is used to process biweekly payroll for student trainees employed part-time.</p>	<p>Arrange as appropriate.</p>	<p>a. Printout/paper copies used as record copy.</p> <p>Out off at close of calendar year. Hold 5 years after cutoff or after audit by GAO, whichever is earlier, then destroy.</p>		2602a-15
<p>b. Magnetic tape data.</p>		<p>Dispose of after third update cycle.</p>		2602b-10

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>FIREFIGHTER PAYROLL HISTORY FILE</u>. Contains payroll data on individuals conscripted on an emergency basis to fight fires on or near Bureau lands. This magnetic tape file contains detailed history of payments made to employees and deductions withheld.</p>	<p>Arrange as appropriate</p>	<p>Out off at close of calendar year. Hold 3 years after cutoff, then destroy.</p>	<p>2603a-T3</p>	
<p>b. Magnetic tape data.</p>		<p>Dispose of tape data after third update cycle.</p>	<p>2603b-T0</p>	

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>4. <u>EMPLOYEE ADDRESS FILE.</u> These microfiche files contain check mailing addresses for employees whose pay-check are not electronically transferred to a bank. File is automatically updated when an employee change-of-address is received.</p>	<p>a. Arrange alphabetically.</p>	<p>Destroy data when superseded, obsolete, or no longer needed for reference.</p>	<p>2604a-IT0</p>	
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>	<p>2604b-IT0</p>	

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
5. TIMEKEEPER ADDRESS FILE. Computer printouts which contain timekeeper number, location code, name and address.	Arrange alphabetically.	Destroy data when superseded, obsolete, or no longer needed for reference.	2605a-T0	
b. Magnetic tape data.	Arrange as appropriate.	Dispose of after third update cycle.	2605b-T0	

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>FINANCIAL INSTITUTION ADDRESS FILE.</u> These files contain addresses of financial institutions authorized by employees to receive savings allotments and paychecks. Shows name, address, zip code of financial institution, and indicator that last check was sent.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>	<p>2606a-10</p>	
<p>a. Printout/paper copies used as record copy.</p>				
<p>b. Magnetic tape data.</p>		<p>Dispose of after third update cycle.</p>	<p>2606b-10</p>	

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>TIME AND ATTENDANCE FILES.</u> Contains a detail of employee time and attendance. Contains data elements showing SSN, batch and record codes, location codes, fiscal year, appropriation, transaction data, pay and leave data for each pay period.</p>	<p>Arrange by pay period.</p>	<p>Cut off at end of pay period. Destroy 3 years after cutoff if no longer needed for reference.</p>		2607a-T3
<p>b. Magnetic tape data or microfiche data.</p>	<p>Arrange as appropriate.</p>	<p>Cut off biweekly. Destroy data 1 year after cutoff.</p>		2607b-T1

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>YEAR-TO-DATE PAY HISTORY FILE.</u> This file contains payroll and leave data for all employees. Maintained by Payroll Liaison Office.</p>	<p>a. Printout/paper copies used as record copy.</p>	<p>Arrange Chronologically.</p> <p>Cut off at close of calendar year. Destroy data after audit by GAO or 5 years after cutoff, whichever is earlier.</p>	<p>2608a-T5</p>	
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>	<p>2608b-T0</p>	

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
9. <u>DES LEVIES</u> . Materials relating to the investigation and report on back taxes owed by individual employees.	Arrange alphabetically.	Cut off at end of fiscal year when collection is completed. Hold 3 years then destroy on site if no longer needed for reference.		2609-T3
10. <u>WAIVER OF CLAIMS</u> . Materials relating to the investigation and report on indebtedness of Bureau employees.	Arrange alphabetically.	Cut off at end of fiscal year in which determination is made on collection of debt or waived. Hold 3 years then destroy on site if no longer needed for reference.		2610-T3
11. <u>FIREFIGHTER W2'S</u> . Form W-2 of temporary or intermittent employees hired during firefighting activities.	Arrange alphabetically.	Cut off at end of calendar year. Hold 3 years then destroy on site.		2611-T3

PAYROLL -- 2600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
12. <u>CHECK ISSUE LISTING</u> . Listing of checks issued per pay period.	Arrange by pay period.	Cut off at end of pay period. Hold 3 pay periods then destroy on site if no longer needed for reference.	2613-P3	2612-T0
13. <u>EMPLOYEE CONVERSION CASE FILE</u> . Materials related to the conversion of Bureau employees employed under Pub. L. 93-638 contracts when a program is contracted.	Arrange alphabetically.	Cut off when employee is terminated or retires. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	2613-P3	
NARA JOB NUMBER <u>NI-75-89-1</u>				

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE	
2720	Performance Rating Appeal	▶ 1/9	Performance Rating Board Case Files - Copies of case files forwarded to OPM relating to performance rating board reviews	Destroy 1 year after case is closed.
2721	Position Description Files	▶ 1/7 b	Position Classification Files - Position Descriptions - Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, and relate documents.	Destroy 2 years after position is abolished or description is superseded.
2722	Position Classification Surveys	▶ 1/7 c (1) ▶ 1/7 c (2)	Position Classification Files - Survey Files - Classification survey reports on various positions prepared by classification specialists, including periodic reports. Position Classification Files - Survey Files - Inspection, audit, and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits, and evaluations.	Destroy when 3 years old or 2 years after regular inspection, whichever is sooner. Destroy when obsolete or superseded.
2724	Classification Appeal Files	▶ 1/7 d (1) ▶ 1/7 d (2)	Position Classification Files - Appeals Files - Case files relating to classification appeals, excluding OPM classification certificate. Position Classification Files - Appeals Files - Certificates of classification issued by OPM.	Destroy 3 years after case is closed. Destroy after affected position is abolished or superseded.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

RECORDS SCHEDULE NUMBER	16 BIAM Records Control Schedule RECORDS SERIES TITLE	16 BIAM Records Schedule RECORDS SERIES TITLE	DISPOSITION
con't.	Performance Ratings	<p align="center">NARA General Records Schedule</p> <p>ITEM NUMBER</p> <p>SERIES TITLE</p> <p>1/23 b Employee Performance File System Records - SES appointees</p> <p>▶ 1/23 b (1) SES appointees - Performance records superseded through an administrative, judicial, or quasi-judicial procedure.</p> <p>▶ 1/23 b (2) (a) SES appointees - Performance-related records pertaining to a former SES appointee - Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.</p> <p>▶ 1/23 b (2) (b) SES appointees - All other performance ratings and plans.</p> <p>▶ 1/23 b (3) SES appointees - All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).</p> <p>▶ 1/23 b (4) SES appointees - Supporting documents.</p> <p>[NOTE: Performance records pertaining to Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an SF 115 to NARA.]</p>	<p>Destroy when superseded.</p> <p>Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service.</p> <p>Destroy when 5 years old</p> <p>Destroy 5 years after date of appraisal.</p> <p>Destroy 5 years after date of appraisal</p>

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE	DISPOSITION
2719	Performance Ratings	1/23 a	Employee Performance File System Records - Non SES appointees	Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice.
		▶ 1/23 a (1)	Non SES appointees - Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected and all related documents.	Destroy when superseded.
		▶ 1/23 a (2)	Non SES appointees - Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates.
		▶ 1/23 a (3) (a)	Non SES appointees - Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.	Destroy when 4 years old.
		▶ 1/23 a (3) (b)	Non SES appointees - All other performance plans and ratings.	Destroy 4 years after date of appraisal.
		▶ 1/23 a (4)	Non SES appointees - All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.	Destroy 4 years after date of appraisal.
		▶ 1/23 a (5)	Non SES appointees - Supporting documents.	Destroy 4 years after date of appraisal.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE	
2710	Merit Promotion Files	▶ 1/32	Merit Promotion Case Files - Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures and evaluations of candidates.	Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.
2713	Position Identification Strip	▶ 1/11	Position Identification Strips - Strips containing summary data on each position occupied.	Destroy when superseded or obsolete.
2717	Incentive Awards Case Files	1/12 ▶ 1/12 a (1)	Employee Awards Files - General awards records, EXCLUDING those related to department-level awards. Employee Awards Files - Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	Destroy 2 years after approval or disapproval.
2718	Incentive Awards Report Files	▶ 1/13 a (2)	Employee Awards Files - Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.	Destroy when 2 years old.
		▶ 1/13	Incentive Awards Program Reports - Reports pertaining to the operation of the Incentive Awards Program.	Destroy when 3 years old.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE	DISPOSITION
2706	Official Personnel Folders	▶ 1/10 a	Temporary Individual Employee Records - All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Chapter 3 of The Guide to Personnel Recordkeeping.	Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF.
2707	Service Record Card Files	▶ 1/2 a	Service Record Cards - Separated or transferred on or before December 31, 1947.	Transfer to NPRC (CPR), St. Louis, MO. Destroy 60 years after earliest personnel action.
		▶ 1/2 b	Service Record Cards - Separated or transferred on or after January 1, 1948.	Destroy 3 years after separated or transfer of employee.
2708	Personnel Statistical Reports	▶ 1/16	Personnel Operations Statistical Reports - Statistical reports in the operating personnel office and subordinate units relating to personnel.	Destroy when 2 years old.
2709	Notification of Personnel Action Files	1/14	Notifications of Personnel Actions - Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the OPF.	Destroy when 2 years old.
		▶ 1/14 a	Notifications of Personnel Actions - Chronological file copies, including fact sheets, maintained in personnel offices.	Destroy when 2 years old.
		▶ 1/14 b	Notifications of Personnel Actions - All other copies maintained in personnel offices.	Destroy when 1 year old.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE : If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE	
2705a	Official Personnel Folders-Folders of Employees Transferred to Another Agency	1/1	Official Personnel Folders (OPFs) - Records filed on the right side of the OPF. (See GRS 1, item 10, for temporary papers on the left side of the OPF).	See Chapter 7 of <u>The Guide to Personnel Recordkeeping</u> for instructions relating to folders of employees transferred to another agency. Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation. [See note (2) after this item]. NPRC will destroy 65 years after separation form Federal service.
		▶ 1/1 a	Official Personnel Folders (OPFs) - Transferred employees.	
2705b	Official Personnel Folders-Folders of Separated employees	▶ 1/1 b	Official Personnel Folders (OPFs) - Separated employees.	
<p>[NOTES: (1) OPFs covering periods of employment terminated prior to January 1, 1921, are not covered by this item. If an agency has such files, it should contact NARA to request appraisal of the files. If NARA rejects the records, the disposition for GRS 1, item 1b applies. (2) Certain agencies have been exempted by OPM from retiring their OPF's to NPRC. These agencies retain OPFs for the period specified in item 1b of this schedule and effect destruction after that period has elapsed.]</p>				

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE	
2701	2700 - Personnel Personnel Security Clearance Case Files	18/22	<u>Personnel Security Clearance Files</u> - Personnel security clearance case files created under Office of Personnel Management procedures and regulations and related indexes maintained by the personnel security office of the employing agency.	Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.
		▶ 18/22 a	<u>Personnel Security Clearance Files</u> - Case files documenting the processing of investigations on Federal employees or applicants for Federal employment whether or not a security clearance is granted, and other persons, such as those performing work for a federal agency under contract, who require an approval before having access to Government facilities or to sensitive data.	
2702	Personnel Security Clearance Status Files	▶ 18/23	<u>Personnel Security Clearance Status Files</u> - Lists or rosters showing the current security clearance status of individuals.	Destroy when superseded or obsolete.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

RECORDS SCHEDULE NUMBER	16 BIAM Records Control Schedule RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE	DISPOSITION
2726	Appeals and Grievances	▶ 1/30 a	Administrative Grievance, Disciplinary, and Adverse Action Files - Administrative Grievance Files - Records relating to grievances raised by agency employees, except EEO complaints.	Destroy no sooner than 4 years but no later than 7 years after case is closed.
		▶ 1/30 b	Administrative Grievance, Disciplinary, and Adverse Action Files - Adverse Action Files - Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees.	Destroy no sooner than 4 years but no later than 7 years after case is closed.
2727	Employee Financial Statement	1/24 a	Financial Disclosure Reports - Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978. (Pub. L. 95-521)	Destroy 1 year after nominee ceases to be under consideration for appointment; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.
		▶ 1/24 a (1)	Financial Disclosure Reports - Reports including SF 278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate.	Destroy when 6 years old EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.
		▶ 1/24 a (2)	Financial Disclosure Reports - All other records including SF 278	

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE	
con't.	Employee Financial Statement	▶ 1/24 b	Financial Disclosure Reports - All other statements of employment and financial interests and related records including confidential statements filed under Executive Order 11222.	Destroy when 6 years old EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.
2728	Employee Interview Files	▶ 1/8	Interview Records - Correspondence, reports, and other records relating interviews with employees.	Destroy 6 months after transfer or separation of employee.
2729	Discrimination Complaint (EEO) Case Files	1/25	Equal Employment Opportunity (EEO) Records	Destroy 4 years after resolution of case.
		▶ 1/25 a	Official Discrimination Complaint Case Files - Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U. S. Court.	
		▶ 1/25 b	Copies of Complaint Case Files - Duplicate case files or documents pertaining to case files retained in Official Discrimination Complaint Case Files.	Destroy 1 year after resolution of case.

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16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	DISPOSITION
16 BIAM Records Control Schedule		
16 BIAM Records Control Schedule		
con't.	Discrimination Complaint (EEO) Case Files	Destroy 2 years after final resolution of case.
NARA General Records Schedule		
	<p align="center">ITEM NUMBER</p> <p align="center">SERIES TITLE</p>	
▶ 1/25 c (1)	<p>Preliminary and Background Files - Background records not filed in the Official Discrimination Complaint Case Files.</p>	Destroy when 2 years old.
▶ 1/25 c (2)	<p>Preliminary and Background Files - Records documenting complaints that do not develop into Official Discrimination Complaint Cases.</p>	Destroy when 7 years old.
▶ 1/25 d (1)	<p>Compliance Records - Compliance Review Files.</p>	Destroy when 3 years old.
▶ 1/25 d (2)	<p>Compliance Records - EEO Compliance Reports</p>	Destroy when 1 year old.
▶ 1/25 e	<p>Employee Housing Requests - Forms requesting agency assistance in housing matters, such as a rental or purchase.</p>	Destroy when 5 years old.
▶ 1/25 f	<p>Employment Statistics Files - Employment statistics relating to race and sex.</p>	
<p>[NOTE: Electronic master files and data bases created to supplement or replace the records covered by this subitem are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]</p>		

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE	
con't.	Discrimination Complaint (EEO) Case Files	▶ 1/25 g	EEO General Files - General. correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and any agency EEO Committee meeting records, including minutes and reports.	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.
		▶ 1/25 h (1)	EEO Affirmative Action Plans (AAP) - Agency Copy of consolidated AAP(s)	Destroy 5 years from date of plan.
		▶ 1/25 h (2)	EEO Affirmative Action Plans (AAP) - Agency feeder plan to consolidated AAP(s)	Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.
		▶ 1/25 h (3)	EEO Affirmative Action Plans (AAP) - Report on-site reviews of Affirmative Action Programs	Destroy 5 years from date of report.
		▶ 1/25 h (4)	EEO Affirmative Action Plans (AAP) - Agency copy of annual report of Affirmative Action accomplishments.	Destroy 5 years from date of report.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE	
2730a	Health Record Case Files - Pre-employment physical examination, Health Qualification Placement Records, disability retirement examination, and fitness for duty examination.	1/21 a	Employee Medical Folder (EMF) - Long-term medical records as defined in 5 CFR part 293, subpart E.	See 5 CFR Part 293, Subpart E for instructions. Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later. Destroy 1 year after separation or transfer of employee.
2730b	Health Record Case Files - All Other Papers [Note: The disposition instructions in GRS items 1/21a(1), 1/21a(2) and 1/21b apply to 2730a and 2730b.]	▶ 1/21 a (1) ▶ 1/21 a (2)	Employee Medical Folder (EMF) - Transferred employees Employee Medical Folder (EMF) - Separated employees	
2731	Individual Employee Training - [Note: The disposition instructions in GRS item 1/29b apply to 2731, 2732, 2733.]	▶ 1/21 b	Employee Medical Folder (EMF) - Temporary or short-term records as defined in the Federal Personnel Manual	
2732 2733	Training Report Card Files Training Report Files	▶ 1/29 b	Training Records - Employee Training - Correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-Government institutions.	

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION	
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE		
2736	Training Program Administrative Files	▶ 1/29 a	Training Records - General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency	Destroy when 5 years old or 5 years after completion of a specific training program.	
		1/29 a (1)	Training Records - Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.		
		▶ 1/29 a (2)	Training Records - Background and working files		Destroy when 3 years old.
2738a	Bond Master File-Print out, Paper copies No longer maintained	▶ 2/14 a	Savings Bond Purchase Files - Authorization for Purchase and Request for Change - U.S. Savings Bonds, SB 2152, or equivalent.	Destroy when superseded or after separation of employee.	
		▶ 2/14 b	Savings Bond Purchase Files - Bond registration files: issuing agent's copies of bond registration stubs		Destroy 4 months after date of issuance of bond.
		▶ 2/14 c	Savings Bond Purchase Files - Bond receipt and transmittal files: receipts for and transmittals of U.S. Savings Bonds.		Destroy 4 months after date of issuance of bond.

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>PERSONNEL SECURITY CLEARANCE CASE FILES</u>. Documents relating to investigations of personnel employed by or seeking employment with the Government, or whose relationship with the Government requires security clearance, exclusive of investigative reports furnished to agencies by the Office of Personnel Management. Includes case files appealed to the courts, linked with Congressional investigations or of demonstrated interest to Congressional committees, the Executive Office of the President, or the public.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange alphabetically by name of individual.</p>	<p>Out off at close of fiscal year in which action is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>2701-P3</p>	
<p>2. <u>PERSONNEL SECURITY CLEARANCE STATUS FILES</u>. Records maintained in security units to show the security clearance status of individuals. Records may be in the form of lists, rosters or cards.</p>	<p>Arrange alphabetically.</p>	<p>Destroy when superseded, obsolete or no longer needed for reference.</p>		<p>2702-IV</p>

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>PERSONNEL-PAYROLL MASTER FILE.</u> This tape contains BIA employee data such as Social Security Number, name, state and Federal tax, deductions, salary rates, leave data, position and appointment data.</p>	<p>Arrange as appropriate.</p>	<p>a. Printout/paper copies.</p>		2703a-T0
<p>b. Magnetic tape data.</p>		<p>Cut off monthly. Destroy tape data after audit by GAO or 3 years after cutoff, whichever is earlier.</p>		2703b-T3
<p>4. <u>FINAL SALARY CLEARANCE FILES.</u> Notification to payroll office that final salary payment can be made when employee has been cleared of BIA property, credit cards, keys, and outstanding debts.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at fiscal year end after employee clearance. Destroy 1 year after cutoff.</p>		2704-T1

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PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>OFFICIAL PERSONNEL FOLDERS.</u> Documents accumulated to provide an official record of personnel actions pertaining to an employee's status and service. The Federal Personnel Manual specifies the documents required in Official Personnel Folders. Official file copy is maintained at Central and Area Personnel Offices.</p>	<p>Arrange alphabetically.</p>	<p>Follow instructions in FPM.</p>	<p>2705a-FO</p>	
<p>a. Folders of employees transferred to another agency.</p> <p>b. Folders of separated employees.</p> <p>Subject to the <u>Privacy Act (OPM/GOVT-1)</u>.</p> <p>NARA JOB NUMBER _____</p>		<p>Cut off file in accordance with instructions in FPM. Transfer to National Personnel Records Center (Civilian), 111 Wisconsin Street, St. Louis, Missouri 63318, 30 days after separation except as provided in FPM.</p>	<p>2705b-FO</p>	

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>OFFICIAL PERSONNEL FOLDERS (TEMPORARY MATERIALS)</u>. Material maintained as temporary records on the left side of the Official Personnel Folder in accordance with the Federal Personnel Manual.</p>	<p>Arrange as appropriate.</p>	<p>Destroy after 1 year if no longer needed for reference or upon transfer/separation of employee, whichever is sooner.</p>	<p>2706-T1</p>	
<p>7. <u>SERVICE RECORD CARD FILES</u>. Standard Form (SF) 7B's showing pay and personnel history for each employee. Maintained in accordance with FPM.</p>	<p>Arrange as appropriate.</p>	<p>Out off after transfer or separation of employee. Destroy 3 years after cutoff.</p>	<p>2707-T3</p>	

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>PERSONNEL STATISTICAL REPORTS.</u> Records created in the preparation, coordination, and consolidation of regular and special personnel reports to the Office of Personnel Management. Included are reports on Federal civilian employment, handicapped persons, and Federal Employment Opportunity Programs; biennial reports on occupations and other comparable reports.</p>	<p>Arrange by report type, then by location and in chronological sequence.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>		2708-T2
<p>9. <u>NOTIFICATION OF PERSONNEL ACTION FILES.</u> SF-50's, exclusive of those in Official Personnel Folders, accumulated to provide a record for inspections, statistics, references, preparation of reports, etc. Maintained by Personnel Offices.</p>	<p>Arrange chronologically.</p>	<p>Cut off monthly. Destroy 2 years after cutoff.</p>		2709-T2

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>MERIT PROMOTION FILES</u>. Vacancy announcements, certificates of eligibles, crediting plans, position descriptions, copies of registers, offers of employment, and selected papers maintained by Personnel Offices.</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff provided requirements of Federal Personnel Manual are observed.</p>		<p>2710-T2</p>
<p>11. <u>PROMOTION OPPORTUNITY BULLETINS (POB)</u>. Consists of all position vacancies and announcement numbers. Maintained in Area and Central Office Personnel Offices.</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>		<p>2711-T2</p>

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. <u>VACANT POSITION FILE</u>. Contains information about positions that are established but never encumbered; budgeted positions not established and positions which have been vacated due to terminations, furloughs, etc. Also contains information about the last employee who held the position.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when superseded.</p>	<p>2712a-IV</p>	
<p>a. Printout/paper copies used as record copy.</p>				
<p>b. Magnetic tape data.</p>		<p>Dispose of after fourth update cycle.</p>	<p>2712b-IV</p>	
<p>13. <u>POSITION IDENTIFICATION STRIP FILES</u>. SF-7's used to provide summary data on each position occupied.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when position is cancelled or new strip is prepared.</p>	<p>2713-IV</p>	

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>14. <u>PERSONNEL INVESTIGATIVE FILES.</u> These files consist of confidential background pre-appointment investigations for BIA employees. Maintained outside the Official Personnel Folder.</p>	<p>Arrange as appropriate.</p>	<p>Place in Official Personnel Folder when employee transfers or separates.</p>	<p>2714-PO</p>	
<p>15. <u>APPLICANT SUPPLY FILE - ACTIVE.</u> Documents such as applications for employment, qualification rating sheets, control logs, applicant referrals, and related papers.</p>	<p>Arrange by classification series.</p>	<p>File on right side of Official Personnel Folder if individual is employed. Dispose of according to OPM instructions.</p>		<p>2715-JO</p>
<p>16. <u>APPLICANT SUPPLY FILE - INACTIVE.</u> Files established when an applicant is not qualified, declines, is not selected for appointment, or when application for employment is not updated. Included are applications for Federal employment and related papers.</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year. Destroy 2 years after cutoff.</p>		<p>2716-JT</p>

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
17. <u>INCENTIVE AWARDS CASE FILES.</u> Records documenting awards given to employees for suggestions or superior performance.	Arrange alphabetically.	Cut off end of fiscal year in which decision of award is made. Destroy 2 years after cutoff.		2717-T2
18. <u>INCENTIVE AWARDS REPORT FILES.</u> Awards program reports, including copies of feeder reports to Office of Personnel Management.	Arrange alphabetically.	Cut off at close of fiscal year. Destroy 2 years after cutoff.		2718-T2
19. <u>PERFORMANCE RATINGS.</u> Convenience copies which are not filed in Official Personnel Folders.	Arrange alphabetically by employee name.	Cut off at close of fiscal year. Destroy 2 years after cutoff.		2719-T2

PERSONNEL --- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
20. <u>PERFORMANCE RATING APPEAL FILES.</u> Employee's appeal of his/her performance rating, copies of decisions rendered and other material pertaining to the case.	Arrange alphabetically by employee name.	Cut off at close of fiscal year in which final decision is made. Destroy 1 year after cutoff.		2720-T1
21. <u>POSITION DESCRIPTION FILES.</u> Documents which describe duties, responsibilities, and supervisory responsibilities of each position within the organization. These include copies of position descriptions of General Schedule and Wage Board positions, amendments, and certifications. Maintained by Personnel Office.	Arrange numerically by classification series number.	Cut off file at close of fiscal year. Destroy 5 years after cutoff. Descriptions of continuing value may be retained as nonrecord material under "Technical Reference Material" in the General Administrative Files.		2721-T5

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>22. POSITION CLASSIFICATION SURVEYS. Documents created by performing systematic examination of the essential aspects of all positions within an area. Included are position survey reports, records of classification surveys, position review certifications, recommendations, and related papers.</p>	<p>Arrange by position number.</p>	<p>Cut off at close of fiscal year. Destroy 5 years after cutoff. Surveys of continuing value may be retained as nonrecord material (Technical Reference Material under the General Administrative Files).</p>		2722-J15

PERSONNEL — 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>23. <u>REORGANIZATION PROPOSALS FILES.</u> Consist of reorganization proposals submitted to the Personnel Office for classification comments. File includes narrative description and justification for reorganizations; current and proposed organizational charts; current and proposed mission and functional statements; staffing patterns; and classifier's comments.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year in which action is completed. Destroy 3 years after cutoff.</p>		<p>2723-T3</p>
<p>24. <u>CLASSIFICATION APPEAL FILES.</u> Documents accumulated when an employee appeals his job classification which include the letter of appeal, copy of job description, classifier's notes and evaluation and letter advising employee of the final decision.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year in which action is completed. Destroy 3 years after cutoff.</p>		<p>2724-T3</p>

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PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
25. <u>REDUCTION-IN-FORCE FILES.</u>				
a. Retention registers. These are lists of printouts prepared before reduction-in-force for each competitive level affected by the reduction.	Arrange chronologically by register date.	Out off at close of fiscal year. Destroy 2 years after cutoff. If an appeal or court case is pending, destroy 2 years after the case is resolved.		2725a-T2
b. Work cards. Used in compiling retention registers.	Arrange alphabetically.	Destroy after all RIF actions are completed.		2725b-T0
c. Notice to Employees and related papers.	Arrange chronologically.	Place one copy in employee's Official Personnel Folder.	2725c-P0	
d. Placement files. Documents which result from attempts to secure new positions for displaced employees.	Arrange as appropriate.	Destroy 2 years after RIF is completed.		2725d-T2

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>26. <u>APPEALS AND GRIEVANCES FILES.</u> Files related to review and hearings or appeals of adverse personnel actions and disciplinary measures. These materials include summaries and transcripts of hearings, designation of committee members, committee reports, and related papers.</p>	<p>Arrange alphabetically by employee name.</p>	<p>Cut off at close of fiscal year in which final decision is made. Destroy 7 years after cut-off.</p>		<p>2726-T7</p>
<p>27. <u>EMPLOYEE FINANCIAL STATEMENT FILES.</u> Files for outside employment, financial interests and related papers.</p>	<p>Arrange alphabetically by employee name.</p>	<p>Cut off at close of fiscal year in which employee leaves position. Destroy 2 years after cut-off.</p>		<p>2727-T2</p>

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
28. <u>EMPLOYEE INTERVIEW FILES.</u> Documents which record coun- seling interviews, results of action taken and separation interviews.	Arrange alphabeti- cally by employee name.	Cut off at close of fiscal year in which employ- ee is transfer- red or separa- ted. Destroy 6 months after cutoff.		2728-T0
29. <u>DISCRIMINATION COMPLAINT (EEO) CASE FILES.</u> Documents consist of investigations of discrimi- nation complaints by employees of, and applicants for employ- ment with BIA, because of race, religion, etc. Included are copies of complaints, in- vestigation reports, hearing transcripts or summaries, statements of witnesses, and related papers.	Arrange as appropriate.	Cut off at close of fiscal year in which final decision is made. Destroy 4 years after cut- off.		2729-T4

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
30. <u>HEALTH RECORD CASE FILES</u> . Correspondence, reports, forms, and other papers documenting employee medical history.	Maintained outside of OPF. Arrange alphabetically by employee name.			
a. Pre-employment physical examination, Health Qualification Placement Records, disability retirement examination, and fitness for duty examination.		Upon separation, file in Official Personnel Folder.	2730a-FO	
b. All other papers.		Destroy when file has been inactive for 5 years.		2730b-T5
31. <u>INDIVIDUAL EMPLOYEE TRAINING FILES</u> . Case files containing applications for training, authorizations, schedules, reports of progress, attendance and related documents.	Arrange by office and thereunder alphabetically by employee name.	Out off when employee transfers or terminates. Destroy 3 years after cutoff.		2731-T3

PERSONNEL — 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
32. <u>TRAINING REPORT CARD FILES.</u> Records and cards showing history of individual em- ployee's training.	Arrange alphabeti- cally by employee name.	Destroy individual record upon separation of employee.		2732-T0
33. <u>TRAINING REPORT FILES.</u> File includes quarterly, semi- annual, or annual reports of training, accomplishments, and coordinating actions. Main- tained by Central Office and Area Offices.	Arrange chronologi- cally.	Cut off at close of fiscal year. Destroy 5 years after cut off or after Office of Personnel Man- agement review, whichever is earlier.		2733-T5
34. <u>TUITION ASSISTANCE FILES.</u> Documents include employee requests for and approvals or disapprovals for tuition assistance, college tran- scripts, grade reports, and related papers.	Arrange alphabeti- cally by employee name.	Cut off at close of fiscal year in which course is completed or 2 years after date of last action. De- stroy 3 years after cutoff.		2734-T3

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
35. <u>CAREER DEVELOPMENT FILES.</u> Documents maintained on individual employees to record career plans and training courses.	Arrange alphabetically by employee name.	Cut off when employee transfers or terminates. Destroy 6 months after cutoff.		2735-T0
36. <u>TRAINING PROGRAM ADMINISTRATIVE FILES.</u> Documents relating to departmental, bureau, and OPM formal training programs such as Managerial Development, Executive Development, etc. Includes papers regarding announcements, applications, selection and attendance.	Arrange by title of program.	Cut off at the close of fiscal year. Destroy 5 years after cutoff.		2736-T5

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>37. <u>HEALTH INSURANCE FILES.</u> Consist of Health Benefits Registration and Notices of Change in Enrollment Status Form, (signed originals); and Transmittal and summary Report to Carrier, showing number of employees covered, added, dropped, etc.</p>	<p>Arranged alpha- betically.</p>	<p>Cut off at close of fiscal year in which employee is separated. Destroy 3 years after cutoff.</p>		<p>2737-113</p>

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>38. <u>BOND MASTER FILE.</u> Contains a record of bond deductions authorized by each employee and is updated with deductions from the payroll process. Shows SSN, bond number, Area Office code, name, biweekly deduction, face value of bond, note face value, accumulation of amount deducted, refund code, effective issue date, SSN to be issued, name to whom sent, address, co-owner, and name of co-owner. <u>Subject to the Privacy Act.</u></p>	<p>Arrange as appropriate.</p>	<p>Destroy when superseded.</p>	<p>2738a-T0</p>	<p>2738b-T3</p>
<p>a. Printout/paper copies.</p>		<p>Cut off monthly. Destroy tape data after audit by GSA or 3 years after cutoff, whichever is earlier.</p>		
<p>b. Magnetic tape data.</p>				

PERSONNEL -- 2700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>39. PERSONNEL ACTION FILE. Files consist of data inputs taken from each personnel action effective within the month. Used for monthly and annual personnel reports and for research purposes.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when superseded.</p>	<p>2739a-T0</p>	
<p>a. Printout/paper copies.</p>				
<p>b. Magnetic tape data.</p>		<p>Cut off monthly. Destroy tape data after audit by GAO or 3 years after cutoff, which ever is earlier.</p>	<p>2739b-T3</p>	

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the applicable GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
2801	2800 - Property and Procurement Vehicle Release Files	▶ 10/6	Motor Vehicle Release Files - Records relating to TRANSFER, SALE, DONATION, OR EXCHANGE OF VEHICLES, INCLUDING SF 97, The United States Government Certificate to Obtain Title to a Motor Vehicle.	Destroy 4 years after vehicle leaves agency custody.
2802	Government Transportation Request (GTR) Files	▶ 9/4 a	General Travel and Transportation Files - Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions not covered elsewhere in this schedule.	Destroy when 2 years old.
		▶ 9/4 b	General Travel and Transportation Files - Accountability records documenting the issue or receipt of accountable documents.	Destroy 1 year after all entries are cleared.
2803	Government Bills of Lading (GBL) Files	▶ 9/1 a	Commercial Freight and Passenger Transportation Files (Settled Fiscal Accounts) Original vouchers and support documents covering commercial freight and passenger charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by item 1 b of this schedule.	Destroy 6 years after the period of the account.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the applicable GRS item and disposition instructions listed below.

<p align="center">16 BIAM Records Control Schedule</p> <p>RECORDS SCHEDULE NUMBER</p>	<p align="center">NARA General Records Schedule</p> <p>ITEM NUMBER</p>	<p align="center">DISPOSITION</p>
<p>con't</p> <p align="center">Government Bills of Lading (GBL) Files</p>	<p>▶ 9/1 b</p> <p>Commercial Freight and Passenger Transportation Files (Not Settled Fiscal Accounts) Records covering payment commercial freight and passenger transportation charges for services for which 1) notice of overcharge has been or expected to be issued, or a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) the voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) the voucher has become involved in litigations, or 6) any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period.</p>	<p>Destroy when 10 years old.</p>
	<p>▶ 9/1 c</p> <p>Commercial Freight and Passenger Transportation Files (Issuing Office Copy) Consists of Government or commercial bills of lading, Commercial Passenger Transportation Vouchers (AF 1113a), and transportation requests (SF 1169), travel authorizations, and supporting documents.</p>	<p>Destroy 6 years after the period of the account.</p>

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the applicable GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
2804	Government Losses in Shipment Act Files	▶ 9/2	Lost or Damaged Shipments Files - Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.	Destroy after 6 years.
2806	Excess Personal Property Files (Reports)	▶ 4/2	Excess Personal Property Reports	Destroy after 3 years.
2810	Property Inventory Listings	▶ 3/9 a	Inventory Files (Lists)	Destroy 2 years from date of list.
2811	Inventory Control Files	▶ 3/9 b	Inventory Files (Cards)	Destroy 2 years after discontinuance of item, 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.
2812a	Board of Survey and Loss or Theft Files- Reports Involving Pecuniary Liability	▶ 18/15 a	Personal Property Accountability Files (Ledger Files) - Files relating to accountability for personal property lost or stolen.	Destroy 3 years after final payment.
		▶ 18/15 b	Personal Property Accountability Files (Other) - Reports, loss statements, receipts, and other documents relating to lost and found articles.	Destroy after 1 year.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the applicable GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
2812b	Board of Survey and Loss or Theft Files-All Other Reports	▶ 18/15 a	<u>Personal Property Accountability Files (Ledger Files)</u> - Files relating to accountability for personal property lost or stolen.	Destroy 3 years after final payment.
		▶ 18/15 b	<u>Personal Property Accountability Files</u> - Reports, loss statements, receipts, and other documents relating to lost and found articles	Destroy after 1 year.
2813	Property Pass Files	▶ 18/12	<u>Property Pass Files</u> - Property pass files, authorizing removal of property or materials.	Destroy 3 months after expiration or revocation.
2817	Space Allocation and Utilization Files	▶ 11/2	<u>Agency Space Files</u> - Records relating to the allocations, utilization, and release of space under agency control, and related reports to GSA.	Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.
		▶ 11/2 a	<u>Agency Space Files</u> - Consists of building plan files, surveys, and other records utilized in agency space, planning, assignment, and adjustment.	
2818	Space Reporting Files	▶ 11/2 b (1)	<u>Agency Space Files (Correspondence-Reports)</u> - Consists of correspondence with and reports to staff agencies relating to agency space holdings and requirements - Agency reports to GSA, including SF 81, Request for Space, and related documents.	Destroy after 2 years.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the applicable GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
con't	Space Reporting Files	▶ 11/2 b (2)	Agency Space Files (Copies) - Consists of copies and related working papers located in subordinate reporting units.	Destroy after 1 year
2821	Requests for Work Authorization	▶ 11/5	Building and Equipment Service Files - Requests for building and equipment maintenance services, excluding fiscal copies.	Destroy 3 months after work is performed or requisition is canceled.
2822	Key Control Files	18/16 ▶ 18/16 a ▶ 18/16 b	Key Accountability Files - Files relating to accountability for keys issued. Key Accountability Files (Maximum Security) Key Accountability Files (Other Areas)	Destroy 3 years after turn-in of key. Destroy 6 months after turn-in of key.
2824	Postal Records	12/5 ▶ 12/5 a	Post Office and Privacy Mail Company Records - Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service. Post Office and Private Mail Company Records - Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts	Destroy after 1 year

2818

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the applicable GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
con't	Postal Records	▶ 12/5 b	Post Office and Private Mail Company Records (Application/Certification) - Consists of application for registration and certification of declared value mail.	Destroy after 1 year
		▶ 12/5 c	Post Office and Private Mail Company Records (Report) - Consists of report of loss, rifling, delayed or late delivery, wrong delivery or other improper treatment of mail.	Destroy after 1 year
		▶ 12/7	Metered Mail Files - Official metered mail reports and all related papers.	Destroy after 6 years
		▶ 12/8	Postal Irregularities Files - Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	Destroy 3 years after completion of investigation.
2825	Mail Sampling Report Files	▶ 12/6 b	Mail and Delivery Service Control Files - Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds)	Destroy after 6 months
2826	Mailing Lists and Related Materials	▶ 12/6 h	Mail and Delivery Service Control Files - Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE : If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
2901	2900 - Safety Safety & Security Inspection Case Files	▶ 18/9	Survey and Inspection Files (Government-Owned Facilities) - Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	Destroy after 3 years or upon discontinuance of facility, whichever is sooner.
2902	Safety & Health Inspection Reports	▶ 18/9	Survey and Inspection Files (Government-Owned Facilities) - Refer to above 2901(18/9).	Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.
2903	Emergency Planning Case Files	▶ 18/27	Emergency Planning Case Files - Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.	Destroy 3 years after issuance of a new plan or directive.

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
con't	Emergency Planning Case Files		<p>[NOTES: (1) If the emergency plan is not included in the agency's master set of directives files, a record set must be maintained and scheduled for eventual transfer to the National Archives of the United States by submission of an SF 115 to NARA. (2) Emergency planning reports of operations tests, consisting of consolidated or comprehensive reports reflecting agencywide results of tests conducted under emergency plans are also permanent and must be scheduled for transfer to the National Archives of the United States by submission of an SF 115.]</p>	
2904	Emergency Test and Exercise Files	▶ 18/28	<p>Emergency Operation Test Files - Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, test of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.</p>	Destroy after 3 years.
2905	Motor Vehicle Operator Files	▶ 10/7	<p>Motor Vehicle Operator Files - Records relating to transfer, sale, donation, or exchange of vehicles, including SF 97, The United States Government Certificate to Obtain Title to a Motor Vehicle.</p>	Destroy 3 years after separation of employee or 3 years after recision of authorization to operate Government-owned vehicle, whichever is sooner.

2903

16 BIAM Records Schedule Numbers Now Covered by General Records Schedule (GRS)

NOTE: If the 16 BIAM Record Schedule Number is listed, use the corresponding GRS item and disposition instructions listed below.

16 BIAM Records Control Schedule		NARA General Records Schedule		DISPOSITION
RECORDS SCHEDULE NUMBER	RECORDS SERIES TITLE	ITEM NUMBER	SERIES TITLE AND DESCRIPTION	
2906	Motor Vehicle Accident Report Files	▶ 10/5	Motor Vehicle Accident Files - Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91, Motor Vehicle Accident Report, investigative reports, and SF 94, Statement of Witness.	Destroy 6 years after case is closed.
2907	Employee Personal Injury Case Files	▶ 1/31	Personal Injury Files - Relating to forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.	Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. <u>VEHICLE RELEASE FILES</u> . Documents accumulated in the transfer by sale, donation, or exchange of motor vehicles.	Arrange by vehicle number.	Cut off at close of fiscal year in which vehicle leaves agency. Destroy on-site 4 years after cutoff.		2801-T4
2. <u>GOVERNMENT TRANSPORTATION REQUEST (GTR) FILES</u> . Records such as SF-1120, which document the issue or receipt of accountable papers involved in travel and transportation function.	Arrange chronologically.	Destroy 1 year after all entries on the records are cleared.		2802-T1
3. <u>GOVERNMENT BILLS OF LADING (GBL) FILES</u> . Registers used to account for bills of lading.	Arrange numerically by register number.	Destroy 3 years after final entry on register.		2803-T3

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
4. <u>GOVERNMENT LOSSES IN SHIPMENT ACT FILES.</u> Freight records relating to the Government Losses in Shipment Act consisting of schedules of valuables shipped and related papers.	Arrange numerically by shipment number.	Cut off files at close of fiscal year. Destroy 3 years after cutoff.		2804-T3
5. <u>PROPERTY RECEIPT FILES.</u> Copies of purchase orders maintained as property receipt records.	Arrange numerically.	Cut off at close of fiscal year. Destroy 2 years after cutoff.		2805-T2
6. <u>EXCESS PERSONAL PROPERTY FILES.</u> Reports of excess personal property and transfer of excess personal property.	Arrange numerically.	Cut off at close of fiscal year. Destroy 3 years after cutoff.		2806-T3

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>PROPERTY TRANSACTION SOURCE DOCUMENT FILE</u>. Documents accumulated in controlling and accounting for nonexpendable personal property in the BIA. Papers reflect the acquisition, assignment, transfer and disposition of property. Includes copies of BIA-4310, Property Accountability Transaction, and BIA-4312, Property Invoice.</p>	<p>Arrange by location and property identification number.</p>	<p>Cut off at end of fiscal year, hold 3 years then destroy if no longer needed for reference.</p>	<p>2807-T3</p>	<p>2807-T3</p>
<p>8. <u>PROPERTY LOAN AGREEMENT FILES</u>. Contains records of accountability for Government-owned real or personal property loaned to individuals. Also contains records concerning individuals which have arisen as a result of that individual's misuse of or damage to the loaned property. Subject to the Privacy Act (BIA-1).</p>	<p>Arrange as appropriate.</p>	<p>Destroy 1 year after property is returned.</p>	<p>2808-T1</p>	<p>2808-T1</p>

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>9. <u>EMPLOYEE PROPERTY ISSUE FILES.</u> Card files (DI-105, Receipt for Property) used for documenting loan of property.</p>	<p>Arrange alphabetically.</p>	<p>Destroy when new card is issued, provided item has been returned.</p>		2809-T0
<p>10. <u>PROPERTY INVENTORY LISTINGS.</u> Consist of physical inventory documents pertaining to BIA personal property.</p>	<p>Arrange as appropriate.</p>	<p>Out off after next annual listing or next complete physical inventory is taken, reconciled, and approved. Destroy 2 years after cutoff.</p>		2810-T2
<p>11. <u>INVENTORY CONTROL FILES.</u> Inventory cards used for stock control. Maintained at some locations in addition to or in lieu of computerized inventory.</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year. Destroy 2 years after cut off.</p>		2811-T2

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. <u>BOARD OF SURVEY AND LOSS OR THEFT FILES.</u> Reports and other documents relating to the damage, loss, or theft of property.</p> <p>a. Reports involving pecuniary liability.</p> <p>b. All other reports.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year.</p> <p>Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after cutoff.</p>	<p>2812a-T3</p>	<p>2812b-T3</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically by name of individual.</p>	<p>Cut off after expiration or revocation. Destroy 3 months after cutoff.</p>	<p>2813-T0</p>	
<p>13. <u>PROPERTY PASS FILES.</u> Hand-carried authorizations for removal of property or materials when offices are being relocated.</p>				

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>14. <u>PERSONAL PROPERTY MASTER FILE.</u> This magnetic tape master file contains data reflecting all accountable property items throughout the BIA. The file reflects action code, document reference number; area, agency, unit, and nomenclature codes; BIA identification number; book or purchase value; make or other identification; serial number; and nomenclature description. Data is used to prepare reports. Record copy maintained at Central Office.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when no longer needed for reference.</p>	<p>2814a-T0</p>	<p>2814a-T0</p>
<p>a. Printout/paper copies used as record copy.</p>				
<p>b. Magnetic tape data.</p>		<p>Dispose of after third update cycle.</p>	<p>2814b-T0</p>	<p>2814b-T0</p>

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>15. <u>REAL PROPERTY MASTER FILE.</u> This magnetic tape file contains data pertinent to real property items under the jurisdiction of the BIA. The file reflects area/agency codes, activity, unit designation, holding agency designation, usage code, year acquired, assigned building number, property code, GSA location code, cost, ownership codes, size of property, and card code.</p>	Arrange by location.	Cut off at end of fiscal year, hold 1 year then destroy if no longer needed for reference.		2815a-T1
b. Magnetic tape data.	Arrange as appropriate.	Dispose of after third update cycle.		2815b-T0

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PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>16. <u>FEDSTRIP SUPPLEMENTARY ADDRESS FILE.</u> Contains basic address codes for each location in BIA. Shows supplementary address, mailing address, area, agency code, GSA location code, and date established.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year, hold 1 year or until no longer needed for reference, then destroy.</p>	<p>2816a-T1</p>	<p>2816a-T1</p>
<p>a. Printout/paper copies used as record copy.</p>				
<p>b. Magnetic tape data.</p>		<p>Dispose of after third update cycle.</p>	<p>2816b-T0</p>	<p>2816b-T0</p>
<p>17. <u>SPACE ALLOCATION AND UTILIZATION FILES.</u> Documents show allocation, use, and release of building space. Included are requests for space, record of assignments, reports, surveys, space layouts, and floor plans and related papers.</p>	<p>Arrange by building name.</p>	<p>Cut off at close of fiscal year in which assignment is terminated. Destroy 2 years after cut-off.</p>	<p>2817-T2</p>	<p>2817-T2</p>

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
18. <u>SPACE REPORTING FILES</u> . Documents relating to reporting agency space requirements and holdings. Includes copies of reports submitted to General Services Administration, other reports and related work papers.	Arranged by report type, thereunder chronologically and by location.	Cut off at close of fiscal year. Destroy 2 years after cutoff.		2818-T2
19. <u>QUARTERS EVALUATION FILES</u> . Surveys and appraisals made to adjust rental rates for federally-owned facilities occupied by BIA employees. Information includes description, location, and evaluation of quarters.	Arrange as appropriate.	Cut off at close of fiscal year in which quarters are appraised. Destroy after 1 year.		2819-T1

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>20. <u>QUARTERS ASSIGNMENT FILES.</u> Information includes approved schedule of deductions, assignments to quarters, vouchers, requisitions for property, and current receipted inventories of quarters.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year in which new deductions are placed in effect. Destroy after 2 years.</p>	<p>2820a-T2</p>	
<p>b. Agency files.</p>		<p>Cut off at close of fiscal year in which tenant vacates quarters. Destroy after 6 months.</p>	<p>2820b-T0</p>	

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
21. <u>REQUESTS FOR WORK AUTHORIZATION</u> Request forms or work orders for building maintenance.	Arrange numerically by work order number.	Cut off after work is per- formed or requisition cancelled. Destroy 3 months after cutoff.		2821-T0
22. <u>KEY CONTROL FILES</u> . Documents relating to accountability of keys issued.	Arrange as appropriate.	Destroy when superseded by updated listing.		2822-T0

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>23. <u>HISTORY RECYCLE INPUT TAPE.</u> These monthly magnetic tape files contain both personal property and finance transactions. Shows batch and header, identification, end-of-file identification, Julian date, station code and message number, batch record count, batch money control total, document reference number, location code, BIA appropriation and activity code.</p>	<p>Arrange as appropriate.</p>	<p>Out off when superseded, hold for 2 months after cutoff then destroy.</p>	<p>2823a-T0</p>	<p>2823a-T0</p>
<p>b. Magnetic tape data.</p>		<p>Cut off monthly. Destroy tape data 1 month after cutoff.</p>	<p>2823b-T0</p>	<p>2823b-T0</p>

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
24. <u>POSTAL RECORDS.</u> Files consist of Post Office forms such as receipts for registered and certified mail, insured mail, and special delivery receipts and forms, reports of loss, etc.	Arrange chronologically.	Cut off at close of fiscal year. Destroy 1 year after cutoff.		2824-T1
25. <u>MAIL SAMPLING REPORT FILES.</u> Periodic statistical reports on the amount of postage used and weight/size of outgoing mail.	Arrange chronologically.	Cut off at close of fiscal year. Destroy 3 years after cutoff.		2825-T3
26. <u>MAILING LISTS AND RELATED MATERIALS.</u> Correspondence, request forms, and other records related to changes in mailing lists or codes.	Arrange as appropriate.	Destroy 3 months after update.		2826-T0

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>VENDOR REFERENCE FILES.</u> Consist of catalogs, brochures, pamphlets, etc., which contain information on supplies and services provided by public vendors.</p>	<p>Arrange as appropriate.</p>	<p>Destroy when superseded or no longer needed for reference.</p>		2851-10
<p>2. <u>PROCUREMENT REGISTERS.</u> Documents maintained primarily for reporting purposes which contain a listing of numbers assigned to purchase orders and contracts. Information also includes names of vendors and requisition numbers as assigned in originating offices. Maintained by each location with a purchasing agent.</p>	<p>Arrange numerically.</p>	<p>Out off at close of fiscal year. Destroy 6 years after cutoff.</p>		2852-16

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>PURCHASE ORDER FILES</u>. Consist of form BIA-4252, used for small purchases which normally do not exceed \$25,000. This is a procurement working files and include original requisition, green and pink copies of purchase order, copies of invoices, information related to purchase negotiation, and information related to payment of invoices.</p>	<p>Arrange numerically.</p>	<p>Out off at close of fiscal year in which payment is made. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records;</u> destroy 6 years after retirement once freeze is lifted.</p>	<p>2853-T3F</p>	

NARA JOB NUMBER NA-75-89-1

PROPERTY MANAGEMENT AND PROCUREMENT -- 2800
(PROCUREMENT -- 2850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>4. <u>REQUISITION FILES</u>. Original requisitions submitted for stockroom supplies, equipment use, or in-house personal services. Requisitions in this file do not result in the development of a purchase order.</p>	<p>Arrange by fiscal year then by requisition number.</p>	<p>Out off at close of fiscal year. Hold 2 years then destroy if no longer needed for reference.</p>		2854-T2

SAFETY -- 2900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>SAFETY AND SECURITY INSPECTION CASE FILES.</u> Documents concerning the inspection of adequacy of protective and preventative measures taken against fire hazards, explosions and accidents, and to assure the adequacy of measures taken to protect information and services from sabotage or unauthorized entry.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff.</p>		<p>2901-T3</p>
<p>2. <u>SAFETY AND HEALTH INSPECTION REPORTS.</u> Recurring reports on sanitary conditions of facilities.</p>	<p>Arrange chronologically, then by report type and location.</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff.</p>		<p>2902-T3</p>

SAFETY -- 2900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
3. <u>EMERGENCY PLANNING CASE FILES.</u> Case files consist of emergency operating plans which provide for continuity of agency operations and other background papers such as changes to plan, coordinating actions, and other documents. Record copy maintained by office responsible for pre- paration and issuance of plan.	Arrange as appropriate.	Cut off when superseded or obsolete. Destroy 5 years after cutoff.		2903-T5

SAFETY -- 2900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
4. <u>EMERGENCY TEST AND EXERCISE FILES.</u>				
a. Consolidated or comprehensive reports reflecting agency results of tests conducted under emergency plans. Maintained in Central Office.	Arrange by file type, thereafter numerically.	Out off at close of fiscal year in which test is completed. Destroy 5 years after cutoff.		2904a-T15
b. Other papers accumulating from emergency operations tests such as instructions to participants, staff assignments, messages, tests of communications and facilities, and copies of reports.	Arrange as appropriate.	Destroy 3 years after cutoff.		2904b-T13

SAFETY -- 2900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>MOTOR VEHICLE OPERATOR FILES.</u> Documents relating to individual employee operation of Government-owned vehicles, including driver tests, government driver's license, safe driving awards, violations, misuse of vehicles, and related correspondence.</p>	<p>Arrange alphabetically by employee surname.</p>	<p>Cut off at close of fiscal year in which operator is separated, transferred, or upon recision of authorization to operate Government vehicle. Destroy 3 years after cutoff. If operator transfers within the Bureau, send file to new duty station.</p>		2905-T3

SAFETY -- 2900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>MOTOR VEHICLE ACCIDENT REPORT FILES.</u> Documents include:</p> <ol style="list-style-type: none"> 1. SF 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator 2. SF 91, Operator's Report of Motor Vehicle Accident 3. SF 91A, Investigation Report of Motor Vehicle Accident 4. Police Reports 	<p>File by location then chronologically.</p>	<p>Out off at close of fiscal year in which case is closed. Destroy 6 years after cutoff.</p>		<p>2906-T6</p>

SAFETY -- 2900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>EMPLOYEE PERSONAL INJURY CASE FILES.</u> Case files consist of copies of documents regarding job-related injuries to BIA employees. Official case file (record copy) for personal injury cases is maintained by Department of Labor. Bureau copies maintained by Area Safety Managers and used for communicating with Department of Labor regarding compensation of claims. Includes investigation reports, medical examinations, directly related correspondence, and accident reports such as:</p>	<p>Arrange by employee name.</p>	<p>Cut off at close of fiscal year in which injury claim is settled and all action is completed. Forward to Personnel Office for filing on left side of Official Personnel Folder. Destroy 3 years after cutoff.</p>		<p>2907-T3</p>
<ol style="list-style-type: none"> 1. DI 134, Accident/Incident Report 2. CA 1, Federal Employee Notice of Traumatic Injury and Claim for Compensation 3. CA 2, Occupational Illness or Disease 4. CA 16, Request for Examination and/or Treatment. 				

SAFETY -- 2900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
8. <u>SAFETY MANAGEMENT INFORMATION FILES</u> . Contain:	Arrange alphabetically.	Cut off at close of fiscal year in which case is settled. Hold 3 years; retire to FRC. Offer to NARA 20 years after retirement.	2908-P3	
a. Documents supporting the issuance of SF-46, Motor Vehicle Identification Cards to Employees;				
b. Employee claims submitted to the office of Workman's Compensation (OWC);				
c. Case files with supporting documents pertaining to Tort Claims filed by an individual against the U.S. Government;				
d. Records concerning individuals which have arisen as a result of that individuals misuse or damage to Government-owned or Government-leased motor vehicles, other equipment, facilities and salary overpayments as a result of misuse of leave relating to OWC claims deemed invalid.				

NARA JOB NUMBER NI-75-89-1

ACKNOWLEDGEMENT -- 3200

Description of Records & NARA Job Number	Filing Instructions	Disposition. Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>ACKNOWLEDGEMENT FILES.</u> Consist of documents associated with groups applying for Federal recognition as an Indian Tribe. Files contain the letter of petition, responses to criteria for service eligibility (25 CFR 83.7a-g), findings for/against acknowledgement of the group and final determination reports. Record copy maintained at Central Office.</p>	<p>Group by status of application, then arrange alphabetically by tribe.</p>	<p>Cut off at close of fiscal year in which case is closed. Hold 10 years; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3201-P10</p>	

NARA JOB NUMBER NL-75-89-1

ACKNOWLEDGEMENT -- 3200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>INDIAN JUDGMENT FUNDS CLAIMS CASE FILES.</u> Information consists of tribal claims against the U.S. filed pursuant to the Indian Claims Commission Act. Documents include the effective Secretarial plan, legislation authorizing distribution of funds, socioeconomic reports on tribes involved, tribal resolutions/constitutions, Area Office recommendations, results of BIA research report which identifies who will share in the award and transcript of hearing record. Record copy maintained by Central Office.</p>	<p>Arrange alphabetically by tribe.</p>	<p>Cut off when case is closed. Hold 7 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3202-F7</p>	

NARA JOB NUMBER NL-75-89-1

JUL 12 1975

EMPLOYMENT ASSISTANCE -- 3300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>EMPLOYMENT ASSISTANCE CASE FILES.</u> Case files and related indexes for individuals who are given assistance in connection with direct employment services or adult vocational training. They include applications for assistance; departure and arrival schedules; records documenting financial assistance; training plans, objectives, and courses pursued; counseling and guidance services received (which includes community living, orientation, housing, etc.), employment referral, placement records, and reports on progress. Maintained by office providing assistance. <u>Subject to the Privacy Act (BIA-23).</u></p>	<p>Arranged by case number; indexed alphabetically by surname.</p>	<p>Cut off at close of fiscal year in which applicant is determined to be ineligible to receive services or when eligible applicant case is completed.</p>	<p>3301a-P5F</p>	<p>3301b-T2</p>
<p>a. Eligible applicants receiving services.</p>		<p>Hold 5 years or until volume warrants; retire to FRC. <u>Freeze records</u>; offer to NARA 20 years after retirement.</p>		
<p>b. Applicants ineligible for services or services determined not needed.</p>		<p>Hold 2 years then destroy on site.</p>		
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

EMPLOYMENT ASSISTANCE -- 3300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>EMPLOYMENT ASSISTANCE REPORTS.</u> Original copies of special or periodic narrative and statistical reports showing program plans, objectives, activities, and progress. Record copy retained by area office.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange chronologically by reporting period and location.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3302-P3</p>	
<p>3. <u>CLIENT REGISTER LOG.</u> Logs used to assign case numbers to clients, usually maintained by fiscal year.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		<p>3303-IT3</p>
<p>4. <u>WORK ORDER REGISTER LOG.</u> Logs used to assign work order numbers on client payments, maintained by fiscal year.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		<p>3304-IT3</p>

HOUSING -- 3400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>HOME IMPROVEMENT PROGRAM (HIP) APPLICANT CASE FILES.</u> Consist of tribal enrollment information, condition of existing housing, family size and composition, income, inability of applicant to secure housing from other sources, and evidence that applicant has not received HIP assistance after July 1, 1975. Subject to the <u>Privacy Act (BIA-10).</u></p>	<p>Arrange by case number, indexed alphabetically by surname.</p>	<p>Cut off at close of fiscal year when case is completed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3401-P5</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>2. <u>HOME IMPROVEMENT PROGRAM (HIP) REPORTS.</u> Periodic narrative and statistical reports on the housing program. The original of consolidated reports resulting from area and agency feeder reports. Records copy maintained by Central Office.</p>	<p>Arrange chronologically, thereunder by location.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3402-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

LAW ENFORCEMENT -- 3500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>LAW ENFORCEMENT CASE FILES.</u> Case reports prepared by law enforcement officers involving cases such as murder, suicide, and liquor violations. Includes witness statements, statutes involved, place and nature of offense, evidence seized, photographs, and final disposition report. Record copy retained in law enforcement office having jurisdiction and responsibility for investigation. <u>Subject to the Privacy Act (EIA-18).</u></p>	<p>Arrange by case number.</p>	<p>Cut off at close of fiscal year of case closing. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3501-P5</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>2. <u>TRIBAL LAW AND ORDER RECORDS.</u> Records of Tribal Law and Order codes, ordinances, and resolutions requiring approval and/or review by the Bureau. Record copy retained by Area.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3502-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

LAW ENFORCEMENT -- 3500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
3. <u>SECURITY VIOLATIONS FILES.</u> Reports relating to investigations of alleged security violations and related papers.	Arrange as appropriate.			
a. Files relating to alleged security violations of sufficiently serious nature to be classed as felonies.		Out off at close of fiscal year in which final action is made. Hold 3 years or until volume warrants. Offer to NARA 20 years after retirement.	3503a-P3	
b. Other files relating to alleged security violations.				3503b-T2
NARA JOB NUMBER <u>NI-75-89-1</u>				

LAW ENFORCEMENT -- 3500

Description of Records & NARA Job Number	Filing Instructions	Disposition. Instructions	Permanent Records Schedule #	Temporary Records Schedule #
4. <u>LAW AND ORDER REPORTS</u> . Include periodic statistical and other reports by Area Offices to Central Office containing such information as number of Indian court civil and criminal cases; number and type of offenses, number arrested, convicted, and penalties imposed. Record copy retained by Area.	Arrange as appropriate.	Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	3504-P5	

NARA JOB NUMBER NI-75-89-1

LAW ENFORCEMENT -- 3500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>INDIAN POLICE ACADEMY STUDENT CASE FILES.</u> Files contain information on students applying for admission into the academy and include applications, certificates of completion, SF-78, transcript and other related documents. <u>Subject to the Privacy Act.</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off when individual leaves the police system.</p>	<p>3505a-P3</p>	
<p>a. Paper copies of file maintained as record copy.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>		
<p>b. Microfiche or other automated/machine readable copies.</p>	<p>Arrange as appropriate.</p>	<p>Destroy as information is superseded or no longer needed for reference.</p>		<p>3505b-10</p>

NARA JOB NUMBER NI-75-89-1

LAW ENFORCEMENT -- 3500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>INSTRUCTOR TRAINING MATERIALS</u>. Include items such as lecture notes, outlines, and other related materials used by police academy instructors for training purposes. <u>Subject to the Privacy Act.</u></p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Cut off at end of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3506-P3</p>	
<p>7. <u>CLASS WORK FILES</u>. Consists of documents such as class roster, reports on disciplinary actions, separation, awards, end of class reports, class photos, daily activity reports, medical/injury reports, and other related documents on classes at the Indian Police Academy. <u>Subject to the Privacy Act.</u></p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Cut off at end of course. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3507-P5</p>	

LAW ENFORCEMENT -- 3500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>ADMINISTRATIVE INVESTIGATIONS.</u> Documents such as disciplinary actions, investigations on violations of academy rules/regulations and other related documents pertaining to students of the Indian Police Academy. Subject to the <u>Privacy Act.</u></p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off at end of fiscal year in which investigation is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3508-P3</p>	
<p>9. <u>DEPUTY SPECIAL OFFICER'S CARDS.</u> Files on the appointment of Deputy Special Officer Commissions to qualified full-time state, county, municipal and tribal law enforcement officers providing authority for executing law enforcement duties in Indian country. Subject to the <u>Privacy Act.</u></p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically by name.</p>	<p>Cut off at end of fiscal year in which commission is ended. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3509-P3</p>	

LAW ENFORCEMENT --- 3500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>CALL LOG</u>. Logs or registers which detail incoming calls for law enforcement assistance. Include dispatch/radio calls made to law enforcement officers or other officials in response to calls.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at end of calendar year. Hold 5 years or until volume warrants; retire to ERC. Offer to NARA 20 years after retirement.</p>	<p>3510-P5</p>	

NARA JOB NUMBER NI-75-89-1

SOCIAL SERVICES -- 3600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>GENERAL ASSISTANCE CASE FILES.</u> Include names, family pro- files, client/contact reports, budget forms, certificate of Indian blood, address and assurance of residence on or near a reservation, corres- pondence regarding eligibility for assistance and type of assistance given. Maintained by agency office. <u>Subject to</u> <u>Privacy Act (BIA-8).</u></p>	<p>Arrange by case number or alphabeti- cally by name.</p>	<p>Cut off at close of fiscal year when case closes. Hold 5 years or until volume warrants; retire to FRC. Destroy 30 years after retire- ment.</p>		<p>3601-IT5</p>
<p>2. <u>NARA JOB NUMBER NI-75-89-1</u> <u>CHILD WELFARE CASE FILES.</u> Folders contain application for services, acceptance or rejection of application, notice to applicant, certi- ficate of Indian Blood, ad- dress or assurance of resi- dence on or near a reserva- tion, case plans, court order and narrative entries of con- tacts with client. Record copy maintained at agency. <u>Subject to the Privacy Act</u> <u>(BIA-8).</u></p>	<p>Arrange by case number or alphabeti- cally by name.</p>	<p>Out off at close of fiscal year when case closes. Hold 5 years or until volume warrants; retire to FRC. Destroy 30 years after retire- ment.</p>		<p>3602-IT5</p>
<p><u>NARA JOB NUMBER NI-75-89-1</u></p>				

SOCIAL SERVICES -- 3600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>INDIAN CHILD ADOPTION RECORDS.</u> File includes: Final adoption decree; name and tribal affiliation of child; names and addresses of biological parents; identity of any agency having files or information relating to such adoptive placement; and any affidavits relating to the adoption. <u>Subject to the Privacy Act.</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of fiscal year in which decision on adoption is made. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3603-P5</p>	
<p>4. <u>SOCIAL SERVICE REPORTS.</u> Required periodic or special reports on activities which reflect case load trends and track expenditures. Files include narrative and statistical reports. Record copy maintained by Central Office.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3604-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

SOCIAL SERVICES -- 3600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>SERVICES ONLY (NON-CASH ASSISTANCE) FILES.</u> Documents include family profile, client-contract reports, treatment/service plans, correspondence regarding eligibility for assistance and type of assistance given. Record copy maintained at agency.</p>	<p>Arrange by case number.</p>	<p>Cut off at close of fiscal year. Destroy 5 years after cutoff.</p>		<p>3605-T5</p>
<p>6. <u>IOWA APPLICATION REVIEW FILES.</u> Documents relating to the approval of an Indian Child Welfare Act application and award of a grant. Includes review forms, scoring and ranking/rating sheets, correspondence, and related documents. Include files for approved and unapproved applications.</p>	<p>Arrange by fiscal year, then by approved/unapproved status.</p>	<p>Cut off at close of fiscal year in which application's grant cycle is completed. Destroy 3 years after cutoff.</p>		<p>3606-T3</p>

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>TRIBAL CUSTOMS AND HISTORY FILES.</u> Files of studies and reports concerning tribal customs and history. Record copy generally retained at Agency.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically than alphabetically by tribe.</p>	<p>Cut off at end of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3701-P3</p>	
<p>2. <u>TRIBAL CORPORATE CHARTERS AND CONSTITUTIONS.</u> Include tribal corporate charter, constitutions, amendments, election procedures, voting results, petition for incorporation and related correspondence. Record copy generally maintained at Central Office.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically, then by tribe.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3702-P5</p>	

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>TRIBAL COUNCIL/COMMUNITY MEETING FILES.</u> Official record copy of tribal council meetings, ordinances, and resolutions; including council membership and related correspondence. Record copy generally maintained by Agency.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3703-P3</p>	
<p>4. <u>TRIBAL MEMBERSHIP ROLLS.</u> List of tribal members showing name, reservation, agency, sex, degree of blood, residence, allotment status, and general dockets for tribal citizenship courts. Also include birth, marriage and death records. <u>Subject to the Privacy Act (BIA-7).</u></p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically.</p>	<p>Out off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3704-P5</p>	

TRIBAL GOVERNMENT — 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>TRIBAL FUND LEDGERS</u>. Records which show status of tribal funds in the U.S. Treasury, giving descriptions of the transactions, including debits, credits, and current balances.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically by tribe.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 30 years after retirement, once freeze is lifted.</p>	<p>3705-T3F</p>	<p>3706-P3</p>
<p>6. <u>TRIBAL BUDGET AND ALLOTMENT FILES</u>. Annual estimates of income and budgets prepared by the tribes and approved by the Area Director. Record copy maintained in Area.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically by tribe thereunder chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3705-T3F</p>	<p>3706-P3</p>

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>TRIBAL ATTORNEY CONTRACTS.</u> Contracts between attorneys and Indian tribes for general counsel and claims purposes including related correspondence. Record copy maintained by Area.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by area or agency thereunder by contract number.</p>	<p>Cut off at close of fiscal year of contract expiration. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3707-P3</p>	
<p>8. <u>TRADERS LICENSE FILES.</u> Case files on individual traders including applications, bond forms, copies of licenses, and related correspondence. Record copy maintained at Agency. <u>Subject to the Privacy Act (BIA-9).</u></p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by case number.</p>	<p>Cut off at close of fiscal year of case closing. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3708-P5</p>	

TRIBAL GOVERNMENT — 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>9. <u>ALASKA NATIVE ENROLLMENT FILES.</u> Contains records of ancestry, vital information, eligibility criteria for Alaska natives, and covers applicants who: reside in Alaska & claim residence; reside in Alaska & claim out-of-state residence; reside outside Alaska & claim residence; & reside outside of Alaska & claim out-of-Alaska residence. Maintained to allow updating of individual records with data such as appeal decisions, changes in residence, changes as a result of administrative findings, & to produce Certificates of Indian Blood. <u>Subject to the Privacy Act BIA-7.</u></p>	<p>Arrange alphabetically.</p>	<p>Out off at end of enrollment period. Hold 5 yrs. or until vol. warrants; retire to FRC. Offer to NARA 20 yrs. after retirement.</p>	<p>3709a-P5</p>	
<p>a. Printout/paper copies of Master file used as record copies.</p>				<p>3709b-T0</p>
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose after third update cycle.</p>		
<p>c. Recovery tape used to show each transaction.</p>	<p>Arrange as appropriate.</p>	<p>Out off after each transaction Destroy tape data 4 yrs. after cutoff.</p>		<p>3709c-T4</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

TRIBAL GOVERNMENT 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>NAVAJO MEMBERSHIP FILES.</u> Files pertaining to each Navajo Tribal member residing on the Navajo reservation. Contains tribal enrollment information showing tribe, individual and family identification number; relation to family head; type of roll; area, agency, state, and reservation code; resident status; parent and tribe identification number; sex code; date of birth and death; Indian status code; blood degree; and name. <u>Subject to the Privacy Act (BIA-7).</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off at end of enrollment period. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3710a-P5</p>	
<p>b. Magnetic tape master file data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		<p>3710b-T0</p>
<p>c. Recovery tape used to show each transaction.</p>	<p>Arrange as appropriate.</p>	<p>Cut off after each transaction. Destroy tape data 4 years after cut-off.</p>		<p>3710c-T4</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>JUDGMENT ROLL SYSTEM FILES.</u> Used to show distribution of monies to Indian tribes. Shows judgment identification code; individual name, sex, and identification number; address; date postmarked; date letter sent; tribe enrollment; date of birth and death; ancestor name and roll number; status code; tribal document number; dates of appeal actions; and type and date of decision.</p>	<p>a. Printout/paper copies of final payments used as record copies.</p>	<p>Out off at end of enrollment period. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3711a-P5</p>	
<p>b. Magnetic tape data produced for final payments.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year of final payment. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		<p>3711b-T3</p>
<p>c. Regional Disbursing Office tape.</p>	<p>Arrange as appropriate.</p>	<p>Destroy 1 year after checks are issued.</p>		<p>3711c-T1</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. <u>PER CAPITA MEMBERSHIP MASTER FILES.</u> Files allow tribes to produce membership rolls, per capita payments and to obtain special statistical information such as voting lists, mailing lists, age categories, family sizes, etc. Also contains enrollment information showing tribal, individual, and family identification number; area, agency, state, and reservation code; resident status, allotment number, parent and tribe identification numbers; sex code; date of birth and death; resolution data; Indian status code; blood degree; maiden name; and family history.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at end of enrollment period. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3712a-P5</p>	
<p>a. Printout/paper copies used as record copy.</p>				
<p>b. Magnetic tape of Master file.</p>				<p>3712b-IV</p>
<p>c. Regional Disbursing Office tape used to produce checks.</p>				<p>3712c-III</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>13. <u>PER CAPITA PAYMENT RECORDS.</u> Annuity payrolls and other records reflecting the distribution of payment to members of Indian tribes. Includes applications for payments, disbursement returns including ledger books, supporting vouchers, exhibits, schedules, charges of address, returned notices/mail when addressee has moved, and all related correspondence. Include materials related to stop payments of checks issued and cancelled checks, as appropriate.</p>	<p>Arrange alphabetically.</p>	<p>Out off at close of fiscal year in which final per capita payment is made. Hold 10 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3713-P10</p>	
<p><u>NARA JOB NUMBER NI-75-89-1</u></p>				
<p>14. <u>INDIAN COURT RECORDS.</u> Records of courts of Indian offenses, under 25 CFR 11. (Records of tribal courts belong to the tribe and are not covered by this schedule.)</p>	<p>Arrange alphabetically.</p>	<p>Out off at close of fiscal year of case closing. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3714-P3</p>	

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>15. <u>ENROLLMENT APPEALS.</u> Documents relating to an individual's appeal of a decision regarding denial of enrollment and related documents. Subject to the Privacy Act (BIA-7).</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically by tribe then by last name.</p>	<p>Out off at close of fiscal year in which decision on appeal is made. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3715-P5</p>	
<p>16. <u>BLOOD DEGREE APPEALS.</u> Documents relating to an individual's appeal of a decision regarding blood degree and related documents. Subject to the Privacy Act (BIA-7).</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically by tribe then by last name.</p>	<p>Out off at close of fiscal year in which decision on appeal is made. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3716-P5</p>	

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>17. <u>JUDGMENT (PER CAPITA) APPEALS.</u> Documents relating to an individual's appeal of a decision regarding a per capita distribution and related documents. <u>Subject to the Privacy Act (BIA-7).</u> NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically by tribe then by last name.</p>	<p>Cut off at close of fiscal year in which decision on appeal is made. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3717-P5</p>	
<p>18. <u>LIQUOR ORDINANCE CASE FILES.</u> Documents relating to liquor ordinances passed by tribal governing bodies. NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off when superseded. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3718-P5</p>	

TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>19. <u>TAXATION CASE FILES</u>. Documents relating to the taxation of non-Indian individuals residing on Indian lands.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location, then alphabetically.</p>	<p>Cut off when individual no longer maintains the <u>same</u> residence. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3719-P5</p>	
<p>20. <u>ABUSE INVESTIGATION CASE FILES</u>. Documents relating to the reporting and investigation of individuals accused of sexual abuse, physical abuse or child abuse/neglect. Includes witness statements, place and nature of offense, evidence seized, photographs, and final disposition. Record copy retained by the office investigating the charges. Subject to the <u>Privacy Act (BIA-18)</u>.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by case number.</p>	<p>Cut off at close of fiscal year of case closing. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3720-P5</p>	

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TRIBAL GOVERNMENT -- 3700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>21. <u>TRIBAL ENROLLMENT APPLICATIONS</u>. Application form and related material for the enrollment of individuals in a Federally recognized tribe.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off at end of calendar year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3721-P5</p>	
<p>22. <u>ENROLLMENT VERIFICATION FILES</u>. Material related to requests for and verification of tribal enrollment, membership, or blood quantum of individuals. Requests are generally for the purpose of verifying eligibility for a service/benefit or similar program.</p>	<p>Arrange alphabetically.</p>	<p>Cut off at end of calendar year. Hold 2 years then destroy.</p>		<p>3722-T2</p>
<p>23. <u>TRIBAL CENSUS FILE</u>. Books, ledgers, and other material related to the historical records of individuals for tribal census information.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Cut off at end of fiscal year in which census is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>3723-P3</p>	

CREDIT --- 4200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. <u>INDIAN BUSINESS DEVELOPMENT (IBD) GRANT/CONTRACT CASE FILES.</u> Records consist of application, agreement, bud- get, reports and related correspondence. <u>Subject to the Privacy Act (BIA-11).</u>	Arrange by project number.	Cut off at close of fiscal year.	4201a-P3F	
a. Area case files.		Hold 3 years or until volume warrants; retire to FRC. Freeze records; offer to NARA 20 years after retire- ment.		
b. Other copies.		Destroy 2 years after cutoff.		4201b-T2
NARA JOB NUMBER <u>NI-75-89-1</u>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>INDIAN LOAN CASE FILES.</u> Records which document direct revolving loan funds and guaranteed or insured loans to Indian organizations, groups or individuals. <u>Subject to the Privacy Act (BIA-13).</u></p>	<p>Arrange by case number.</p>	<p>Cut off at end of fiscal year in which loan is paid, cancelled or otherwise disposed of.</p>		
<p>a. Case files of approved loans which include application, loan guaranty or insurance agreement (if applicable), financial reports, records of payment, eligibility certificate and related papers.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		4202a-T3
<p>b. Case files of withdrawn, declined, or cancelled applications.</p>		<p>Destroy 3 years after cutoff.</p>		4202b-T3

NARA JOB NUMBER NI-75-89-1

CREDIT -- 4200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>CREDIT LOAN HISTORY CARD FILES</u>. Record cards which contain pertinent loan information as required by original agreement. Subject to Privacy Act (BIA-13).</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year in which case is closed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4203-P5</p>	
<p>4. <u>SCHEDULES OF CREDIT LOAN COLLECTION FILES</u>. Listings of payments on various loans including payment receipts.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year in which case is closed. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.</p>		<p>4204-T3F</p>
<p>5. <u>CREDIT FINANCING REPORTS WORKING PAPERS</u>. Backup material used to supplement the record copy of reports.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>		<p>4205-T1</p>

CREDIT -- 4200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
6. <u>CREDIT OPERATIONS REPORT FILES</u> . Include reports of reimbursable collections and summary of fiscal year transactions; annual credit report including profit/loss statements, reconciliation sheet, individual statements of loan delinquencies; periodic narrative and statistical reports.	Arrange chronologically.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	4206-P3	
NARA JOB NUMBER <u>NI-75-89-1</u>				
7. <u>CREDIT OPERATIONS AUDIT REPORTS</u> . Special reports prepared by BIA auditors or by public accountants on credit operations.	Arrange chronologically.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.		4207-T3
NARA JOB NUMBER <u>NI-75-89-1</u>				

CREDIT -- 4200

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
8. <u>STOCK PURCHASES FILES.</u> Records of purchase of stock in various Indian associations by individuals. NARA JOB NUMBER <u>NI-75-89-1</u>	Arranged alphabeti- cally.	Cut off at close of fiscal year in which stock is disposed of. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze</u> <u>records</u> ; destroy 10 years after retirement once freeze is lifted.		4208-T3F
9. <u>GAMING MANAGEMENT FILES.</u> Documents relating to the approval by the BIA of contracts between tribes and organizations for the management of gaming operations. NARA JOB NUMBER <u>NI-75-89-1</u>	Arrange by year then by tribe.	Cut off at end of fiscal year in which contract is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	4209-P3	

ENVIRONMENTAL QUALITY SERVICES — 4300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>ENVIRONMENTAL IMPACT STATEMENTS.</u> Studies and surveys of the impact of projects and activities that affect the quality of the human environment. These files are generally associated with a proposal that may significantly change the environment. Record Copy retained by office of origin.</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year statement is completed. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 20 years after cutoff once freeze is lifted.</p>		<p>4301-T3F</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>2. <u>ENVIRONMENTAL CONTROL FILES.</u> Correspondence, reports, analyses, and statements on projects that may affect the environment such as air and water quality, land resource modification, etc. Record copy retained by office of origin.</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4302-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

ENVIRONMENTAL QUALITY SERVICES -- 4300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>CULTURAL RESOURCES FILE.</u> Contains information regarding historical and archaeological sites including the Cultural Resources Survey Report, copies of consultation with state officers, advisory councils, and tribes; documents specifying Bureau actions required to comply with the National Historic Preservation Act. Record copy generally retained by area.</p>	<p>Arrange by project number.</p>	<p>Cut off at end of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4303-P5</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>4. <u>HAZARDOUS WASTE FILES.</u> Contains information regarding the assessment and designation (or not) of a location as a hazardous waste site and related information.</p>	<p>Arrange by location.</p>	<p>Cut off when action on cleanup has been completed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4304-P5</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

ENVIRONMENTAL QUALITY SERVICES -- 4300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>HAZARDOUS SUBSTANCE CASE FILES</u>. Materials relating to the identification and/or removal of hazardous substances (other than hazardous waste materials identified through the Environmental Protection Agency assessment procedures). File includes any follow-up activities or reports on the project and other related documents.</p>	<p>Arrange by location, then alphabetically by type of substance.</p>	<p>Out off at close of fiscal year in which project ends. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4305-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>6. <u>WATER SAMPLING FILES</u>. Materials relating to the testing and results of water supplies. Test results are used to determine safety levels of chemicals/compounds of water supplies.</p>	<p>Arrange by project, then location.</p>	<p>Out off at end of fiscal year in which testing is completed and reimbursement is made. Hold 5 years, then destroy if no longer needed for reference.</p>		<p>4306-T5</p>

ENVIRONMENTAL QUALITY SERVICES -- 4300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>SOIL TESTING FILES.</u> Materials relating to the testing of soil samples, the results of which are used to determine safety levels of chemicals/compounds in soil in or around Bureau facilities.</p>	<p>Arrange by project then location.</p>	<p>Cut off at end of fiscal year in which testing is completed and reimbursement made. Hold 5 years, then destroy if no longer needed for reference.</p>		4307-T15
<p>8. <u>CONCRETE ENGINEERING TESTING.</u> Materials relating to the testing of concrete, gravel, etc. used for construction/engineering purposes. Test results are used for determining adequacy of the material/compound used in engineering projects.</p>	<p>Arrange by project then location.</p>	<p>Cut off at end of fiscal year in which testing is completed and reimbursement made. Hold 5 years, then destroy if no longer needed for reference.</p>		4308-T15

ENVIRONMENTAL QUALITY SERVICES -- 4300

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
9. <u>SAFE WATER DRINKING ACT</u> <u>TESTING.</u> Tests and results of water testing to determine safe levels of microorganisms, bacteria, etc., in accordance with the Safe Water Drinking Act.	Arrange by project then location.	Out off at end of fiscal year in which testing is completed and reimbursement made. Hold 5 years, then destroy if no longer needed for reference.		4309-T5

FORESTRY -- 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>TIMBER MANAGEMENT PLANS</u>. Over-all plans for the conservation and utilization of forests under BIA jurisdiction. Revised periodically to show volume of timber growth, growth potential under different forms of management, and allowable annual cut under sustained yield management. Record copy is retained by office of origin.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange chronologically, then by location or as appropriate.</p>	<p>Out off when superseded by new plan. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4401-P3</p>	
<p>2. <u>TIMBER SALE CONTRACT FILES</u>. Records concerning commercial cutting of Indian-owned timber, including activity copies of contracts with Indian and non-Indian mills. Includes sales plans, and other related documents. Record copy generally retained by agency office.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange by contract number.</p>	<p>Out off at close of fiscal year in which contract is completed. Retire to FRC 5 years after cutoff or 5 years after litigation, whichever is later. Offer to NARA 20 years after retirement.</p>	<p>4402-P5</p>	

FORESTRY -- 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>TIMBER SALES DATA FILES.</u> Records which support the timber sale contract, but are maintained separately. The cards (Form BIA-5311) give the abstracted history of timber cutting, including name of reservation, purchaser, seller, contract number, amount of bond, information on bids, volumes and rates of timber cut, amounts received, and stumpage data.</p>	<p>Arrange by location then contract number.</p>	<p>Cut off at close of fiscal year in which contract expires. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4403-P5</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				<p>4404-T5</p>
<p>4. <u>TIMBER SALES LEDGERS.</u> Timber money records and Timber Scale Record sheets maintained in ledgers by Controlling Account (Form BIA-5320), to summarize all timber sale transactions. Value and volume of timber cut, by ownership, is shown for each contract. Record copy retained by office of origin.</p>	<p>Arrange chronologically, thereunder by location.</p>	<p>Cut off at close of fiscal year in which contract is completed. Hold 5 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

FORESTRY -- 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>MONTHLY REPORT OF TIMBER CUT.</u> Consolidated scale reports on Form BIA-5309 or equivalent summarizing monthly volume, value of timber cut and total for each contract, and related information used as a check on the purchaser's compliance with terms of the contract.</p>	<p>Arrange by contact number.</p>	<p>Cut off at close of fiscal year in which contract is completed. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		<p>4405-T3</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>6. <u>SPECIAL ALLOTMENT CUTTING PERMITS.</u> Special timber cutting permits (not contracts) which include form BIA-5328 or its equivalent with related correspondence and other records. Record copy retained by office of origin.</p>	<p>Arrange numerically by permit issuance number.</p>	<p>Cut off at close of fiscal year of permit expiration. Retire to FRC 5 years after completion of permit or any litigation, whichever is later. Offer to NARA 20 years after retirement.</p>	<p>4406-P5</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

FORESTRY — 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>TIMBER CUTTING PERMITS</u>. Includes form BIA-5531 and related correspondence for special-paid or free-use timber cutting permits.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location, then alphabetically by individual.</p>	<p>Out off at close of fiscal year in which permit expires. Hold 5 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.</p>		<p>4407-T5F</p>
<p>8. <u>LOG SCALE SHEETS</u>. Records of amount of timber removed from tribal or allottee logging units.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location then numerically.</p>	<p>Out off at close of fiscal year in which logging unit is completed. Hold 5 years or until volume warrants; retire to FRC. Freeze records; destroy 20 years after retirement once freeze is lifted.</p>		<p>4408-T5F</p>

FORESTRY -- 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>FORESTRY CHECK SCALE REPORT.</u> Monthly reports on form BIA-5310 prepared to check log scales and certify their accuracy.</p>	<p>Arrange chronologi- cally, thereafter by location.</p>	<p>Out off at close of volume warrants; retire to FRC. Destroy 20 Years after retire- ment.</p>	<p>4410-T3F</p>	<p>4409-T5</p>
<p>NARA JOB NUMBER <u>N1-75-89-1</u></p>		<p>Out off at close of fiscal year. Hold 3 Years or until volume warrants; retire to FRC. <u>Freeze</u> <u>records</u>; destroy 20 years after retirement once freeze is lifted.</p>		

FORESTRY -- 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>ANALYSIS OF OBLIGATIONS REPORT.</u> Analysis (on form BIA-5316) which summarizes obligations and fiscal year expenditures for each forestry activity, volume/value of timber harvested and administrative fees earned.</p>	<p>Arrange chronologically, then by location.</p>	<p>Cut off at close of fiscal year.</p>	<p>4411a-P5</p>	<p>4411b-T5</p>
<p>a. Record copy maintained at Central Office.</p>	<p>Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4411a-P5</p>	<p>4411b-T5</p>
<p>b. Other copies.</p>		<p>Destroy 5 years after cutoff.</p>		<p>4411b-T5</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. <u>FORESTRY WORKING PAPERS.</u> Duplicate working papers which include topographer's map sheets and other material not part of official files.</p>	Arrange by location.	Destroy when superseded or obsolete.	4413-P3	4412-T0
<p>13. <u>ANNUAL FINANCIAL STATEMENTS FOR INDIAN SAWMILLS.</u> Documents relating to Indian mills cutting non-Indian timber, ledger sheets, profit and loss statements, balance sheets, detailed operating statements, inventory lists, wood analysis, footage cut, market price and other data. Used for a yearly comparative analysis of operations and to determine per capita distribution of timber sales profits.</p>	Arrange by location then chronologically.	Cut off at end of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	4413-P3	

NARA JOB NUMBER NI-75-89-1

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>14. <u>FINANCIAL STATEMENTS OF INDIAN LUMBER COMPANIES.</u> Records other than those of a specific sale contractor which are maintained in BIA offices for reference. <u>NARA JOB NUMBER NI-75-89-1</u></p>	<p>Arrange thereunder by location then chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.</p>	<p>4415-P5</p>	<p>4414-T3F</p>
<p>15. <u>FORESTRY MANUSCRIPT OR ANNOTATED MAPS.</u> Original prints showing reservation's forest area and copies of allotment plat books for Indian lands. <u>NARA JOB NUMBER NI-75-89-1</u></p>	<p>Arrange by location.</p>	<p>Cut off when superseded. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4415-P5</p>	<p>4416-T5F</p>
<p>16. <u>AGENCY FIRE CONTROL PLANS.</u> Include resources available, fire control procedures, etc., to be used in the Normal Fire Year Plan (NFYP). <u>NARA JOB NUMBER NI-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.</p>	<p>4415-P5</p>	<p>4416-T5F</p>

FORESTRY -- 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
17. <u>INDIVIDUAL FIRE REPORT</u> . Report on individual fire using form DI-1201.	Arrange as appropriate.	Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. <u>Freeze records</u> ; destroy 5 years after retirement once freeze is lifted.	4418-P5	4417-T5F
NARA JOB NUMBER <u>NI-75-89-1</u>				
18. <u>ANNUAL AGENCY FORESTRY REPORT</u> . Annual report on forestry activities by agency on form BIA-5313. Record copy retained by Central Office.	Arrange chronologically then by location.	Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	4418-P5	
NARA JOB NUMBER <u>NI-75-89-1</u>				

FORESTRY -- 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
19. ANNUAL AREA FORESTRY REPORT. Annual report on forestry activities by Area Office with a bureau-wide summary in the Central Office on form BIA-5314.	Arrange chronologically, then by location.	Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	4419a-P5	
a. Central Office copy.				4419b-T10
b. Area Office copy.		Destroy after 10 years or sooner if no longer needed for reference.		
NARA JOB NUMBER <u>NI-75-89-1</u>				
20. <u>TIMBER TRESPASS</u> . Records which reflect litigated actions resulting from inadvertent or illegal removal of timber from Indian land. <u>Subject to the Privacy Act (BIA-24).</u>	Arrange alphabetically by landowner surname.	Cut off at fiscal year in which settlement or other final determination of case is made. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 5 years after retirement once freeze is lifted.		4420-T3F
NARA JOB NUMBER <u>NI-75-89-1</u>				

FORESTRY --- 4400

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>21. <u>FIRE TRESPASS</u>. Records documenting any fire causing damage or destruction to Indian-owned resources. Includes litigated actions resulting from fire trespass. Subject to <u>Privacy Act</u> (BIA-24).</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically by last name.</p>	<p>Out off at close of fiscal year in which settlement or other final determination of case was made. Hold 3 years or until volume warrants; retire to FRC. Freeze records, destroy 5 years after retirement once freeze is lifted.</p>	<p>4422-P3F</p>	<p>4421-T3F</p>
<p>22. <u>CUMULATIVE FORESTRY COMPARATIVE STATEMENTS</u>. Sheets for each reservation (Form 5-5329, or equivalent) containing posting of expenditures and deductions from tribal and federal funds for each fiscal year, showing current and accumulated totals.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arranged chronologically, then by statement type within Agency.</p>	<p>Cut off at close of fiscal year statement is completed. Hold 3 years or until volume warrants; retire to FRC. Freeze records; offer to NARA 20 years after retirement.</p>	<p>4422-P3F</p>	

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RANGE MANAGEMENT -- 4500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>NATURAL RESOURCE MANAGEMENT PLANS.</u> Periodic plans and reports on the conservation, utilization, and management of lands under BIA jurisdiction. Record copy retained by agency for which plan was drafted.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location then chronologically.</p>	<p>Out off at close of permit period. Hold during succeeding permit period or a minimum of 5 years, whichever occurs first; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4501-P5</p>	
<p>2. <u>RANGE UNIT CASE FILES.</u> Records used for grazing land accountability which give information on range permits or contracts, including name of contractor, range area, authorized stock, grazing season, grazing value, number of livestock grazed, reservation, permit period, etc. Record copy retained by office of origin.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by case number.</p>	<p>Out off at close of permit period. Hold during succeeding permit period or a minimum of 5 years, whichever occurs first; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4502-P5</p>	

RANGE MANAGEMENT — 4500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>RANGE AND WILDLIFE MAPS (DUPLICATES)</u>. Temporary files which include duplicate copies of range and wildlife maps and related material.</p>	<p>Arrange by location.</p>	<p>Destroy when superseded or obsolete.</p>	<p>4504-P5</p>	<p>4503-T0</p>
<p>4. <u>RANGE SURVEY FILES</u>. Special studies of the grazing potential on particular range areas, including a determination of such factors as water availability, type of forage, fencing, topography, includes a record set of area maps relating to these activities. Record copy is retained by office of origin.</p>	<p>Arrange by location then chronologically.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4504-P5</p>	

NARA JOB NUMBER NI-75-89-1

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RANGE MANAGEMENT -- 4500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>GRAZING PERMIT BID FILES.</u> Files include abstracts of bids, advertisement copy, and related correspondence. Record copy retained by office of origin.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange numerically by bid.</p>	<p>Cut off at close of permit period. Hold during succeeding permit period or a minimum of 5 years, whichever occurs first; retire to FRC. <u>Freeze record;</u> destroy 20 years after retirement.</p>	<p>4506-P5F</p>	<p>4505-T5F</p>
<p>6. <u>GRAZING PERMIT CASE FILES.</u> Bidder's proposal for grazing privileges; statement and certificate of award; grazing permit, including authority from owner to grant grazing privileges on allotted land and modifications, if any; penal or surety bond; and related correspondence. Maintained by user agency office.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. <u>Freeze record;</u> Offer to NARA 20 years after retirement.</p>	<p>4506-P5F</p>	

RANGE MANAGEMENT -- 4500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>RANGE REPORTS</u>. Periodic and special agency reports on various phases of range and wildlife operations and related correspondence. Record copy of consolidated report retained by Central Office.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically then by location.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4507-P5</p>	
<p>8. <u>RANGE AND WILDLIFE MAPS FILES</u>. Prints of each reservation's forest and forage areas, range unit maps, and blueprint, black-and-white print, and linen copies of allotment plat books for Indian lands. Included also is manuscript or annotated material, and one copy (the record set) of each version.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location.</p>	<p>Cut off when superseded by new print or map. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4508-P3</p>	

RANGE MANAGEMENT — 4500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>9. <u>AGRICULTURAL EXTENSION CASE FILES.</u> These are official record copies on extension projects with related correspondence and papers used in the preparation of individual livestock, agricultural, or home extension programs. The record give information on program accomplishments, and are used for historical reference and in documenting BIA functions concerning agricultural pursuits among Indians.</p>	<p>Arranged by case number.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records; destroy after freeze is lifted.</u></p>		<p>4509-T3F</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p> <p>10. <u>AREA OFFICE ANNUAL EXTENSION REPORTS.</u> Reports such as: Annual consolidation of statistical data from Agents' monthly and periodic reports.</p>	<p>Arranged chronologically by reporting period, then by type and location.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records; destroy after freeze is lifted.</u></p>		<p>4510-T3F</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

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RANGE MANAGEMENT -- 4500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>REHABILITATION CASE FILES.</u> Files include documents on rehabilitation plans and projects for fire rehabilitation, fence construction, water development, restocking of fish and/or game, etc., and other related documents.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year in which project ends. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4511-P3</p>	
<p>12. <u>WATER RIGHTS CASE FILES.</u> Files relating specifically to water rights, including documents such as water rights certificates, state/federal agreement adjudications, and other related documents.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year in which water rights issue is resolved. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4512-P3</p>	

RANGE MANAGEMENT -- 4500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>13. <u>HOPI PARTITIONED LAND CASE FILES.</u> Files consist of documents on individuals residing in the partitioned land area, census enumerations, livestock inventories and other related documents used in the determination of disposition or allocation. Subject to the <u>Privacy Act (BIA-6)</u>.</p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of fiscal year in which case closes or action on final determination is completed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4513a-P5</p>	<p>4513b-T0</p>
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Destroy tape data after third update cycle.</p>		
<p><u>NARA JOB NUMBER NI-75-89-1</u></p>				

RANGE MANAGEMENT -- 4500

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>14. <u>HOPI PARTITIONED LAND FILES.</u> Consists of survey information collected on land being used within the partitioned area. Material in this file may be used in making determinations as to the disposition of land in the partitioned area. Subject to the <u>Privacy Act</u> [BIA-6].</p> <p>a. Paper copies used as record copy.</p> <p>b. Magnetic tape data.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Out off at end of fiscal year in which final action on land is completed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4514a-P5</p>	<p>4514b-T0</p>
<p>15. <u>HERD MANAGEMENT.</u> Documents relating to the management of herds (reindeer, buffalo, etc.), including records on restocking, sale, hunting, etc., and related documents.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Out off at end of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4515-P3</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>LAND ALLOTMENT CASE FILES AND ASSIGNMENT RECORDS.</u> Records which document the allotment and assignment of Federal Government land to tribes and individual Indians, and their subsequent custody by the Indians, under Acts of Congress or treaty rights, and used to establish Indian rights and titles to land. Included are allotment books or schedules, secretarial orders, allotment or estate record cards, tribal land agreements, land registers and records books, records of contested land allotment cases, and related correspondence.</p>	<p>Arrange by location code, then alphabetically by last name, then by allotment number.</p>	<p>Out off at close of fiscal year file becomes inactive. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4601-P5</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

REALITY -- 4600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>LAND ALLOTMENTS</u>. Include records relative to allotments of land which is still in trust status but owned by Indian individuals. Records include patents, fees and certificates of competency.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location code, then alphabetically by last name, then by allotment number.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	4602-P5	
<p>3. <u>LAND ASSIGNMENTS</u>. Include records on assignments of tribal land for which an individual has equitable ownership.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location code, then alphabetically by last name.</p>	<p>Cut off at close of fiscal year in which files becomes inactive. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	4603-P5	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>4. <u>PATENTS, FEES AND CERTIFICATES OF COMPETENCY.</u> Records include documents relating to patents, fees, certificates of competency and related documents not included in individual case files for land allotments.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location code, then by allotment number, then alphabetically by last name.</p>	<p>Cut off at close of fiscal year in which files becomes inactive. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4604-P5</p>	
<p>5. <u>LAND GIFT CONVEYANCE.</u> Records include land title opinions, reports by agency superintendents and correspondence justifying the conveyance of land by gift.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location code, then by land parcel/section number.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4605-P5</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>LAND PLAT BOOKS.</u> Documents which show parcels of land allotted to Indians, and other items such as townsites, reclamation withdrawals, reservoirs, agency and school reserves, etc.; also plat number, township, range, and meridian. Notations on plats indicate boundaries of land allotted, allotment number and changes in land ownership, if any.</p>	<p>Arrange numerically by book number.</p>	<p>Cut off when books become inactive. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4606-P3</p>	
<p>NARA JOB NUMBER <u>NL-75-89-1</u></p>				
<p>7. <u>LAND TRACT BOOKS.</u> Journal books showing land transactions including legal description of land (subdivision, section, township, range and acreage); Indian and English names of allottee; date tract reported to Secretary of the Interior for patent; date of approval; patent number, Indian's allotment number; file number of heirship; and other transactions relating to the tract.</p>	<p>Arrange numerically by book number.</p>	<p>Out off when books become inactive. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4607-P3</p>	
<p>NARA JOB NUMBER <u>NL-75-89-1</u></p>				

REALTY -- 4600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
8. <u>ABORTED LAND TRANSACTION FILES.</u> Aborted petitions to sell, transfer, or otherwise alienate rights or property.	Arrange by location, then alphabetically by last name, then by land parcel/tract number.	Out off at close of fiscal year that transaction is aborted. Destroy 5 years after cutoff.		4608-T5

REALTY -- 4600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>9. <u>LAND TRANSACTION FILES</u>. Case files covering land transactions such as land acquisition on behalf of particular tribe, exchange between tribe and non-Indians, sales made to non-Indians, exchanges between Indians by deed or patent in fee, and gift conveyance made to another Indian or tribe by an order transferring inherited interest in Indian land. Included are resolutions from tribes agreeing to exchange, appraisal reports (formerly certificates), correspondence justifying transactions, title opinions by legal counsel, letters to Bureau of Land Management to issue patents in fee to non-Indians, petitions for sale, reports by Agency Superintendents, certificates of indebtedness, original bids, abstract of bids, copies of advertisements, written consent of heirs to sell, and related correspondence.</p>	<p>Arrange by location, then alphabetically by tribe name, then by land parcel/section/or plat number.</p>	<p>Cut off at close of fiscal year in which file becomes inactive. Hold for 10 years; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4609-P10</p>	

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Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>LAND TITLE/DEED FILES</u>. Copies of deeds issued to Indians, conveying land (allotted and unallotted), and similar or related documents giving evidence of land ownership such as: abstracts, homestead patents; record books of conveyance of deed; title examiners' reports; and related indexes.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location, then alphabetically by last name, then by land parcel or section number.</p>	<p>Cut off when books become inactive. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4610-P3</p>	
<p>11. <u>INITIAL OBSERVATIONS OF LAND SURVEY FIELD NOTES</u>. Notebooks containing the initial observations of an engineer or other specialist used to more precisely establish the metes and bounds to pinpoint and analyze the resources of a specific piece of land.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location, then by land parcel/section/plat number.</p>	<p>Cut off at close of fiscal year file becomes inactive. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4611-P5</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>12. <u>CADASTRAL SURVEYS.</u> Documents reflect surveys which are conducted by the Bureau of Land Management or other contractors to establish exterior boundaries and other administrative surveys conducted within the boundaries of the reservation.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange alphabetically by reservation, then by land parcel/section/plot number.</p>	<p>Out off when superseded. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4612-P5</p>	
<p>13. <u>LAND MAPS AND PLANS.</u> Township maps, plats and town plans, giving detailed information such as section, township, range of land and, in some cases, ownership, together with related tracings and documents.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange alphabetically by reservation then by map number.</p>	<p>Out off at close of fiscal year in which file becomes inactive. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4613-P3</p>	

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>14. <u>ACQUIRED SUB-MARGINAL LAND BOOKS.</u> Journal books listing lands acquired from the Department of Agriculture, which purchased lands under Acts of Congress between 1933 and 1937. Entries include tract number, name of grantor, legal description of land, date of approval by the Attorney General, date of deed, and purchase price.</p>	<p>Arrange numerically by book number.</p>	<p>Cut off when books become inactive. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4614-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>15. <u>LAND ACQUISITION MAPS BOOKS.</u> Original annotated maps and copies used as base maps showing the township, reservation boundaries and location of land purchased under the Indian Reorganization Act.</p>	<p>Arrange alphabetically by tribe name then map number.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4615-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>16. <u>LAND RIGHT-OF-WAY FILES.</u> Records indicating right-of-way or easements granted over Indian lands for roads, power lines, railroads, communication lines, irrigation ditches, canals, pipelines, etc. Includes documents such as applications, tribal resolutions, and maps or tracing illustrating right-of-way. Record copy maintained at office of approving official.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically by tribe, then by last name (if applicable) then by land section/parcel number.</p>	<p>Cut off at close of fiscal year in which right-of-way is terminated. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	4616-P3	
<p>17. <u>LAND LEASE ACCOUNTING FILES.</u> Accounting records related to the collection, custody, and deposit of funds derived from leases of Indian land or other resources. Also includes records of the disbursement of such funds. Maintained generally by agency office.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location, then numerically by lease number, then alphabetically by last name or tribe.</p>	<p>Cut off at close of fiscal year in which lease expires. Hold 3 years or until volume warrants; retire to FRC. Freeze records; may be destroyed 20 years after retirement.</p>		4617-T3F

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>18. <u>INDIAN LAND LEASE CASE FILES.</u> Mineral, oil and gas, busi- ness, homestead, and surface land farming, and other sur- face land leases; sand and gravel permits. Include copy of lease, lease bond, trans- mittal form for lease and bond, statement and cer- tificate of awards, lease assignments. Also contain land description, heirship and current ownership of Indian Trust lands, identification of owners. <u>Subject to the</u> <u>Privacy Act (BIA-5).</u></p>	<p>Arrange by location, then lease number, then alphabetically by last name or tribe.</p>	<p>Cut off at close of fiscal year in which lease is terminated or expired.</p>	<p>4618a-P5</p>	<p>4618b-T5</p>
<p>a. Land lease case files doc- umenting mineral, oil or gas leases.</p>		<p>Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire- ment.</p>		
<p>b. All other land lease case files. Record copy main- tained by office approving lease.</p>		<p>Hold 5 years or until volume warrants; retire to FRC. Destroy 7 years after retirement.</p>		
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>19. OIL WELL RECORDS. Copies of records submitted or received from U.S. Geological Survey regarding oil and gas operations on leased Indian lands. Includes well logs, plugging records, production reports, communication agreements and lease status reports. Record copies maintained by USGS as permanent records.</p>	<p>Arrange by location, then lease number, then alphabetically by last name or tribe.</p>	<p>Out off at close of fiscal year in which lease expires. Destroy after 4 years.</p>		4619-T4
<p>20. NATION-WIDE OIL AND GAS LEASE BOND FILES. Files consist of the bond document indicating principal and surety and other related papers. Original bonds maintained by Central Office.</p>	<p>Arrange by location, then lease number, then alphabetically by last name or tribe.</p>	<p>Out off at close of fiscal year in which bond is terminated. Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after cutoff.</p>		4620-T3
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>21. <u>MINERAL RESOURCES INVENTORY AGREEMENT FILES</u>. Consists of interagency agreements between U.S. Geological Survey or Bureau of Mines and private firms to conduct research and assessment of mineral value on Indian lands. Record copy maintained by Central Office.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location, then reservation, then alphabetically by company name.</p>	<p>Cut off at close of fiscal year in which study is completed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	4621-P5	
<p>22. <u>TOWN LOT USE PERMITS</u>. Temporary files concerning use of lands restricted from sale or land for which it has been impossible to secure clear legal title. Includes copies of rent receipts, related material and all other town lot use permits.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location, then by town lot number.</p>	<p>Cut off at close of fiscal year in which permit expires. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after retirement once freeze is lifted.</p>		4622-T3F

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
23. <u>REAL PROPERTY INSURANCE POLICIES.</u> Insurance policies on restricted real property, and related card records.	Arrange by location, then by policy number.	Cut off at close of fiscal year in which policy is cancelled or terminated. Destroy 2 years after cutoff.	4624-P10	4623-T2
24. <u>REAL ESTATE APPRAISAL REPORT FILES.</u> Appraisal reports used by Realty Officers in negotiating leases, land transacting actions, or for causes involving litigation. Includes inventories, land assessments and improvements, including reviews and evaluations of appraisal reports. Record copy maintained by originating office.	Arrange by legal land description.	Cut off at close of fiscal year in which appraisal expires. Hold 10 years; retire to FRC when volume warrants. Offer to NARA 20 years after retirement.	4624-P10	

NARA JOB NUMBER NI-75-89-1

REALTY -- 4600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>25. <u>REAL ESTATE APPRAISAL REFERENCE FILES</u>. Consists of county assessor's maps, quadrangle maps, reservation maps, county atlases, copies of BIA Reservation Road Maps, plat maps, and aerial photographs used for appraisal and land-use planning purposes.</p>	<p>Arrange by land location.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>		4625-T0
<p>26. <u>REAL ESTATE MARKET DATA CARD FILES</u>. Consists of market data on recorded real estate transactions used for preparing appraisal report. Maintained at area and agency.</p>	<p>Arrange by location code.</p>	<p>Destroy when superseded, obsolete or no longer needed for reference.</p>		4626-T0

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>27. <u>LAND USE FEASIBILITY AND MARKETABILITY STUDY FILES.</u> Narrative reports, and related papers resulting from studies to evaluate and analyze use and development of reservation land. Record copy generally maintained by agency.</p>	<p>Arrange by location code.</p>	<p>Cut off at close of fiscal year in which study is completed. Hold 5 years; or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4627-P5</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>28. <u>RESERVATION LAND USE AND DEVELOPMENT PLAN FILES.</u> Original tracings, sepias, and mylars of design plans and construction plans for land use developments on Indian reservations. Record copy maintained by office of origin.</p>	<p>Arrange by project name.</p>	<p>Cut off at close of fiscal year in which project plan is completed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4628-P5</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>29. <u>REAL PROPERTY REPORTS</u>. Periodic reports showing accomplishments, statistical information and related correspondence, on all phases of real property management. Files contain information regarding acquisitions and disposals of land, surface leases and permits, oil and gas and other mining leases and permits, land planning and real estate appraisal.</p>	<p>Arrange alphabetically by report title.</p>	<p>Out off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4629-P5</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>30. <u>HEIRSHIP FILES</u>. Proofs of heirship extracted from case files of individual Indians. Record copy maintained at area Title Plant.</p>	<p>Arrange alphabetically by last name.</p>	<p>Out off at close of fiscal year in which case is closed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4630-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>31. <u>INDIVIDUAL INDIAN PROBATE CASE FILES.</u> Case files relating to estates of deceased Indians, containing lists of persons receiving notice of hearings, depositions, wills, notice of hearings, listings and appraisals of interests possessed by the deceased, summary of family history, other determining heirs, guardianship papers, final settlement, and related correspondence. Index to probate cases contains name, allotment number, date of death, date of determination of heirs, and file number. These files may be separate files or part of the Allotment Case Files. Record copies generally maintained by agency office.</p>	<p>Arrange by location, then alphabetically.</p>	<p>Cut off at close of fiscal year in which case is closed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4631-P3</p>	

NARA JOB NUMBER N1-75-89-1

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>32. <u>RANGE HEIR FILE.</u> Information included in this file is received on coding sheets from the agency offices. File shows record type, range unit allotment number, name of heir, distribution code, authority, Indian identification number, decimal share owned, and stipulation code. File is used to prepare listing of heirs on Indian lands by name.</p> <p>a. Printout/paper copies of data used as record copy by agency office.</p> <p>b. Magnetic tape data.</p> <p><u>NARA JOB NUMBER N1-75-89-1</u></p>	<p>Arrange by location, then alphabetically by last name of heir.</p>	<p>Cut off at end of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4632a-P5</p>	<p>4632b-J10</p>

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Description of Records & NARA Job Number	Filing Instructions	Permanent Disposition Instructions	Records Schedule #	Temporary	Records Schedule #
<p>33. <u>TWENTY-DAY CASE FILES.</u> Records relating to BIA representation of Indians on restricted land in matters concerning their estates in State and Federal Courts. Record copies maintained at Title Plant.</p>	<p>Arrange numerically, index alphabetically.</p>	<p>Out off at close of fiscal year of case closing. Hold 3 years or until volume warrants; retire to FRC. Destroy 30 years after retirement.</p>			4633-T3

NARA JOB NUMBER NI-75-89-1

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>34. <u>MASTER LAND DESCRIPTION FILE.</u> This file includes regular and townsite data that is received from the title plant. Information is taken from legal description of land within section, township, and range of an area of both trust and right-of-way. File shows reservation code; range; township; section; multiple use (county) code; meridian; range east or west; township north or south; county, state, and township name and code; subdivision; block; lot; cross-reference reservation code; and subdivision name.</p>	<p>Arrange by reservation code.</p>	<p>Out off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4634a-P5</p>	
<p>a. Printouts/paper copies used as record copy by title plant.</p>				
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>	<p>4634b-I0</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>35. <u>LAND CHAIN OF TITLE PLANT FILES.</u> Information on this file is received from the title plants where the data is taken from the Congressional Record; probate files; record of sales; leases; rights-of-way; deaths; deeds; patents; Congressional, Presidential, and Secretary Acts; and other specified documents. File shows extract control number, land description by quarter section, township, range, tract reservation code, tract reservation code, tract number, average fractional interest conveyed, land description remark, multiple use (county) code, and master reservation code. These files are used to show a complete historical record on all Indian lands.</p>	<p>Arrange by reservation code, then by land description.</p>	<p>Cut off at end of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4635a-P5</p>	<p>4635b-T0</p>
<p>a. Printouts/paper copies used as record copy by title plant.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		
<p>b. Magnetic tape data.</p>				
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>36. <u>INDIVIDUAL CHAIN OF TITLE FILES.</u> Information included in this file is received from the title plants where it is taken from Congressional Record, probate files, records of sales, deeds, specified documents, and other legal records. File shows extract control number; document type, number and date; owner reservation code; owner (allotment) number and name; grantor-grantee code; relationship code; fractional interest acquired; and master reservation code. Files are used to maintain individual legal ownership records and tribally-owned land.</p>	<p>Arrange by location, then alphabetically by last name.</p>	<p>Cut off at end of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4636a-P5</p>	<p>4636b-T0</p>
<p>a. Printout/paper copy used as record copy by title plant.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		
<p>b. Magnetic tape data.</p>				
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>37. <u>RANGE LAND FILE</u>. Information in this file is taken from various legal land ownership documents and is received on coding sheets from agency offices. File shows record type, range unit, reservation code, range unit money and acres, permittee name, Indian identification number, animal unit months, class, Indian or non-Indian stipulation code, allotment number, acres, land description by quarter-quarter, county code, kind of land, section, township, range, and stipulated money. File is used to prepare listings showing land occupancy by location.</p>	<p>Arrange by location, then alphabetically by permittee name.</p>	<p>Out off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4637a-P5</p>	<p>4637b-T0</p>
<p>a. Printout/paper copies used as record copy.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		
<p>b. Magnetic tape data.</p>				
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>38. <u>INDIAN LAND INFORMATION SYSTEM FILES.</u> This file contains tribal and nontribal members who own land on the reservation. File contains current and historical personal information and provides the tribes with a method of acquiring lease income, establishing ownership, determining land and water usage, and furnishing financial analysis for BIA and tribal management.</p>	<p>Arrange by reservation.</p>	<p>Out off at end of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4638a-P5</p>	
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		<p>4638b-T0</p>

NARA JOB NUMBER NI-75-89-1

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>39. <u>LEASE DISTRIBUTION SYSTEM FILES.</u> Data on this file covers three reservations in the Aberdeen Area. File contains personal information on Indian land owners, regardless of sex or age. Shows money computations on each lease.</p> <p>a. Printout/paper copy used as record copy.</p>	<p>Arrange by reservation, then alphabetically by last name.</p>	<p>Out off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4639a-P5</p>	
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		<p>4639b-T0</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

REALITY -- 4600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>40. <u>RANGE PERMITTEE PAYMENT SYSTEM</u>. This file contains personal and ownership data for Indian land owners, regardless of sex or age, who are the permittees or grazing privileges and for non-Indian permittees. File provides authorization for grazing privileges on individual Indian or tribal-owned land from which payments are made on yearly basis.</p>	<p>Arrange alphabetically by owner last name.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4640a-P5</p>	
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third cycle.</p>	<p>4640b-TV</p>	
<p>NARA JOB NUMBER <u>N1-75-89-1</u></p>				

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>41. <u>IRIS GEOGRAPHIC LOCATION DIRECTORY</u>. The information in this file is taken from the GSA Geographical Location Codes Manual. It shows state and county code, state and county name, and state abbreviation for all BIA locations.</p>	<p>Arrange alphabetically by state name then by county name.</p>	<p>Out off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4641a-P5</p>	
<p>b. Magnetic tape data. <u>NARA JOB NUMBER NL-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		<p>4641b-T0</p>

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>42. <u>IRIS RESERVATION DIRECTORY.</u> This Land Records Information System (IRIS) shows reservation codes and other related information.</p>	<p>a. Printout/paper copies used as record copy. Arrange as appropriate.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4642a-P5</p>	<p>4642b-T0</p>
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update.</p>		
<p>NARA JOB NUMBER <u>NL-75-89-1</u></p>				
<p>43. <u>INDIAN LAND RECORDS.</u> Files include land description, current ownership, probate and title history of Indian trust land. Also include records concerning individuals who have received overpayment(s) relative to land disposal, leases, sales and rentals maintained by Title Plants. Subject to the <u>Privacy Act (BIA-4).</u></p>	<p>Arrange alphabetically by last name, then by land description.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4643-P5</p>	
<p>NARA JOB NUMBER <u>NL-75-89-1</u></p>				

REALTY -- 4600

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>44. <u>INDIAN TRUST LAND MORTGAGES.</u> Files contain mortgage records and supporting documents. <u>Subject to the Privacy Act</u> <u>(BIA-12).</u></p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of year in which mortgage is sat- isfied. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4644-P5</p>	
<p>45. <u>RESTRICTION REMOVAL FILE.</u> Files contain applications for removal or restrictions, records of action taken, and related papers and indexes.</p> <p>NARA JOB NUMBER <u>N1-75-89-1</u></p>	<p>Arrange alphabeti- cally.</p>	<p>Cut off at close of fiscal year action com- pleted. Hold 5 years or until volume warrants; retire to FRC. Freeze records; offer to NARA 20 years after retirement.</p>	<p>4645-P5F</p>	

ROADS AND TRANSPORTATION -- 4700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>ROAD CONSTRUCTION PROJECT FILES.</u> Project case files relating to the construction and maintenance of roads and bridges including proposals, operating schedules, road easements and deeds, right-of-way documents, cost estimates, progress reports, final statements or summaries of project costs, correspondence and related material.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by project number.</p>	<p>Cut off at close of fiscal year of project completion. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4701-P5</p>	
<p>2. <u>ROAD CONSTRUCTION PROJECT REPORTS.</u> Periodic reports to Central Office.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically, then by location.</p>	<p>Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>		<p>4702-T5</p>

ROADS AND TRANSPORTATION -- 4700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>ROAD SURVEY BOOKS AND FIELD NOTES.</u> Original notebook or log containing the initial observations, surveys, etc., by engineer or other specialist.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location.</p>	<p>Cut off at close of fiscal year that project is completed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4703-P5</p>	
<p>4. <u>ROAD PROJECT MAP FILES.</u> Include tracings, blueprints, profiles of road and bridge construction projects, reservation road maps, and related descriptions of routes.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by project number.</p>	<p>Cut off at close of fiscal year of project completion. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4704-P5</p>	

ROADS AND TRANSPORTATION -- 4700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>ROADS INVENTORY</u>. File includes the following items for roads on BIA lands: area, agency and reservation code; route number, section; road length, quality code; cost of seal coat by mile and section; class; present type of surface; current and planned road surface type; estimates for planned changes; school bus usage code; status of road section; county section; state; average traffic; user benefit; plan benefit; and net benefit.</p>	<p>Arrange by area then agency then by reservation code.</p>	<p>Cut off at close of fiscal year of project completion. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4705a-P5</p>	
<p>b. Magnetic tape data. <u>NARA JOB NUMBER N1-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>For magnetic tape file, dispose of after third update cycle.</p>		<p>4705b-T0</p>

ROADS AND TRANSPORTATION -- 4700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>BRIDGE INVENTORY FILE</u>. File includes the following items for bridges on BIA lands: area, agency, reservation, route, section, mile, post, state, county, school route, year built, structural characteristics and other structural data, condition of structure, estimated remaining life, proposed improvements.</p>	<p>Arrange by area then agency then reservation.</p>	<p>Cut off at close of fiscal year of project completion. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4706a-P5</p>	
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>For magnetic tape files dispose of after third update cycle.</p>		<p>4706b-T0</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

ROADS AND TRANSPORTATION -- 4700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>ROAD PROGRAM PROJECT FILES.</u> Estimates of proposed road construction program projects and related materials. Copies are at Federal Highway Administration.</p>	<p>Arrange by location then time period.</p>	<p>Cut off at close of fiscal year of program completion. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after duplicate.</p>	<p>4707a-T3</p>	<p>4707b-T0</p>
<p>a. Record copy maintained by Central Office.</p>				
<p>b. Other copies.</p>				
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

ROADS AND TRANSPORTATION -- 4700

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>ROAD CONSTRUCTION AND MAINTENANCE REPORTS.</u> Reports and related correspondence on road construction and maintenance activities, containing such information as work program status; annual summary of road construction completed during the year, with unit cost; annual road inventory giving classification of the roads system and miles under maintenance; proposed projects; record of work program; and projects and obligations.</p>	<p>Arrange chronologically, then by report type or location.</p>	<p>Cut off every 3 years at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>	<p>4708a-J13</p>	<p>4708a-J13</p>
<p>a. Record copy maintained by Central Office.</p>				
<p>b. Other copies.</p>		<p>Destroy when no longer needed for reference.</p>		<p>4708b-J10</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

TRUST FUNDS AND IIM -- 4800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>SECURITY ACCOUNT FILES</u>. Records of investments, including statements of income-producing security accounts such as stocks and bonds, and related correspondence. Record copy retained by office of origin.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange numerically by account, then by location.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4801-P3</p>	
<p>2. <u>TRIBAL TRUST ACCOUNTS GENERAL LEDGER FILES</u>. Consist of ledgers showing debit and credit entries including account number, previous balance, date of entry, description, debit amount, credit amount, memorandum, and balance.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by ledger account number.</p>	<p>Cut off at close of fiscal year. Hold 10 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4802-P10</p>	

TRUST FUNDS AND LIM -- 4800

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>INDIAN SERVICES SPECIAL DISBURSING AGENT (ISSDA) REPORT FILES.</u> These files consist of monthly reports to Treasury by the Special Disbursing Agent. Include: SF-1219, Statement of Accountability; and SF-1220, Statement of Transaction According to Appropriations, Funds, and Receipt Accounts. <u>GAO site audit records.</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 6 years 3 months after retirement once freeze is lifted.</p>		4803-T3F
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 6 years 3 months after retirement once freeze is lifted.</p>		4804-T3F
<p>4. <u>MONTHLY CHECK RECONCILIATION LISTING FILES.</u> Computer printout showing accounting symbol, serial number, and amount for all checks written for the Indian Services Special Disbursing Agent. <u>GAO site audit records.</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 6 years 3 months after retirement once freeze is lifted.</p>		4804-T3F
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

TRUST FUNDS AND IIM -- 4800
(IIM - 4850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>IIM CASE FILES</u>. Contains requests for withdrawal of individual funds, copies of applications for surplus funds, client contact reports, and related correspondence. Also included are authorities for disbursement, vouchers, royalty and production statements, heirship data, changes of address, SF 1047 (Public Voucher for Refunds) documenting payments/refunds, cancelled checks, stop payments and other related documents.</p> <p>Record copy generally retained at Area. Subject to the <u>Privacy Act (BIA-3)</u>.</p>	<p>Arrange alphabetically.</p>	<p>Out off at close of fiscal year. As volume warrants, retire to FRC 5 years after probate and other actions are completed. Offer to NARA 20 years after retirement.</p>	<p>4851-P5</p>	

NARA JOB NUMBER NI-75-89-1

TRUST FUNDS AND IIM -- 4800
(IIM - 4850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>IIM LEDGERS AND CARDS.</u> Original general ledgers showing collections, deposits, and withdrawals of funds belonging to individuals or Indian associations. Record copy generally retained by Area. <u>Subject to the Privacy Act (BIA-3).</u></p>	<p>Arrange alphabetically.</p>	<p>Out off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4852a-P5</p>	
<p>b. Other copies/duplicates.</p>		<p>Destroy when no longer needed for reference.</p>		<p>4852b-10</p>

NARA JOB NUMBER NI-75-89-1

TRUST FUNDS AND IIM -- 4800
(IIM - 4850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>IIM POSTING AND CONTROL RECORDS.</u> Records which document receipt and disbursement of the individual's money. Included are collection vouchers and journal vouchers. Record copy generally maintained by Area. <u>Subject to the Privacy Act (BIA-3).</u></p>	<p>Arrange alphabetically.</p>	<p>Out off at close of fiscal year. As volume warrants, retire to FRC after BIA audit or 5 years after cutoff, whichever is earlier. Offer to NARA 20 years after retirement.</p>	<p>4853-P5</p>	
<p><u>NARA JOB NUMBER NI-75-89-1</u></p>				<p>4854-T3</p>
<p>4. <u>IIM DUPLICATE POSTING AND CONTROL RECORDS.</u> Copies of posting and control records, and worksheets. Copies generally maintained in Area. <u>Subject to the Privacy Act (BIA-3).</u></p>	<p>Arrange alphabetically.</p>	<p>Out off at close of fiscal year. Destroy 3 years after cutoff.</p>		

TRUST FUNDS AND IIM -- 4800
(IIM - 4850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>IIM NAME FILE</u>. This master file contains the names of individuals who have an IIM account. Shows account number, census number, allotment code, type of transaction, subagency designation. Information on this magnetic tape file is used for monthly and semiannual IIM reports. Tape maintained by NISC. Subject to the <u>Privacy Act (BIA-3)</u>.</p>	<p>Arrange alphabetically. Arrange as appropriate.</p>	<p>Hold 1 year then destroy. Destroy tape data 2 months after cutoff.</p>	4855a-TI	4855b-TI

TRUST FUNDS AND IIM -- 4800
(IIM -- 4850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>IIM BALANCE FORWARD FILES.</u> This file contains a listing of individual IIM accounts, reflecting the money balance. Individual accounts are updated by deposit and withdrawal data furnished by Area Office. File is used for accounting of IIM accounts. Magnetic tape maintained by NISC. Subject to the <u>Privacy Act (BIA-3).</u></p>	<p>Arrange alphabetically.</p>	<p>Hold 3 years after cutoff then destroy.</p>	<p>4856a-T3</p>	
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Destroy tape data 3 years after cutoff.</p>	<p>4856b-T3</p>	
<p>7. <u>CASH COLLECTION FILES.</u> Consist of deposit tickets, official receipts, bills for collection and checks written to BIA for deposit to the U.S. Treasury.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after retirement once freeze is lifted.</p>	<p>4857-T3F</p>	

TRUST FUNDS AND IIM -- 4800
(IIM - 4850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>GENERAL LEDGER DETAILED LISTINGS</u>. Reports used for reconciliation of subsidiary accounts to general ledgers. Information consists of all financial transactions such as deposits, disbursements, transfer of funds from one agency to another, cash balance and repayments. Maintained at Area.</p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 5 years after retirement once freeze is lifted.</p>		4858a-T3F
<p>b. Magnetic tape data.</p>	<p>Arrange as appropriate.</p>	<p>Dispose of after third update cycle.</p>		4858b-T0
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

TRUST FUNDS AND IIM -- 4800
(IIM - 4850)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>9. <u>IIM DEPOSIT TICKET FILES.</u> These files consist of SF-215, Deposit Ticket, maintained in deposit number sequence. Shows date, deposit number, accounting station, symbol, bank name and location, sum, accounting symbols and amounts, and department or agency name and address, annotated with batch number and date to verify bank deposits.</p>	<p>Arrange numerically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 10 years after retirement once freeze is lifted.</p>		<p>4859-T3F</p>

NARA JOB NUMBER NI-75-89-1

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>RIVER BASIN STUDIES FILES.</u> Studies on irrigation, economic, conditions, and resources at Indian reservations located near river basins (such as the Missouri River Basin), to be used in developing programs for the area.</p>	<p>Arrange by location.</p>	<p>Cut off at close of fiscal year. Study is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4901-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>2. <u>IRRIGATION PROJECT PLANNING CASE FILES.</u> Include copy of land lease agreement for the project, description and summary of project, maps, range resources, studies, water storage data, operation and maintenance plans, summary of costs, financial plan, and related correspondence.</p>	<p>Arrange by location, then project number.</p>	<p>Cut off at close of fiscal year in which project is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4902-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>IRRIGATION PROJECT LAND DESIGNATION FILES.</u> Records of land designated for power or irrigation projects. Included are original maps, related correspondence, specifications, etc.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location, then by project number.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records; destroy 20 years after retirement once freeze is lifted.</u></p>		<p>4903-JT3F</p>
<p>4. <u>IRRIGATION AND POWER CONSTRUCTION PROJECT FILES.</u> Originals of construction projects, associated maps, surveys, studies, and related correspondence. They include histories of projects and other relevant documentation.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange numerically by project number, then by location or chronologically by year.</p>	<p>Cut off at close of fiscal year of project completion. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records; destroy 20 years after retirement once freeze is lifted.</u></p>		<p>4904-JT3F</p>

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>IRRIGATION ENGINEERING DATA FILES</u>. Documents used to describe and identify a project. Include original survey books, irrigation project maps, drawings, plans, and blueprints.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange numerically by project number.</p>	<p>Out off at close of fiscal year of completion. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4905-P3</p>	
<p>6. <u>IRRIGATION MAPS AND DRAWINGS</u>. Copies of maps and drawings showing irrigated area, land proposed for restoration, water drainage, buildings, etc.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location, then by contract number when appropriate.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4906-P3</p>	

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. <u>IRRIGATION FORECAST FILES.</u> Records include hydrology forecasts, specifications, plans, and related correspondence.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically, then by location.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 20 years after retirement.</p>	<p>4907-T3</p>	<p>4909-T3F</p>
<p>8. <u>IRRIGATION REPORTS.</u> Periodic narrative and statistical reports on irrigation operations, construction and maintenance.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location then by report type.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4908-P3</p>	
<p>9. <u>IRRIGATION AND POWER METER BOOKS.</u> Records which contain water and power usage readings for customer services by project.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records</u>; destroy 10 years after retirement once freeze is lifted.</p>		<p>4909-T3F</p>

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IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>IRRIGATION AND WATER RIGHTS LEGAL CASE FILES.</u> Files of contracts and related papers granting permanent water rights to individuals, and legal case files involving irrigation matters.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by case file number.</p>	<p>Cut off at fiscal year end of account closing. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4910-P3</p>	
<p>11. <u>INDIAN ELECTRIC POWER UTILITIES.</u> Customer Accounts containing power service requests, agreements, applications, contracts and billing records. Maintained by office of origin. <u>Subject to the Privacy Act (BIA-26).</u></p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange numerically by customer account.</p>	<p>Cut off at fiscal year end of account closing. Hold 3 years or until volume warrants; retire to FRC. Freeze records; destroy 10 years after retirement once freeze is lifted.</p>		<p>4911-T3F</p>

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
12. <u>POWER REPORTS</u> . Periodic narrative and statistical reports on power generation, distribution, and maintenance performed on power stations. NARA JOB NUMBER <u>NI-75-89-1</u>	Arrange by report type then chronologically by location.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to <u>FRC</u> . <u>Freeze records</u> ; destroy 20 years after retirement once freeze is lifted.		4912-T3F
13. <u>POWER CUSTOMER BILLINGS</u> . Documents showing monthly periodic billings to customers for power usage. Subject to the <u>Privacy Act (BIA-26)</u> .	Arrange chronologically, then by location and customer account.	Destroy when no longer needed; retain on site until destruction.		4913-T0
14. <u>IRRIGATION/POWER CUSTOMER ACCOUNT LEDGER SHEETS AND SCHEDULES</u> . Records which documents receipt of monies resulting from customer power billings, including collection forms. NARA JOB NUMBER <u>NI-75-89-1</u>	Arrange numerically by book number.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to <u>FRC</u> . <u>Freeze record</u> ; destroy 20 years after retirement once freeze is lifted.		4914-T3F

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>15. <u>POWER OPERATIVE MAPS, DRAWING, AND STANDARDS.</u> Original maps, drawings, and tracings of power distribution systems and location.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after retirement.</p>		<p>4915-T3</p>
<p>16. <u>POWER AND IRRIGATION WORK ORDERS.</u> Work orders for routine maintenance of power plant such as light fixtures, building repairs, etc.</p>	<p>Arrange by location.</p>	<p>Cut off at close of fiscal year in which work is completed. Destroy 3 years after retirement.</p>		<p>4916-T3</p>
<p>17. <u>SOIL SURVEYS.</u> Studies of the irrigation and cultivation potential of the soil in particular areas, including a determination of the physical characteristics of the soil, composition, and condition of the native vegetation.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange by location, then chronologically.</p>	<p>Place in inactive file when superseded by a new survey. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>4917-P3</p>	

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>18. <u>SOIL AND MOISTURE CONSERVATION MAPS</u>. Maps pertaining to erosion control and soil conservation including annotated base maps showing erosion condition, technical survey maps showing types of soil, and maps showing land proposed for restoration and water drainage.</p>	<p>Arrange by location.</p>	<p>Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to ERC. Offer to NARA 20 years after retirement.</p>	<p>4918-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>19. <u>SOIL AND MOISTURE CONSERVATION REPORTS</u>. Annual and periodic reports prepared at all levels. Office of origination should maintain record copy.</p>	<p>Arrange by location, then chronologically.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to ERC. Offer to NARA 20 years after retirement.</p>	<p>4919-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
20. <u>SOIL AND MOISTURE HISTORY CASE FILE.</u> Records include such material as water availability type of forage, topography, fencing, and grazing potential. NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange numerically by case, then by location and year.	Cut off at close of fiscal year of case closing. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records; destroy 10 years after retirement once freeze is lifted.</u>		4920-T3F
21. <u>IRRIGATION ASSESSMENT ORDER MODIFICATIONS.</u> Files of correspondence and lists relating to modification of operation and maintenance assessment orders. NARA JOB NUMBER <u>N1-75-89-1</u>	Arrange numerically, then by location.	Cut off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records; destroy 20 years after retirement once freeze is lifted.</u>		4921-T3F

IRRIGATION AND POWER -- 4900

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>22. <u>LONG-TERM CROPPING PLANS.</u> Plans for crop rotation on particular lands covering a relatively long period. They include a crop history of the land giving the crops that have been grown on the land and the yield obtained for each. Record copy retained by office of origin.</p>	<p>Arranged by plan type.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records; destroy</u> 10 years after retirement once freeze is lifted.</p>		4922-T3F
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>23. <u>LONG-TERM CROPPING PLAN SUMMARY.</u> Records which contain a summary of significant data on long-term cropping plans. Record copy retained by office of origin.</p>	<p>Arranged by summary type and location.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. <u>Freeze records; destroy</u> 10 years after retirement once freeze is lifted.</p>		4923-T3F
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

EDUCATION -- 5000
(CONTINUING EDUCATION - 5200)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
1. <u>EDUCATION LOAN CASE FILES.</u> Record copy maintained by loaning office. Includes: - Application for loan - Copy of agreement - Recommendations - Client's scholastic progress reports - Receipts of payment - Reports of delinquent payments	Arrange alphabeti- cally.	Cut off at close of fiscal year in which loan is repaid or can- celled. Destroy 5 years after cutoff.		5201-T5

EDUCATION -- 5000
(CONTINUING EDUCATION - 5200)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>HIGHER EDUCATION GRANT/ SCHOLARSHIP CASE FILES.</u> Record copy kept by office making grant. Includes:</p> <ul style="list-style-type: none"> - Application - Award - Recommendations - Scholastic or other progress reports (does not include transcripts which are maintained under 5417-P5) - Records on misuse of funds or overpayment - Related correspondence <p><u>Subject to the Privacy Act (BIA-22).</u></p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabeti- cally.</p>	<p>Out off at close of school year in which case is closed. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>5202-P5</p>	

EDUCATION -- 5000
(CONTINUING EDUCATION - 5200)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>EDUCATION FINANCIAL ASSISTANCE REQUEST FILES.</u> Consist of letters from Indian students requesting financial assistance and replies.</p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of school year. Destroy 3 years after cutoff.</p>	<p>5203-T3</p>	<p>5203-T3</p>
<p>4. <u>ADULT EDUCATION CASE FILES.</u> These records pertain to vocational courses of study for adults and include such material as monthly/annual reports, individual progress reports and related correspondence. Record copy maintained by office of origin.</p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of school year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>5204-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

EDUCATION -- 5000
(SCHOOL FACILITIES - 5300)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>SCHOOL FUNCTIONAL REQUIREMENTS FILES.</u> These files consist of documents which reflect the planning, design, and construction of new school facilities. Functional requirements files include the purpose of the program, community characteristics, educational philosophy, facility implications, the proposed construction program, physically-handicapped requirements, outline of facilities and summary of space requirements.</p>	<p>Arrange alphabetically by school.</p>	<p>Cut off at close of fiscal year when printed copy is distributed. Hold 5 years or until volume warrants; retire to FRC. Destroy 25 years after retirement.</p>		5301-T5

NARA JOB NUMBER N1-75-89-1

EDUCATION -- 5000
(SCHOOL FACILITIES - 5300)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>2. <u>SCHOOL EQUIPMENT PLANNING FILES.</u> These files are accumulated during the planning stages of equipment needs for schools. Included are equipment requirements and justifications, analyses of needs, comments on equipment layouts, and final decisions.</p>	<p>Arrange by school location.</p>	<p>Cut off at close of fiscal year when final decision is reached. Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after retirement.</p>		5302-T3
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>3. <u>SCHOOL RENOVATION/REPAIR BUDGET FILES.</u> These files consist of project descriptions including cost data, estimates of work time and a priority ranking of projects. Also includes any associated legislation and copies of hearings or committee reports.</p>	<p>Arrange by project number.</p>	<p>Cut off at close of fiscal year. Destroy 4 years after cutoff.</p>		5303-T4

EDUCATION -- 5000
(SCHOOL FACILITIES -- 5300)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>4. <u>EDUCATIONAL FACILITIES INVENTORY MASTER FILE.</u>† This file contains data related to the classroom including capacity of other education facilities. The file reflects area and agency codes, building number, occupant capacity of school and dormitory, building condition code, building gross square feet, year building constructed, year building renovated, number of teacher stations, and room net square feet.</p>	Arrange by project number.	Cut off when superseded, hold 1 year then destroy.		5304a-T1
b. Magnetic tape data.	Arrange as appropriate.	Dispose of after third update cycle.		5304b-T0

EDUCATION — 5000
(SCHOOL FACILITIES — 5300)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>5. <u>SCHOOL PROJECT PLANNING FILES.</u> Files accumulated during the planning stage of school construction projects. Includes such items as correspondence from school boards or community leaders attesting to the need for and recommendations for a particular facility. Files also include census surveys by student population, teaching-station requirements, and analyses of school requirements with comments and recommendations.</p>	<p>Arrange by project number.</p>	<p>Out off at close of fiscal year when construction is completed. Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after retirement.</p>		5305-T3

NARA JOB NUMBER NI-75-89-1

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>STUDENT CASE FILES</u>. Includes:</p> <ul style="list-style-type: none"> - Attendance cards - Application for enrollment - Grade reports/cards - Parental consents (originals) - Achievement test scores (scores only; destroy booklets) - Immunization records - Census card <p><u>Subject to the Privacy Act (BIA-22).</u></p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of school year in which student graduates or leaves school. Transfer file to new school upon request; otherwise, hold 5 years or until volume warrants, retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>5401-P5</p>	
<p>2. <u>STUDENT CASE FILES (DUPLICATES)</u>. These are unofficial information or convenience files that contain duplicates of material such as a student's attendance record, grade reports, etc. <u>Subject to the Privacy Act (BIA-22).</u></p>	<p>Arrange alphabetically.</p>	<p>Destroy when no longer needed.</p>		<p>5402-J10</p>

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition. Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>STUDENT ACTIVITY ACCOUNT FILES.</u> Includes:</p> <ul style="list-style-type: none"> - Individual and organizational fiscal files of students - Invoices - Cancelled checks - Bank statements - Copies of deposit slips <p><u>Subject to the Privacy Act (BIA-22).</u></p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off at close of school year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>5403-P5</p>	
<p>4. <u>SCHOOL CURRICULUM FILE.</u> This file contains the courses taught at individual schools and includes the individual school code, the course identification number and title.</p>	<p>Arrange by area/agency, then alphabetically by school.</p>	<p>Destroy when superseded.</p>		<p>5404-T0</p>

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
5. <u>EDUCATION PUBLICATIONS</u> . Includes school newspapers, bulletins, pamphlets. Original only is record copy which is retained at originating location. NARA JOB NUMBER <u>NI-75-89-1</u>	Arrange chronologically.	Cut off at close of school year. Hold 3 years; or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	5405-P3	
6. <u>LIBRARY CATALOG FILES</u> . Cards showing authors, titles subject, cross-reference, etc., and indicating descriptive details including location of items on the shelves.	Arrange as appropriate.	Destroy when related items have been permanently removed from the library collection.		5406-T0
7. <u>AUDIO-VISUAL MATERIAL</u> . Includes slides, motion pictures, photographs. Original only is record copy. NARA JOB NUMBER <u>NI-75-89-1</u>	Arrange as appropriate.	Cut off at close of school year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	5407-P3	

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>8. <u>SCHOOL HISTORY FOLDER.</u> Includes name, location, size of reservation where school is located, authority establishing school, date school opened, drainage and irrigation features in vicinity, number of employees, narrative history of school, listing of buildings, legal description, ownership of land, and related correspondence.</p>	<p>Arrange by location.</p>	<p>Out off at close of school year. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>5408-P3</p>	
<p>NARA JOB NUMBER <u>N1-75-89-1</u></p>				
<p>9. <u>INDIAN SCHOOL EQUALIZATION PROGRAM (ISEP) FILES.</u> Computer generated forms used for student count, eligibility and other factors which affect school budget allocations.</p>	<p>Arrange as appropriate.</p>	<p>Out off at close of fiscal year. Hold 3 years then destroy.</p>		<p>5409-T3</p>

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>10. <u>STUDENT ENROLLMENT SYSTEM (SES) FILES.</u> Computer generated forms used for statistical purposes which show student name and address, school, parent or guardian, tribe, census roll number, family numbers, and other related information.</p>	<p>Cut off at close of school year.</p>			
<p>a. Original forms.</p>	<p>Arrange alphabetically.</p>	<p>Hold 3 years and destroy.</p>		<p>5410a-J13</p>
<p>b. Magnetic tape maintained at NTSC.</p>	<p>Arrange by school location.</p>	<p>Dispose of after third update cycle.</p>		<p>5410b-J10</p>

EDUCATION - 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>11. <u>STUDENT ATTENDANCE REPORTS.</u> Attendance reports used to develop school census reports. These do not include individual attendance records in student case files.</p> <p>a. Daily and monthly attendance reports.</p> <p>b. Annual school census and attendance summary reports. Record copy maintained by Agency or Area OIEP office.</p> <p>NARA JOB NUMBER <u>NI-75-89-1</u></p>	<p>Arrange chronologically.</p> <p>Arrange alphabetically by school name or location.</p>	<p>Out off at end of school year.</p> <p>Hold 3 years then destroy.</p> <p>Hold 3 years; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>5411a-T3</p> <p>5411b-P3</p>	
<p>12. <u>SCHOOL TRANSPORTATION REPORTS.</u> Consist of school vehicle reports such as:</p> <p>a. Mileage and maintenance. Maintained by schools.</p> <p>b. Accident. Maintained at Area.</p>	<p>Arrange chronologically.</p>	<p>Out off at close of school year.</p> <p>Destroy 3 years after cutoff.</p> <p>Destroy 6 years after cutoff.</p>	<p>5412a-T3</p> <p>5412b-T6</p>	

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>13. <u>EDUCATION REPORTS AND STATISTICS.</u> Annual/periodic narrative and statistical reports showing the accomplishments of education programs at each BIA school. Record copy retained at Central Office.</p>	<p>Arrange by location then chronologically.</p>	<p>Cut off at close of school year.</p>	<p>5413a-P3</p>	
<p>a. Program narrative and statistical report. Record copy retained at Central Office.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>		
<p>b. Local periodic reports prepared on status/activities of school locations.</p>		<p>Hold 5 years then destroy if no longer needed for reference.</p>		<p>5413b-T5</p>

NARA JOB NUMBER N1-75-89-1

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>14. <u>EDUCATION FIELD SURVEY FILES.</u> Consist of data collection for special surveys including statistical ionizations and studies regarding the education of Indian children in BIA/non-BIA schools. Record copy retained at Central Office.</p>	<p>Arrange as appropriate.</p>	<p>Cut off at close of school year in which survey is completed. Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.</p>	<p>5414-P3</p>	
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>15. <u>EDUCATION PROGRAM AUDIT CASE FILES.</u> Consist of information accumulated during audits of school operations to assure accuracy, propriety, and legality of the use of assets. Files include final audit reports, responses, comments, recommendations, corrective action plans and related working papers. Record copy retained at Central Office.</p>	<p>Arrange by school location code.</p>	<p>Cut off at close of school year in which corrective actions to audit are completed. Destroy 5 years from cutoff.</p>		<p>5415-J15</p>

EDUCATION - 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition. Instructions	Permanent Records Schedule #	Temporary Records Schedule #
16. <u>PUBLIC LAW 100-297 CONTRACT/GRANT CASE FILES.</u> Consist of information related to the award of contracts/grants for activities authorized under Public Law 100-297.	Arrange by type of instrument, then by school location code.	Cut off at close of fiscal year. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	5416a-P5	
a. Part A Contracts/Grants.				
b. Part B Grants.			5416b-P5	
NARA JOB NUMBER <u>NI-75-89-1</u>				
17. <u>STUDENT TRANSCRIPT.</u> Official file containing a transcript which details a student's academic performance by course. Include secondary or post-secondary transcript material. File does not include individual grade reports or report cards; these are included in the Student Case Files. <u>Subject to the Privacy Act (BIA-22).</u>	Arrange by student surname.	Cut off when student leaves school or graduates. Hold 5 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retirement.	5417-P5	
NARA JOB NUMBER <u>NI-75-89-1</u>				

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>18. <u>EXCEPTIONAL CHILD CASE FILES.</u> Documents relating to the referral, evaluation, diagnosis and placement of a student in an exceptional category. Include referrals; evaluation summaries, psychological reports, or similar diagnostic reports; professional reports on diagnosis and recommendations for placement; parental/guardian approvals for testing, placement, document release or transfer, etc.; progress summaries/reports; original copies of the Individual Education Program Plan (IEP) of services provided and needed; other related documents. Subject to the <u>Privacy Act (BIA-22).</u></p>	<p>Arrange alphabetically.</p>	<p>Cut off when student leaves school, services are terminated, or placement is not made. Record of students placed for services may be transferred to receiving school upon student transfer. If student does not transfer, follow procedures for retirement to FRC.</p>		
<p>a. Case files of students referred or evaluated, but <u>not</u> placed for services.</p>		<p>Hold 2 years after cutoff, then destroy.</p>		5418a-T2
<p>b. Case files of students placed for services.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after retirement.</p>		5418b-T3
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
19. <u>INDIVIDUAL EDUCATION PROGRAM (IEP) PLANS (WORKING COPIES)</u> . Consists of teacher/therapist working copies of IEP's for students placed in an exceptional category and receiving services. <u>Subject to the Privacy Act (BIA-22)</u> .	Arrange as appropriate.	Cut off at end of each school year. Hold 1 year for reference purposes, then destroy.		5419-T1

EDUCATION -- 5000
(SCHOOL OPERATIONS - 5400)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>20. <u>INTENSIVE RESIDENTIAL GUIDANCE (IRG) PROGRAM.</u> Documents relating to the referral, evaluation, and placement of a student in the Intensive Residential Program. Includes referrals; evaluation summaries, psychological reports or similar diagnostic reports; professional reports on diagnosis and recommendations for services; parental/guardian approvals for evaluation, placement, document release or transfer; progress summaries/reports; services plan; and other related documents. <u>Subject to the Privacy Act (BIA-22).</u></p>	<p>Arrange alphabetically.</p>	<p>Out off when student leaves school, services terminate or placement is not made.</p>		
<p>a. Case files of students referred or evaluated but <u>not</u> placed.</p>		<p>Hold 2 years, then destroy.</p>		<p>5420a-T2</p>
<p>b. Case files of students placed and receiving services.</p>		<p>Hold 3 years or until volume warrants; retire to FRC. Destroy 10 years after retirement.</p>		<p>5420b-T3</p>
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

EDUCATION - 5000
(SUPPLEMENTAL PROGRAMS - 5500)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>1. <u>CHAPTER 1 PROJECT FILES.</u> Consist of name of school, functional statements, summary of student needs, number of eligible students, staffing requirements, staff training, facilities/equipment justification, budget and Parent Advisory Council certification. Record copy maintained at Central Office.</p>	<p>Arrange by location then chronologically.</p>	<p>Cut off at close of fiscal year in which project terminates. Hold 3 years or until volume warrants; retire to FRC. Destroy 5 years after cutoff.</p>		5501-T3
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				
<p>2. <u>CHAPTER 1 COMPLAINT FILES.</u> Consist of documents accumulated as a result of complaints about expenditure of funds and includes the complaint correspondence and background studies of the project, investigations, findings, and related correspondence. Complaints are potential court cases. Record copy maintained at Central Office.</p>	<p>Arrange chronologically, then by case number or name.</p>	<p>Cut off at close of fiscal year in which complaint is resolved. Hold 3 years or until volume warrants; retire to FRC. Destroy 5 years after retirement.</p>		5502-T3
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

EDUCATION — 5000
(SUPPLEMENTAL PROGRAMS - 5500)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>3. <u>CHAPTER 1 ANNUAL EVALUATION REPORT FILES.</u> Include pre- and post-test scores from standard achievement tests, number of employees, number of weeks services were provided to individual students, students' birth year, and other information as required.</p>	<p>Arrange by location then chronologically.</p>	<p>Out off at close of school year in which report is completed.</p>	<p>5503a-P3</p>	<p>5503b-T2</p>
<p>a. Record copy maintained at Central Office.</p>	<p>Hold 3 years or until volume warrants, retire to FRC. Offer to NARA 20 years after retirement.</p>			
<p>b. Information copy maintained at local level.</p>		<p>Destroy 2 years after cutoff.</p>		
<p>NARA JOB NUMBER <u>NI-75-89-1</u></p>				

EDUCATION — 5000
(SUPPLEMENTAL PROGRAMS — 5500)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
4. <u>TITLE IV FILES</u> . Documents include the approved project/request for funding, advice of allotment, budget, financial transactions, reports and related correspondence. Maintained at school.	Arrange chronologically.	Cut off at close of school year. Destroy 4 years after cutoff.		5504-T4
5. <u>TITLE VII — BILINGUAL EDUCATION FILES</u> . Consist of approved project, advice of allotment, budget, financial transactions. Maintained at school.	Arrange chronologically.	Cut off at close of school year. Destroy 4 years after cutoff.		5505-T4

EDUCATION -- 5000
(SUPPLEMENTAL PROGRAMS - 5500)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>6. <u>JOHNSON-O'MALLEY ACT STATE PLANS FILES.</u> Consists of state plans for administering Johnson-O'Malley Act funds received through contracts with the BIA. Identifies method and extent of JOM payments, eligibility criteria for school districts and students, general fund support, special services, records and reports, budget and contract procedures, costs, and special conditions, and other information as required. The State Plan File includes plans from each school district with estimates of JOM Funds required.</p>	<p>Arranged alphabetically by state.</p>	<p>Out off at close of fiscal year. Hold 3 years or until volume warrants; retire to FRC. Destroy 6 years after retirement.</p>		<p>5506-T3</p>

NARA JOB NUMBER N1-75-89-1

EDUCATION -- 5000
(SUPPLEMENTAL PROGRAMS - 5500)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
<p>7. JOHNSON-O'MALLEY ACT STATE ANNUAL REPORT FILMS. Reports are prepared by state education agencies and contain statements of receipt and expenditure of JOM funds. Expenditures are shown by county for each type of service. Student attendance comparisons between all students and JOM students are shown for each county. Tax rates and assessed valuations are shown for each county. JOM enrollments are shown by grade and by age. These files are used to obtain statistical information for reports.</p>	<p>Arranged alphabetically by location.</p>	<p>Cut off at close of fiscal year. Destroy 6 years after cutoff.</p>		5507-T6

EDUCATION -- 5000
(SUPPLEMENTAL PROGRAMS -- 5500)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
8. <u>JOHNSON-O'MALLEY CONTRACTS.</u> Consist of copies; of John- son-O'Malley contracts with States concerning the edu- cation of Indians in public schools, and related materi- al.	Arrange by contract number.	Cut off at close of fiscal year.		
a. Program office working copies.		Destroy when no longer needed for reference.		5508a-T0
b. Official record copy.		Hold 3 years or until volume warrants; retire to FRC. Offer to NARA 20 years after retire- ment.	5508b-P3	
NARA JOB NUMBER <u>NI-75-89-1</u>				

EDUCATION -- 5000
(SUPPLEMENTAL PROGRAMS - 5500)

Description of Records & NARA Job Number	Filing Instructions	Disposition Instructions	Permanent Records Schedule #	Temporary Records Schedule #
9. <u>MONITORING REPORTS.</u> Documents relating to monitoring conducted to evaluate a program's progress, achievement of objectives, attainment of academic/dormitory standards, fiscal expenditures, etc. Include recommendations, findings, follow-up and progress reports on corrective actions.	Arrange by location.	Cut off at end of fiscal year in which corrective actions are completed. Hold 3 years then destroy.		5509-73

GENERAL RECORDS SCHEDULE 1

Civilian Personnel Records

Agency civilian personnel records relate to the supervision over and management of Federal civilian employees. This schedule covers the disposition of all official personnel folders of civilian employees and other records relating to civilian personnel, wherever located in the agency. Specifically excluded are program records of the Office of Personnel Management, the Bureau of Medical Services (PHS/HHS), the Office of Workers' Compensation Programs (DOL), and the Equal Employment Opportunity Commission. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration for appraisal before these disposition instructions may be applied.

The most important types of records, the Official Personnel Folders, the Service Record Cards, and the Employee Medical Folder, are maintained according to Federal Personnel Manual Supplement 293-31, which prescribes a system of recordkeeping for Federal personnel.

With the exceptions of electronic records created in central data processing facilities described under items 1, 21, 22, and 25f, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, under GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

NO. DESCRIPTION OF RECORDS AUTHORIZED DISPOSITION

1. Official Personnel Folders.

Records filed on the right side of the Official Personnel Folder (OPF). (See GRS 1, item 10, for temporary papers on the left side of the OPF). Folders covering employment terminated after December 31, 1920, excluding those selected by the National Archives and Records Administration for permanent retention.

a. Transferred employees.

See Federal Personnel Manual for instructions relating to folders of employees transferred to another agency.

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

b. Separated employees.

Transfer folder to National Personnel Records Center St. Louis, MO, 30 days after separation. NPRC will destroy 65 years after separation from Federal service.

[NOTES: (1) OPFs covering periods of employment terminated prior to January 1, 1921, are not covered by this item. If an agency has such files, it should contact the NARA Records Appraisal and Disposition Division to request appraisal of the files. If NARA rejects the records, the disposition for GRS 1, item 1b applies. (2) Master files and data bases created in central data processing facilities to supplement or replace the OPFs are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

2. Service Record Cards.

Service Record Card (Standard Form 7 or equivalent).

a. Cards for employees separated or transferred on or before December 31, 1947.

Transfer to NPRC (CPR), St. Louis, MO. Destroy 60 years after earliest personnel action.

b. Cards for employees separated or transferred on or after January 1, 1948.

Destroy 3 years after separation or transfer of employee.

3. Personnel Correspondence Files.

Correspondence reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.

Destroy when 3 years old.

4. Offers of Employment Files.

Correspondence including letters and telegrams offering appointments to potential employees.

a. Accepted offers.

Destroy immediately.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Declined offers:	
	(1) When name is received from certificate of eligibles.	Return to OPM with reply and application.
	(2) Temporary or excepted appointment.	File with application (see item 15 of this schedule).
	(3) All others.	Destroy immediately.
5.	<u>Certificate of Eligibles Files.</u> Copies obtained from OPM of certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible.	Destroy when 2 years old.
6.	<u>Employee Record Cards.</u> Employee record cards used for informational purposes outside personnel offices (such as SF 7-B).	Destroy on separation or transfer of employee.
7.	<u>Position Classification Files.</u> a. Position Classification Standards Files.	
	(1) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.	Destroy when superseded or obsolete.
	(2) Correspondence and other records relating to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval.	
	(a) Case file.	Destroy 5 years after position is abolished or description is superseded.
	(b) Review File.	Destroy when 2 years old.

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

b. Position Descriptions.

Record copy of position descriptions which include information on title, series, grade, duties and responsibilities, and related documents.

Destroy 2 years after position is abolished or description superseded.

c. Survey Files.

(1) Classification survey reports on various positions prepared by classification specialists, including periodic reports.

Destroy when 3 years old or 2 years after regular inspection, whichever is sooner.

(2) Inspection, audit and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits and evaluations.

Destroy when obsolete or superseded.

d. Appeals Files.

Case files relating to classification appeals.

Destroy 3 years after case is closed.

8. Interview Records.

Correspondence, reports and other records relating to interviews with employees.

Destroy 6 months after transfer or separation of employee.

9. Performance Rating Board Case Files.

Copies of case files forwarded to OPM relating to performance rating board reviews.

Destroy 1 year after case is closed.

10. Temporary Individual Employee Records.

All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Federal Personnel Manual, Chapter 293, and Supplement 292-31, EXCLUDING performance-related records.

Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner. See item 23 of this schedule for disposition of temporary performance-related records.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
11.	<u>Position Identification Strips.</u> Strips such as Standard Form 7D, used to provide summary data on each position occupied.	Destroy when superseded or obsolete.
12.	<u>Employee Awards Files.</u>	
a.	General awards records, EXCLUDING those relating to departmental level awards.	
(1)	Case files including recommendations, approved nominations, correspondence, reports and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	Destroy 2 years after approval or disapproval.
(2)	Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.	Destroy when 2 years old.
b.	Length of service and sick leave awards files. Records including correspondence, reports, computations of service and sick leave, and list of awardees.	Destroy when 1 year old.
c.	Letters of commendation and appreciation. Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the OPF.	Destroy when 2 years old.
d.	Lists or indexes to agency award nominations. Lists of nominees and winners and indexes of nominations.	Destroy when superseded or obsolete.

[NOTE: Records relating to departmental level awards are not covered by the GRS and must be scheduled by submitting an SF 115, Request for Records Disposition Authority, to NARA.]

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
13.	<u>Incentive Awards Program Reports.</u> Reports pertaining to the operation of the Incentive Awards Program.	Destroy when 3 years old.
14.	<u>Notifications of Personnel Actions.</u> Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the OPF. a. Chronological file copies, including fact sheets, maintained in personnel offices. b. All other copies maintained in personnel offices.	Destroy when 2 years old. Destroy when 1 year old.
15.	<u>Employment Applications.</u> Applications (SF 171) and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the OPF.	Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier, provided the requirements of the Federal Personnel Manual Chapter 333, Section A-4, are observed.
16.	<u>Personnel Operations Statistical Reports.</u> Statistical reports in the operating personnel office and subordinate units relating to personnel.	Destroy when 2 years old.
17.	<u>Correspondence and Forms Files.</u> Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule. a. Correspondence and forms relating to pending personnel actions. b. Retention registers (1) Registers used to effect reduction-force actions.	Destroy when action is completed. Destroy when 2 years old.

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	(2) Registers from which no reduction-in-force actions have been taken.	Destroy when superseded or obsolete.
	c. All other correspondence and forms.	Destroy when 6 months old.
18.	<u>Supervisors' Personnel Files and Duplicate OPF Documentation.</u>	
	a. Supervisors' Personnel Files.	
	Correspondence, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	Review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee within 1 year after separation or transfer.
	b. Duplicate Documentation.	
	Other copies of documents duplicated in OPFs not provided for elsewhere in this schedule.	Destroy when 6 years old.
19.	<u>Individual Health Record Files.</u>	
	Cards which contain such information as date of employee's visit, diagnosis, and treatment.	Destroy 6 years after date of last entry.
20.	<u>Health Unit Control Files.</u>	
	Logs or registers reflecting daily number of visits to dispensaries, first aid rooms and health units.	
	a. If information is summarized on statistical report.	Destroy 3 months after last entry.
	b. If information is not summarized.	Destroy 2 years after last entry.
21.	<u>Employee Medical Folder (EMF).</u>	
	a. Long-term medical records as defined in the Federal Personnel Manual (FPM), Chapter 293.	
	(1) Transferred employees.	See FPM for instructions.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	(2) Separated employees.	Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later.
b.	Temporary or short-term records as defined in the FPM.	Destroy 1 year after separation or transfer of employee.
c.	Individual Employee Health Case Files created prior to establishment of the EMF system that have been retired to an FRC.	Destroy 60 years after retirement to FRC.

[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by item 21 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

22. Statistical Summaries.

Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit.	Destroy 2 years after date of summary or report.
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[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by this item are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

23. Employee Performance File System Records.

- | | |
|---|---|
| a. Non-SES appointees (as defined in 5 USC 4301(2)). | |
| (1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents. | Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade notice. |
| (2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure. | Destroy upon supersession. |

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

- (3) Performance-related records pertaining to a former employee.
- (a) Latest rating of record 3 years old or less and performance plan upon which it is based and any summary rating.
- (b) All other performance plans and ratings.
- (4) All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.
- (5) Supporting documents.
- b. SES appointees (as defined in 5 USC 3132a(2)).
- (1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.
- (2) Performance-related records pertaining to a former SES appointee.
- (a) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.
- Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of this schedule.
- Destroy when 3 years old or when no longer needed, whichever is sooner.
- Destroy 3 years after date of appraisal.
- Destroy 3 years after date of appraisal or when no longer needed, whichever is sooner.
- Destroy upon supersession.
- Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item 23b(2)(b) of this schedule.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(b) All other performance ratings and plans.	Destroy when 5 years old, or when no longer needed, whichever is sooner.
	(3) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).	Destroy 5 years after date of appraisal.
	(4) Supporting documents.	Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner.
[NOTE: Performance records pertaining to Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an SF 115 to NARA.]		
24.	<u>Financial Disclosure Reports.</u>	
	a. Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (PL 95-521).	
	(1) Records including SF 278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate.	Destroy 1 year after nominee ceases to be under consideration for appointment; EXCEPT that documents needed in an on-going investigation will be retained until no longer needed in the investigation.
	(2) All other records including SF 278.	Destroy when 6 years old; EXCEPT that documents needed in an on-going investigation will be retained until no longer needed in the investigation.
	b. All other statements of employment and financial interests and related records, including confidential statements filed under Executive Order 11222.	
	Destroy when 6 years old; EXCEPT that documents needed in an on-going investigation will be retained until no longer needed in the investigation.	

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
25.	<u>Equal Employment Opportunity Records.</u>	
a.	Official Discrimination Complaint Case Files. Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U.S. Court.	Destroy 4 years after resolution of case.
b.	Copies of Complaint Case Files. Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.	Destroy 1 year after resolution of case.
c.	Background Files. Background records not filed in the Official Discrimination Complaint Case Files.	Destroy 2 years after final resolution of case.
d.	Compliance Records. (1) Compliance Review Files. Reviews, background documents and correspondence relating to contractor employment practices.	Destroy when 7 years old.
	(2) EEO Compliance Reports.	Destroy when 3 years old.
e.	Employee Housing Requests. Forms requesting agency assistance in housing matters, such as rental or purchase.	Destroy when 1 year old.
f.	Employment Statistics Files. Employment statistics relating to race and sex.	Destroy when 5 years old.

[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by this subitem are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
g.	EEO General Files. General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation; and agency EEO Committee meeting records including minutes and reports.	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.
h.	EEO Affirmative Action Plans (AAP). (1) Agency copy of consolidated AAP(s). (2) Agency feeder plan to consolidated AAP(s). (3) Report of on-site reviews of Affirmative Action Programs. (4) Agency copy of annual report of Affirmative Action accomplishments.	Destroy 5 years from date of plan. Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. Destroy 5 years from date of report. Destroy 5 years from date of report.
26.	<u>Personnel Counseling Records.</u> a. Counseling Files. Reports of interviews, analyses and related records. b. Alcohol and Drug Abuse Program. Records created in planning, coordinating and directing an alcohol and drug abuse program.	Destroy 3 years after termination of counseling. Destroy when 3 years old.
27.	<u>Standards of Conduct Files.</u> Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct.	Destroy when obsolete or superseded.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
28.	<u>Labor Management Relations Records.</u>	
a.	Labor Management Relations General and Case Files. Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups:	
(1)	Office negotiating agreement.	Destroy 5 years after expiration of agreement.
(2)	Other offices.	Destroy when superseded or obsolete.
b.	Labor Arbitration General and Case Files. Correspondence, forms, and background papers relating to labor arbitration cases.	Destroy 5 years after final resolution of case.
29.	<u>Training Records.</u> EXCLUDING records of formally established schools which train agency employees in specialized program areas, such as law enforcement and national defense.	
a.	General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.	
(1)	Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.	Destroy when 5 years old or 5 years after completion of a specific training program.
(2)	Background and working files.	Destroy when 3 years old.

ITEM

NO. DESCRIPTION OF RECORDS AUTHORIZED DISPOSITION

b. Employee training.

Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.

Destroy when 5 years old or when superseded or obsolete, whichever is sooner.

[Note: Records excluded from this item must be scheduled by submission of an SF 115 to NARA. Reference copies of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or non-government organizations, previously included in the GRS, are nonrecord and may be destroyed when superseded or obsolete.]

30. Grievance, Disciplinary and Adverse Action Files.

a. Grievance, Appeals Files (5 CFR 771).

Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.

Destroy 3 years after case is closed.

b. Adverse Action Files (5 CFR 752).

Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.

Destroy 4 years after case is closed.

Transmittal No. 3
February 22, 1991

General Records Schedule 1

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
30.	<u>Grievance, Disciplinary and Adverse Action Files.</u>	
	a. Grievance, Appeals Files (5 CFR 771).	
	Records originating in the review of grievances and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.	Destroy 3 years after case is closed.
	b. Adverse Action Files (5 CFR 752).	
	Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.	Destroy 4 years after case is closed.
31.	<u>Personal Injury Files.</u>	
	Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.	Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.

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October 30, 1989

General Records Schedule 1

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
32.	<u>Merit Promotion Case Files.</u> Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates, EXCLUDING, any records that duplicate information in the promotion plan, in the OPF, or in any other personnel records.	Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.
33.	<u>Examining and Certification Records.</u> Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.	Destroy 3 years after termination of agreement.
	a. Delegated agreements.	Break annually. Destroy 1 year after break.
	b. Correspondence concerning applications, eligibles certification, and all other examining and recruiting operations including but not limited to correspondence from the Congress, White House, and general public; and correspondence regarding accommodations for holding examinations and shipment of test materials.	
	c. Test material stock control. Stock control records of examination test material including running inventory of test material in stock.	Destroy when test is superseded or obsolete.
	d. Application Record Card (OPM Form 5000A, or equivalent).	Break after examination. Destroy no later than 90 days after break.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
j.	Lost or Exposed Test Material Case Files. Records showing the circumstances of loss, nature of the recovery action and corrective action required.	Break files annually. Destroy 5 years after break.
k.	Eligible applications. (1) On active register. (2) On inactive register.	Destroy upon termination of the register (except applications that may be brought forward to new register, if any). Destroy 1-12 months after eligibles are placed on inactive register, depending on space availability and difficulty of replacing the application for restoration.
l.	Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 59, OPM 648, or equivalent form.	Break annually. Destroy 1 year after break.
m.	Certificate Files. SF 39, SF 39A, or equivalent, and all papers upon which the certification was based: detailed rating schedule, record of selective and quality ranking factors used, list of eligibles screened for the vacancies, rating assigned, availability statements, and other documentation material designated by the examiner of retention. It is recommended that both the file copy and the audited report copy of the certificate be kept in this file. Files should be arranged to permit reconstruction or validation of actions taken in the event of appeal or legal action.	Break annually. Destroy 5 years after break.
n.	Certification request control index.	Break annually. Destroy 1 year after break.

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	o. Displaced Employee Program (DEP) application and registration sheet.	Destroy upon expiration of employee's DEP eligibility.
	p. DEP control cards, if maintained.	Break annually. Destroy 2 years after break.
	q. Reports of audits of delegated examining operations.	Destroy 3 years after date of the report.
34.	<u>Occupational Injury and Illness Files.</u> Reports and logs (including OSHA Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment.	Destroy when 5 years old.
35.	<u>Denied Health Benefits Claims.</u> Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers.	
	a. Health benefits denied, not appealed.	Destroy 3 years after denial.
	b. Health benefits denied, appealed to OPM for reconsideration.	
	(a) Appeal successful - benefits granted.	Create enrollment file in accordance with FPM letter 890-35.
	(2) Appeal unsuccessful - benefits denied.	Destroy 3 years after denial.

[Note: Pursuant to FPM letter 890-35, enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment.]

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General Records Schedule 1

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
n.	Certification request control index.	Break annually. Destroy 1 year after break.
o.	Displaced Employee Program (DEP) application and registration sheet.	Destroy upon expiration of employee's DEP eligibility.
p.	DEP control cards, if maintained.	Break annually. Destroy 2 years after break.
q.	Reports of audits of delegated examining operations.	Destroy 3 years after date of the report.
34.	<u>Occupational Injury and Illness Files.</u> Reports and logs (including OSHA Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment.	Destroy when 5 years old.
35.	<u>Denied Health Benefits Claims.</u> Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers.	
a.	Health benefits denied, not appealed.	Destroy 3 years after denial.
b.	Health benefits denied, appealed to OPM for reconsideration.	
(1)	Appeal successful - benefits granted.	Create enrollment file in accordance with FPM letter 890-35.
(2)	Appeal unsuccessful - benefits denied.	Destroy 3 years after denial.

[Note: Pursuant to FPM letter 890-35, enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment.]

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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36.	<u>Federal Workplace Drug Testing Program Files.</u>	
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Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), EXCLUDING consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Public Law 100-71, § 503(f), and statistical reports, as required by FPM Letter 792-19, 12/27/89, Section 6.

This authorization does not apply to oversight program records of the Department of Health and Human Services and its subordinate elements; the Office of Personnel Management; the Office of Management and Budget; and the Department of Justice.

- a. Drug test plans and procedures, EXCLUDING documents that are filed in record sets of formal issuances (directives, procedures handbooks, operating manuals, and the like.)

Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.

Destroy when 3 years old or when superseded, obsolete, or no longer needed, whichever is later. [See note (2).]

- b. Employee acknowledgement of notice forms.
Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.

Destroy when employee separates from testing designated position. [See note (2).]

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
c.	Selection/scheduling records. Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are, lists of selectees, notification letters, and testing schedules.	Destroy when 3 years old. [See note (2).]
d.	Records relating to the collection and handling of specimens. (1) "Permanent" Record Books. Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected.	Destroy 3 years after date of last entry. [See note (2).]
	(2) Chain of custody records. Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen.	Destroy when 3 years old. [See note (2).]
e.	Test results. Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.	Destroy when 3 years old. [See note (2).]

[NOTES: (1) Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered by GRS 1, item 30b, which provides for the destruction of records 4 years after the case is closed. (2) Any records covered by items 36 a-e that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).]

GENERAL RECORDS SCHEDULE 2

Payrolling and Pay Administration Records

Payrolling and pay administration records pertain to disbursements to civilian employees of the Government for personal services. This schedule applies to the pay records that are common to all agencies, but it excludes (a) retirement records (Standard Form 2806 or equivalent) that are maintained during employee duty and then transferred to the Office of Personnel Management; (b) files maintained in agency space for audit by the General Accounting Office under section 117(b) of the Budget and Accounting Procedures Act of 1950; (c) records relating to tax withholding, savings bonds, or fidelity bonds, or other records held by the appropriate units of the Treasury Department responsible for the related Government-wide programs; and (d) Office of Management and Budget files reflecting agency personnel needs and problems. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition instructions.

Documents required by the Comptroller General to be maintained for site audit are segments of accountable officer's accounts. In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office unless the agency concerned has written approval of the Comptroller General, as required by 82 Stat. 1301 (44 U.S.C. 3309). Most Federal civilian pay accounts are prepared and maintained in accordance with Title 6--Pay, Leave, and Allowances and incorporated in the GAO Manual for Guidance of Federal agencies.

In the payrolling process different types of records are accumulated. Under Title 6 of the GAO Manual these records are normally site-audited on a sample basis by GAO representatives who examine primarily the earnings record card, payroll change slips that are prepared to document changes in normal pay, certification sheets containing the signatures of the certifying officer, checklists prepared in lieu of the more formal payrolls by Department of the Treasury or local disbursing personnel, source personnel documents such as basic time and attendance reports, and copies of personnel action forms documenting changes in pay. In addition, pay registers and other accounting devices are maintained to check and balance the accounts.

All payroll systems require the maintenance of a leave card, to which information is posted from more detailed records kept by time and attendance clerks located throughout an agency. Two basic forms or variations of them are used by most agencies: (a) Optional Form 1137, which shows leave taken by an employee over a two-year period; and (b) Optional Form 1130, which is a combination time and attendance and leave record designated to be maintained in agencies in which the time-keeping function is decentralized. One Optional Form 1130 is maintained for each employee each pay period, and the current leave status figure is accumulated from pay period to pay period.

Other records incidental to the payrolling process are withholding tax and savings bond records, reports made to Treasury Department units and the Office of Personnel Management on income tax and retirement transactions, and other records not pertaining to individuals, but rather to the general administration of the payrolling office and the payrolling function.

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In many cases the records will be in electronic form, as the payrolling process has been almost universally converted to electronic data processing throughout the Federal government. With the exception of records created in central processing facilities described under item 17, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Individual Accounts Files.</u> Individual earning and service cards, such as Optional Form 1127 or equivalent.	Transfer to the National Personnel Records Center (NRPCC), St. Louis, Missouri. (a) If filed in official personnel folder (OPF) or in individual pay folder adjacent to the OPF, destroy with the OPF. (See GRS 1, Item 1.) (b) If not in or filed adjacent to the OPF, destroy 56 years after the date of the last entry on the card.
2.	<u>Payroll Correspondence Files.</u> General correspondence files maintained by payroll units pertaining to payroll preparation and processing.	Destroy when 2 years old.
3.	<u>Time and Attendance Reports Files.</u> a. Optional Form 1130 or equivalent. (1) Payroll preparation and processing copies. (2) All other copies. b. Flexitime Attendance Records. Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under Flexitime systems.	Destroy after GAO audit or when 3 years old, whichever is sooner. Destroy 6 months after the end of the pay period. Destroy after GAO audit or when 3 years old, whichever is sooner.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
4.	<u>Individual Authorized Allotments Files.</u>	
a.	U.S. Savings Bond Authorization, Standard Form 1192 or equivalent, and authorization for individual allotment to the Combined Federal Campaigns.	
(1)	If record is maintained on earning record card.	Destroy when superseded or after separation of employee. If employee transfers within an agency or between agencies, these authorizations must also be transferred. See Treasury Fiscal Requirements Manual, para. 6030.10 for instructions regarding savings bonds authorizations, and FPM Chapter 550, Subchapter 3, Part 8, for instructions regarding CFC authorizations.
(2)	If record is not maintained elsewhere.	Destroy 3 years after superseded or 3 years after separation of employee. See (1) above for transfer instructions.
b.	All other authorizations, including union dues and savings.	
(1)	If record is maintained on earning record card.	Destroy when superseded or after transfer or separation of employee.
(2)	If record is not maintained elsewhere.	Destroy 3 years after superseded or 3 years after transfer or separation of employee.
5.	<u>Bond Registration Files.</u>	
	Issuing agent's copies of bond registration stubs.	Destroy when 2 years old.
6.	<u>Bond Receipt and Transmittal Files.</u>	
	Receipts for and transmittals of U.S. Savings Bonds and checks.	Destroy 3 months after date of receipt.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
7.	<u>Bond Purchase Files.</u> Forms and reports with related documents pertaining to deposits and purchases of bonds.	Destroy when 3 years old.
8.	<u>Leave Application Files.</u> Application for Leave, SF 71, or equivalent, and supporting documents relating to requests for and approval of taking leave. a. If timecard has been initialed by employee. b. If timecard has not been initialed by employee.	Destroy at end of applicable pay period. Destroy after GAO audit or when 3 years old, whichever is sooner.
9.	<u>Leave Record Cards.</u> Leave record cards such as OF 1137 or equivalent maintained separately from pay and earnings records, and OF 1130 when used as a leave record. a. Pay or fiscal copies. b. Other copies.	Destroy when 3 years old. Destroy 3 months after the end of the period covered.
10.	<u>Leave Data Files.</u> Records of leave data, such as SF 1150, prepared except as noted in the Federal Personnel Manual, 293-A-3. a. Original copy of SF 1150. b. Agency copy.	File on right side of OPF. See GRS 1, item 1. Destroy when 3 years old.
11.	<u>Notification of Personnel Action Files.</u> Pay or fiscal copy of SF 50 or equivalent, not filed in the Official Personnel Folder.	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
12.	<u>Budget Authorization Reference Files.</u> Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions.	Destroy when superseded.
13.	<u>Payroll Files.</u> Memorandum copies of payrolls, check lists, and related certification sheets, such as SF 1013A, SF 1128A, or equivalents. a. Security copies of documents prepared or used for disbursement by Treasury disbursing offices, with related papers. b. All other copies. (1) If earning record card is maintained. (2) If earning record card is not maintained.	Destroy when Federal Records Center receives second subsequent payroll or checklist covering the same payroll unit. Destroy after GAO audit or when 3 years old, whichever is sooner. Transfer to NPRC, St. Louis, Missouri, when 3 years old. Destroy when 10 years old.
14.	<u>Payroll Control Files.</u> Payroll control registers.	Destroy after GAO audit or when 3 years old, whichever is sooner.
15.	<u>Payroll Change Files.</u> Payroll change slips, exclusive of those of the OPF, such as SF 1126. a. Copy used in GAO audit. b. Disbursing officer copy used in preparing checks. c. All other copies.	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner. Destroy after preparation of checks. Destroy 1 month after the end of the pay period.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
16.	<u>Fiscal Schedules Files.</u> Memorandum copies of fiscal schedules used in the payroll process.	
	a. Copy used in GAO audit.	Destroy after GAO audit or when 3 years old, whichever is sooner.
	b. All other copies.	Destroy 1 month after the end of the pay period.
17.	<u>Administrative Payroll Report Files.</u> Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.	
	a. Reports and data used for workload and personnel management purposes.	Destroy when 2 years old.
	b. All other reports and data.	Destroy when 3 years old.
	[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by this item are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]	
18.	<u>Tax Files.</u>	
	a. Withholding tax exemption certificates, such as IRS Form W-4, and similar state tax exemption forms.	Destroy 4 years after form is superseded or obsolete.
	b. Returns on income taxes withheld such as IRS Form W-2.	Destroy when 4 years old.
	c. Reports of withheld Federal taxes, such as IRS Form W-3, with related papers, including reports relating to income and social security taxes.	Destroy when 4 years old.
19.	<u>Retirement Files.</u>	
	a. Reports and registers. Reports, registers or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.	Destroy when 3 years old.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Assistance files. Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.	Destroy when 1 year old.
20.	<u>Insurance Deduction Files.</u> Reports and related papers including copies of vouchers and schedules of payments pertaining to insurance deductions.	Destroy when 3 years old.
21.	<u>Levy and Garnishment Files.</u> Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, workpapers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.	Destroy when 3 years old.
22.	<u>Wage Survey Files.</u> Wage survey reports and data, background documents and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).	Destroy after completion of second succeeding wage survey.

GENERAL RECORDS SCHEDULE 3

Procurement, Supply and Grant Records

Agency procurement and supply records document the acquisition of goods and non-personal services, controlling the volume of stock on hand, reporting procurement needs, and related supply matters which are part of daily procurement operations. The basic procurement files reflect a considerable range of procedure, from simple, small purchases to complicated prime contractor and subcontractor operations.

Any records created prior to 1895 must first be offered to the National Archives and Records Administration for appraisal before applying the disposal instructions. Frequently copies of procurement papers become integral parts of the other files in the agency, such as project files of various types or general subject files pertaining to program operations; such copies are not covered by this schedule because they cannot be considered and evaluated separately from the files of which they are a part.

The General Accounting Office no longer requires agencies to maintain a separate file of contracts for site audit. The agency contract files maintained in the contracting officer's office are accessible to GAO auditors and have generally been used by them in the past.

When a claim is filed by or against the Government, records relating to the claim should be retained without regard to the otherwise applicable records retention schedules which would have authorized destruction of the records prior to the time when the claim is finally resolved unless the agency has received written approval from the General Accounting Office (44 U.S.C. Section 3309 and 62 Comp. Gen. 42 (1982)). A claim is finally resolved: (1) when it is disallowed and the time for appealing the denial or instituting suit on the claim has expired; or (2) when it is allowed and paid or the amount offered in compromise is accepted and paid; or, (3) when the amount found due and owing proves uncollectible because time limits for collecting the indebtedness through legal proceedings or by way of setoff have expired.

Records documenting procurement and supply in the agencies are largely standardized by various regulations of the Comptroller General and the Administrator of General Services. The physical arrangement of the transaction files themselves differs in the various agencies, however. In all agencies the official contract files, for example, contain a minimum core of specified documents, but there are also other documents that vary in accordance with what the individual agency deems to be best for its own operating purposes.

The key procurement file is the transaction case file containing the formal contract or informal purchase order or lease instruments and all related papers. The documents flowing into the transaction file differ in detail, but they include, in addition to the purchase document, specifications, bids, schedules of delivery, initiating requisition, invoices, and correspondence. Other copies of these documents, made for expediting and other administrative purposes, are scattered throughout the inspection, shipping expediting, and other units of the agency procurement organization.

Other files related to the procurement and supply function include reports used for supply management purposes by the agency creating the records as well as the staff agency involved with Government-wide programs. They also include local requisition and stock inventory files and other minor supply papers.

Of a specialized character in the procurement field are the title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise). These papers are required by the Government as long as the property remains in Government hands or if it has been sold or released conditionally or with recapture clauses. When properties are disposed of by quitclaim deeds, this fact should be confirmed prior to the disposal of title papers, since the title evidence might be needed by the Government to defend the title in the event the properties were disposed of by deeds containing general or special warranties.

It should also be ascertained that the title evidence relates only to the properties which were sold by the Government. In many instances, lands acquired by the Government are disposed of in different size parcels, and if the Government retains the title to any portion the title evidence should be retained.

This schedule does not apply to Interior Department records relating to the public domain or to the title opinion files of the Department of Justice.

This schedule includes some of the common agency records relating to grant programs. Since many Federal agencies conduct grant programs which document projects contracted between the agency and an outside party, these records are included as an adjunct to the procurement and supply records.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

1. Real Property Files.

Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), excluding records relating to property acquired prior to January 1, 1921.

- a. Records relating to property acquired after December 31, 1920, other than abstract or certificate of title.

Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Abstract or certificate of title.	Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.
[Note: Records relating to property acquired prior to January 1, 1921, are not covered by the GRS and must be scheduled by submission of an SF 115 to NARA.]		
2.	<u>General Correspondence Files.</u> Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule.	Destroy when 2 years old.
3.	<u>Routine Procurement Files.</u> Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in items 1 and 12).	
	a. Procurement or purchase organization copy, and related papers.	
	(1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.	Destroy 6 years and 3 months after final payment.
	(2) Transactions of \$25,000 or less and construction contracts under \$2,000.	Destroy 3 years after final payment.
	b. Obligation copy.	Destroy when funds are obligated.
	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	Destroy upon termination or completion.

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NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

- d. Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.

Destroy when 5 years old.

[NOTE: Unique procurement files, previously described in GRS 3, item 1, are not covered by this schedule. With the standardization of the Government-wide procurement process under the Federal Acquisition Regulations, such files are unlikely to exist. However, if an agency believes that a procurement file that has long-term research value, the records officer should submit an SF 115.]

4. Supply Management Files.

Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports, reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).

- a. Copies received from other units for internal purposes or for transmission to staff agencies.
- b. Copies in other reporting units, and related working documents.

Destroy when 2 years old.

Destroy when 1 year old.

5. Solicited and Unsolicited Bids and Proposals Files.

- a. Successful bids and proposals.
- b. Solicited and unsolicited unsuccessful bids and proposals.
- (1) Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.

Destroy with related contract case files (see item 3 of this schedule).

Destroy 1 year after date of award or final payment, whichever is later.

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February 22, 1991

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DESCRIPTION OF RECORDS

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| (2) Relating to transactions above the small purchase limitations in 48 CFR Part 13. | |
| (a) When filed separately from contract case files. | Destroy when related contract is completed. |
| (b) When filed with contract case files. | Destroy with related contract case file (see item 3 of this schedule). |
| c. <u>Cancelled solicitations files.</u> | |
| (1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation. | Destroy 5 years after date of cancellation. |
| (2) Unopened bids. | Return to bidder. |
| d. Lists or card files of acceptable bidders. | Destroy when superseded or obsolete. |
| 6. <u>Public Printer Files.</u> | |
| Records relating to requisitions on the Printer, and all supporting papers. | |
| a. Printing procurement unit copy of requisition, invoice, specifications, and related papers. | Destroy 3 years after completion or cancellation of requisition. |
| b. Accounting copy of requisition. | Destroy 3 years after period covered by related account. |

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
7.	<u>Nonpersonal Requisition File.</u> Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule 6).	Destroy when 1 year old.
8.	<u>Inventory Requisition File.</u> Requisitions for supplies and equipment for current inventory. a. Stockroom copy. b. All other copies.	Destroy 2 years after completion or cancellation of requisition. Destroy when 6 months old.
9.	<u>Inventory Files.</u> a. Inventory lists. b. Inventory cards. c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS.	Destroy 2 years from date of list. Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control. Destroy 2 years after date of survey action or date of posting medium.
10.	<u>Telephone Records.</u> Telephone statements and toll slips.	Destroy 3 years after period covered by related account.
11.	<u>Contractors' Payroll Files.</u> Contractors' payrolls (Construction contracts) submitted in accordance with Labor Department regulations, with related certifications, antikickback affidavits, and other related papers.	Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
12.	<u>Tax Exemption Files.</u> Tax exemption certificates and related papers.	Destroy 3 years after period covered by related account.
13.	<u>Unsuccessful Grant Application Files.</u> Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.	Destroy 3 years after rejection or withdrawal.
14.	<u>Grant Administrative Files.</u> Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.	Destroy when 2 years old.
<p>[Note: Grant case files, which include accepted applications among many other documents, substantive correspondence and subject files relating to grant programs, and final product files, cannot be scheduled in the GRS. The types and significance of grant programs and the contents of the files vary, so no single disposition can be applied to the files on a government-wide basis. To schedule these records, agencies must submit an SF 115 to NARA.]</p>		
15.	<u>Contract Appeals Case Files.</u> Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.	
	a. Records created prior to October 1, 1979.	Destroy 6 years, 3 months, after final action on decision.
	b. Records created after September 30, 1979.	Destroy 1 year after final action on decision.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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16. Contractor's Statement of Contingent or Other Fees.

Standard Form 119, Contractor's Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

17. Small and Disadvantaged Business Utilization Files.

Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by P.L. 95-507.

Destroy when 3 years old.

GENERAL RECORDS SCHEDULE 4

Property Disposal Records

These records pertain to the sales by agencies of real and personal property surplus to the needs of the Government. The act creating the General Services Administration transferred to the new agency the functions of the former War Assets Administration relating to property disposition. This schedule is not applicable to transaction or policy files created by the General Services Administration and predecessor agencies, to records in the Department of the Interior relating to the public domain, and to records relating to overseas property under Department of State control. Any surplus property transaction files dated prior to the establishment of the former Procurement Division of the Department of Treasury in 1933 must be offered to the National Archives and Records Administration for appraisal before applying these disposition instructions.

In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Three forms are prescribed for use by an agency selling surplus personal property under GSA regulations:

a. Standard Form 114, Sale of Government Property, Invitation, and Bid, and Acceptance. Related papers that are maintained by the agencies, usually in case fashion, consist of correspondence, bids, and other notices of sale, invoices, and sales slips.

b. Standard Forms 120, Report of Excess Personal Property, and 121, Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property. Agencies use SF 120 to report excess personal property to the regional General Services Administration offices, which initiate screening action. The quarterly reports are submitted to the Office of Property Management, Office of Federal Supply and Services, General Services Administration, which consolidates the data.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

NO. DESCRIPTION OF RECORDS AUTHORIZED DISPOSITION

1. Property Disposal Correspondence Files.

Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for. Destroy when 2 years old.

2. Excess Personal Property Reports. Destroy when 3 years old.

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

3. Surplus Property Case Files.

Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

a. Transactions of more than \$25,000.

Destroy 6 years after final payment.

b. Transactions of \$25,000 or less.

Destroy 3 years after final payment.

4. Real Property Files.

Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose, the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.

Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

[Note: Case files on the disposal of surplus real and related personal property and excess real property reports are not covered by the GRS because some of these files may have long-term legal value. Agencies must schedule these series by submitting an SF 115 to NARA.]

GENERAL RECORDS SCHEDULE 5

Budget Preparation, Presentation, and Apportionment Records

Budget and apportionment records include the various files accumulated in an agency in the course of formulating its budget for submission to the Office of Management and Budget (OMB) and to the Congress; in defending its requests for funds before both bodies; and after enactment of an appropriation bill, in ensuring that the funds are used in such a way as to suffice for the appropriate period of time. The funds are made available to the agency by OMB, usually in quarterly portions, and the agencies must indicate and justify regularly to OMB their proposed rate of expenditure. After the funds have been made available to the agency, its own controls over the funds are in its expenditure accounting records (Schedule 7), and detailed information relative to expenditures is contained in the accountable officers' accounts (Schedule 6).

This schedule applies to certain records of budget preparation and apportionment in all agencies, but does not apply to records of OMB and the Treasury Department reflecting the Government-wide budget responsibilities of those agencies. Records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying the disposition instructions.

Agency budget records are normally created at all levels of agency organization. They show proposals from all operating levels as well as the bureau-wide and agency-wide coordinating work done by formally organized budget offices. Therefore the records consist of detailed work papers and budgetary statements developed by single operating units, the more significant budget statements and related papers representing consolidated submissions prepared at the bureau or equivalent level and forwarded to the agency budget officer, and the records at the highest level pertaining to the budget submission for the entire agency.

The nature of the budget presentation itself is standardized by OMB which prescribes format and procedures for all Federal agencies. However, the internal reports and papers which support the budget and are used in its preparation vary from agency to agency. The budget submission, a record copy of which is usually designated by the agency, is a duplicate of the set of papers submitted to OMB. These include summary statements of appropriations and expenditures, statements of contract authorizations, and statements of receipts as well as narrative summary statements which highlight the principal features of the agency requests and immediately related supporting documents. The narrative presents the policies and the programs of the agency which the budgetary requests are to support. In addition to the summaries, the submission includes schedules of obligations and statements pertaining to each type of appropriation and fund under which the individual agency operates. Finally, OMB requires additional supporting data pertaining to objects of expenditure, particular agency programs, and figures based on the cost of various type of service operations, such as personnel and payrolling activities.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Budget Correspondence Files.</u> Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule, EXCLUDING files relating to agency policy and procedure maintained in formally organized budget offices.	Destroy when 2 years old.
2.	<u>Budget Background Records.</u> Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.	Destroy 1 year after the close of the fiscal year covered by the budget.
3.	<u>Budget Reports Files.</u> Periodic reports on the status of appropriation accounts and apportionment.	
	a. Annual report (end of fiscal year).	Destroy when 5 years old.
	b. All other reports.	Destroy 3 years after the end of the fiscal year.
4.	<u>Budget Apportionment Files.</u> Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	Destroy 2 years after the close of the fiscal year.

[Note: The following budget files are not covered by the GRS:

--Budget office correspondence or subject files documenting budget policy and procedures and reflecting policy decisions affecting expenditures for agency programs.

--Budget estimates and justifications of formally organized budget offices at the bureau (or equivalent) or higher organizational level. Depending on agency recordkeeping practices and patterns of documentation, these records may have archival value and must be scheduled by submitting an SF 115 to NARA.]

GENERAL RECORDS SCHEDULE 6

Accountable Officers' Accounts Records

This general schedule covers accountable officers' returns and related records, including records under the cognizance of the General Accounting Office (GAO). This schedule does not apply to the copies of schedules and related papers held by the Chief Disbursing Officer of the Treasury. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition instructions.

Accountable officers' accounts include record copies of all records concerned with the accounting for, availability, and status of public funds. There are several types of "accountable officers," such as: (a) the collecting officer, who receives monies owed to the Federal Government and ensures that it is credited to the proper account; (b) the disbursing officer who is responsible for providing documentation to GAO since he accomplishes the actual payment of public monies to proper Federal creditors; and (c) the certifying officer, whose signature on a summary attests to the authenticity of vouchers listed on the schedule.

Disbursements for most civilian Government agencies are made by the Chief Disbursing Officer of the Treasury, who heads the Division of Disbursement of the Bureau of Government Financial Operations within the Treasury Department. Since July 1949, disbursements have been made for most agencies on the basis of certified schedules, with the detailed vouchers transferred to GAO from the agency or held in agency space if site audit was involved. This procedure was extended and confirmed by GAO General Regulations, No. 115 issued January 29, 1952, which promulgated a standard form voucher and schedule of payments (Standard Forms 1166 and 1167) for use by all agencies effective July 1, 1952, and formally eliminated the transfer of vouchers of the Chief Disbursing Officer.

This schedule includes records held for on-site audit by GAO, as described in item 1a below. Under on-site audit, vouchers, contracts, schedules, statements of transactions and accountability and other related supporting documents are retained in agency space for GAO auditors. Section 5 of the Post Office Department Financial Control Act of 1950 and Section 117(b) of the Budget and Accounting Procedures Act of 1950 (whenever the Comptroller General determines that audit shall be conducted at the site) require agencies to retain these records, which are under GAO cognizance. GAO has given general authority to the agencies, if the records are no longer required for administrative purposes, to transfer all audited records and any unaudited records more than one full fiscal year old to Federal Records Centers. However, to transfer unaudited accountable officers' accounts less than one year old, permission must be obtained from the Director, Records Management, GAO. Because the records previously transferred to GAO are retained in the agency, some agencies have eliminated the creation of memorandum copies as described in item 1b of this schedule.

Records relating to the availability, collection, and custody of funds include (1) the appropriation warrants, (2) other documents which deposit funds into the Treasury, and (3) documents which provide accountable officers with status reports on funds in their custody, such as the proofs of depository account and statements of funds to their credit. Agency copies of these deposit and status

documents are so intimately related to the accounts of these officers that they are included in this schedule. The copies received by the Fiscal Service of the Treasury Department are not covered by this schedule and are provided for in separate schedules.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Accountable Officers' Files.</u>	
a.	Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records, EXCLUDING accounts and supporting documents pertaining to American Indians. If an agency is operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or deposited in the course of operating the agency. All copies <u>except</u> the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding items in this schedule.	Destroy 6 years and 3 months after period covered by account.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	Site audit records include, but are not limited to, the Standard and Optional Forms listed below. Also included are equivalent agency forms which document the basic financial transaction as described above.	
	SF 215, Deposit Ticket	
	SF 224, Statement of Transactions	
	SF 1034, Public Voucher for Purchases and Services Other Than Personal	
	SF 1036, Statement of Certificate and Award	
	SF 1047, Public Voucher for Refunds	
	SF 1069, Voucher for Allowance at Foreign Posts of Duty	
	SF 1080, Voucher for Transfer Between Appropriations and/or Funds	
	SF 1081, Voucher and Schedule of Withdrawals and Credits	
	SF 1096, Schedule of Voucher Deductions	
	SF 1097, Voucher and Schedule to Effect Correction of Errors	
	SF 1098, Schedule of Cancelled Checks	
	SF 1113, Public Voucher for Transportation Charges	
	OF 1114, Bill of Collection	
	OF 1114A, Official Receipt	
	OF 1114B, Collection Voucher	
	SF 1129, Reimbursement Voucher	
	SF 1143, Advertising Order	
	SF 1145, Voucher for Payment Under Federal Tort Claims Act	
	SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	
	SF 1156, Public Voucher for Fees and Mileage	
	SF 1166, Voucher and Schedule of Payments	
	SF 1185, Schedule of Undeliverable Checks for Credit to Government Agencies	
	SF 1218, Statement of Accountability (Foreign Service Account)	
	SF 1219, Statement of Accountability	

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	SF 1220, Statement of Transactions According to Appropriation, Funds and Receipt Accounts	
	SF 1221, Statement of Transactions According to Appropriation, Funds, and Receipt Accounts (Foreign Service Account)	
b.	Memorandum copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule, EXCLUDING freight records covered by Schedule 9 and payroll records covered by Schedule 2.	Destroy when 1 year old.
[NOTE: Accounts and supporting documents pertaining to American Indians are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians.]		
2.	<u>GAO Exceptions Files.</u>	
	General Accounting Office notices of exceptions, such as Standard Form 1100, formal or informal, and related correspondence.	Destroy 1 year after exception has been reported as cleared by GAO.
3.	<u>Certificates Settlement Files.</u>	
	Copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records.	
a.	Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	Destroy 2 years after date of settlement.
b.	Certificates covering period settlements.	Destroy when subsequent certificate of settlement is received.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
4.	<u>General Fund Files.</u> Records relating to availability, collection, custody and deposit of funds including appropriation warrants and certificates of deposit, other than those records covered by Item 1 of this schedule.	Destroy when 3 years old.
5.	<u>Accounting Administrative Files.</u> Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.	
	a. Files used for workload and personnel management purposes.	Destroy when 2 years old.
	b. All other files.	Destroy when 3 years old.
6.	<u>Federal Personnel Surety Bond Files.</u> a. Official copies of bond and attached powers of attorney.	
	(1) Bonds purchased before January 1, 1956.	Destroy 15 years after bond becomes inactive.
	(2) Bonds purchased after December 31, 1955.	Destroy 15 years after end of bond premium period.
	b. Other bond files including other copies of bonds and related documents.	Destroy when bond becomes inactive or after the end of the bond premium period.
7.	<u>Gasoline Sales Tickets.</u> Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.	Destroy after GAO audit or when 3 years old, whichever is sooner.
8.	<u>Telephone Toll Tickets.</u> Originals and copies of toll tickets filed in support of telephone toll call payments.	Destroy after GAO audit or when 3 years old, whichever is sooner.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
9.	<u>Telegrams.</u> Originals and copies of telegrams filed in support of telegraph bills.	Destroy after GAO audit or when 3 years old, whichever is sooner.
10.	<u>Administrative Claims Files.</u>	
	a. Claims against the United States. Records relating to claims against the United States for moneys which have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by subitem c below.	Destroy when 6 years, 3 months old.
	b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under subitem c below.	
	(1) Claims which were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103.	Destroy when 6 years, 3 months old.
	(2) Claims for which collection action has been terminated under 4 CFR Part 104.	
	(a) Claims for which the Government's right to collect was not extended.	Destroy 10 years, 3 months after the year in which the Government's right to collect first accrued.
	(b) Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.	Destroy 3 months after the end of the extended period.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	(3) Claims which the agency administratively determines are not owed to the United States after collection action was initiated.	Destroy when 6 years, 3 months old.
	c. Claims files that are affected by a court order or that are subject to litigation proceedings.	Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later.
11. <u>Waiver of Claims Files.</u>	Records relating to waiver of claims of the United States against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard, including bills of collection, requests for waiver of claim, investigative reports, decisions by agency and/or GAO approving or denying the waiver, and related records.	
	a. Approved waivers (agencies may approve amounts not aggregating to more than \$500 or GAO may approve any amount).	Destroy 6 years, 3 months after the close of the fiscal year in which the waiver was approved.
	b. Denied waivers.	Destroy with related claims files in accordance with items 10b and 10c of this schedule.

GENERAL RECORDS SCHEDULE 7

Expenditure Accounting Records

Expenditure accounting records are the ledgers and related documents maintained by all Federal agencies to show in summary fashion how their funds, appropriated and nonappropriated, are spent after allotment by the Office of Management and Budget (OMB), and the sources and nature of any receipts. The key records are the general ledger accounts, which constitute, as a unit, the heart of the agency accounting system. These ledgers summarize the financial status and financial transactions of the agency, showing the current status of funds available for expenditure, the amounts due and collected for the account of the Government, accumulated expenditures and liabilities, and the values of stock, equipment, and other property in agency custody. They are controls that serve not only as central fiscal records, but also as a primary source of data for top management concerned with agency solvency, expenditures, and program costs.

The general ledgers are subdivided into arbitrarily created account titles, which are based on programs, projects, costs, and funds. Supporting them are a group of subsidiary ledgers and documents further detailing the information in the general ledgers or serving as posting media to the ledgers themselves. To the extent that they reflect appropriation expenditures, the general ledgers are supported by allotment ledgers, which at all times show the current unobligated balance of funds allotted for specific agency purposes and thereby provide a safeguard against over expenditure by operating officials. The allotment ledgers are general controls over expenditures, and they in turn summarize and are supported by more detailed controls that normally take the form of project or job orders which authorize exact and specific expenditures.

The sources of data that are posted to the ledger files are somewhat diverse, but they fall into two general groups:

- a. Copies of various obligation or expenditure documents, such as vouchers and schedules, which flow through the ledger unit for posting.
- b. Journal vouchers and similar internal control documents created to authorize and convey entries to the general ledger.

As the centralized fiscal record, the general ledgers ultimately summarize stores, plant, and cost accounting data, which are treated in a separate schedule, but these are only several aspects of the total ledger accounts. Consequently, the ledgers are the source of the data included in the basic apportionment reports to the OMB and the Treasury Department, and over-all reports of agency fiscal condition which may be required by the General Accounting Officer (Schedules 6 and 8). The adequacy for audit purposes of the general ledger accounts is normally considered by General Accounting Office auditors to be indicative of the suitability of the agency's entire accounting system and the reliability of its financial data.

This schedule does not apply to such records maintained on a Government-wide basis by the Treasury Department and the OMB, or to those formerly maintained by the General Accounting Office. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition instructions.

When a claim is filed by or against the Government, records relating to the claim should be retained without regard to the otherwise applicable records retention schedules which would have authorized destruction of the records prior to the time when the claim is finally resolved unless the agency has received written approval from the General Accounting Office (44 U.S.C. Section 3309 and 62 Comp. Gen. 42 (1982)). A claim is finally resolved: (1) when it is disallowed and the time for appealing the denial or instituting suit on the claim has expired; or (2) when it is allowed and paid or the amount offered in compromise is accepted and paid; or, (3) when the amount found due and owing proves uncollectible because time limits for collecting the indebtedness through legal proceedings or by way of setoff have expired.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Expenditures Accounting General Correspondence and Subject Files.</u> Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.	Destroy when 2 years old.
2.	<u>General Accounting Ledgers.</u> General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.	Destroy 6 years and 3 months after the close of the fiscal year involved.
3.	<u>Appropriation Allotment Files.</u> Allotment records showing status of obligations and allotments under each authorized appropriations.	Destroy 6 years and 3 months after the close of the fiscal year involved.
4.	<u>Expenditure Accounting Posting and Control Files.</u> Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule. a. Original records. b. Copies.	Destroy when 3 years old. Destroy when 2 years old.

GENERAL RECORDS SCHEDULE 8

Stores, Plant, and Cost Accounting Records

Specialized stores, plant, and cost accounting records are maintained by most agencies, particularly those with extensive plant and stock inventories. These records, which reflect the net monetary worth of an agency and its assets, are periodically reconciled with the supply data found in stock inventory records, but they do not include procurement papers. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition instructions.

a. Store Accounting. These records are maintained to provide personal accountability for the receipt and custody of materials and to document the monetary worth of such materials. Completed copies of material movement documents show custody, and stores accounting data are normally reviewed and consolidated by means of records and returns submitted to agency headquarters, where the information is used for procurement planning, budget, and other management purposes. These records do not include records reflecting the physical movements of material to and from storage points, although they may be involved in posting. Summary data on plant value are also available in pertinent ledger accounts.

b. Plant Accounting. These records document principal characteristics of each item of physical plant and equipment, including real property. They constitute primarily a type of inventory control, but in addition are a principal source of data on the capital investment in physical plant (as distinguished from maintenance or operating costs) and other items not normally represented in a store or stock inventory system. Summary data on plant value are also maintained.

c. Cost Accounting. These records are designed to show accumulated data on the costs of agency operation, the direct and indirect costs of production, administration, and the performance of program functions of the agency. The data, which are normally accumulated by means of costs reports and statistics accumulated by operating personnel, are ultimately integrated into the accounts concerned with operating and program costs. Material costs information is collected by posting requisitions for material or procurement documents to intermediate records, and labor costs information is obtained by charging time expended on individual jobs and projects assigned control numbers for cost control purposes. Cost data are used in evaluating economy of agency operation and in preparing budget estimates.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Plant, Cost and Stores General Correspondence Files.</u> Correspondence files of units responsible for plant, cost, and stores accounting operations.	Destroy when 3 years old.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2.	<u>Stores Invoice Files.</u> Invoices or equivalent papers used for stores accounting purposes.	Destroy when 3 years old.
3.	<u>Stores Accounting Files.</u> Stores accounting returns and reports.	Destroy when 3 years old.
4.	<u>Stores Accounting Work Papers.</u> Work papers used in accumulating stores accounting data.	Destroy when 2 years old.
5.	<u>Plant Accounting Files.</u> Plant account cards and ledgers, other than those pertaining to structures.	Destroy 3 years after item is withdrawn from plant account.
[Note: Plant accounting cards and ledgers pertaining to structures are not disposable under the GRS. Agencies must submit an SF 115 to NARA to schedule these records.]		
6.	<u>Cost Accounting Reports.</u> a. Copies in units receiving reports. b. Copies in reporting units, and related work papers.	Destroy when 3 years old. Destroy when 3 years old.
7.	<u>Cost Report Data Files.</u> Ledgers, forms, and electronic records used to accumulate data for use in cost reports. a. Ledgers and forms. b. Automated records. (1) Detail cards. (2) Summary cards. (3) Tabulations.	Destroy when 3 years old. Destroy when 6 months old. Destroy when 6 months old. Destroy when 1 year old.

GENERAL RECORDS SCHEDULE 9

Travel and Transportation Records

This schedule covers records relating to the movement of goods and persons under Government orders. The records include bills of lading, transportation requests, vouchers, and similar records, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual. Copies of some records used to support payments become part of the accountable officers' accounts, or are accounting posting media. Their disposition may be covered by General Records Schedule 6, item 1; General Records Schedule 7, item 4; or item 1 of this schedule.

a. Movement of goods. The key record is the bill of lading, of which there are copies for consignors, consignees, and the carriers themselves. The documents related to and normally filed with the bill of lading are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other data which document the transaction. Included are records relating to the shipment of household effects, authorized by law and regulations for military personnel and for civilian employees of the Government. Agencies shipping certain valuables under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, documents relating to claims which may ensue, and other pertinent records.

b. Movement of persons. The movement of persons is documented basically by copies of travel orders, authorizing travel and subsequent payment, and standard form vouchers showing payment for official travel. The primary copies of travel orders are the administrative copy maintained by the transportation unit controlling the issuance of travel orders, and copies used for encumbrance of funds.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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1.	<u>Freight and Passenger Transportation Files.</u>	
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a. Original vouchers and support documents covering freight and passenger transportation charges of settled fiscal accounts. Including registers and other control documents.

(1) Records covering payment for services furnished when the charges for any single bill of lading or passenger transportation request is less than \$100, EXCLUDING those covered by item 1a(4) of this schedule.

Cut off at end of fiscal year.
Destroy when 3 years old.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
(2)	Records covering payment for freight and passenger transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods; the charges for which are published in tariffs, lawfully on file with the Interstate Commerce Commission (ICC) or based on tenders or quotations, pursuant to section 22 of the Interstate Commerce Act offering a reduction from the published ICC tariffs. EXCLUDING those covered by item 1a(4) of this schedule.	Destroy when 3 years old.
(3)	Records covering payment for all other freight and passenger transportation charges not covered by items 1a(1) and 1(2) above. EXCLUDING those covered by item 1a(4) of this schedule.	Destroy when 6 years old.
(4)	Records covering payment for freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation, or 6) any other condition that requires the voucher to be retained beyond the 3 or 6-year disposal period, such as detection of an undercharge.	Destroy when 10 years old.

Transmittal No. 2
October 30, 1989

General Records Schedule 9

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

- | | | |
|----|--|---|
| b. | Issuing office memorandum copies of Government or commercial bills of lading, passenger transportation vouchers (SF 1113A) and transportation requests (SF 1169), travel authorizations, and supporting documents. | Destroy when 3 years old. |
| c. | Obligation copy of passenger transportation vouchers. | Destroy when funds are obligated. |
| d. | Unused ticket redemption forms, such as SF 1170. | Destroy when no longer needed for administrative use. |
| 2. | <u>Lost or Damaged Shipments Files.</u>

Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act. | Destroy when 3 years old. |
| 3. | <u>Passenger Reimbursement Files.</u>

Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel. | |
| a. | Travel administrative office files. | Destroy when 3 years old. |
| b. | Obligation copies. | Destroy when funds are obligated. |
| 4. | <u>General Travel and Transportation Files.</u>

a. Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule. | Destroy when 2 years old. |
| b. | Accountability records. | Destroy 1 year after all entries are cleared. |

Transmittal No. 3
February-22, 1991

General Records Schedule 9

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
5.	<u>Records Relating to Official Passports.</u>	
	a. Application files.	
	Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations.	Destroy when 3 years old or upon separation of the bearer, whichever is sooner.
	b. Annual reports concerning official passports.	
	Reports to the Department of State concerning the number of official passports issued and related matters.	Destroy when 1 year old.
	c. Passport registers.	
	Registers and lists of agency personnel who have official passports.	Destroy when no longer needed.

[NOTES: (1) Official passports should be returned to the Department of State upon expiration or upon the separation of the employee. (2) Item 5b does not pertain to copies of the annual reports held by the Department of State.]

GENERAL RECORDS SCHEDULE 10

Motor Vehicle Maintenance and Operation Records

These records pertain to the management, maintenance, and operation of motor vehicles used by agencies.

41 CFR 101-38 prescribes policies and procedures. Standard Form 82, which is an annual motor vehicle report required by the Office of Federal Supply Services, General Services Administration, is the only standardized record. Certain cost and inventory control forms have been developed, but they are not mandatory. This schedule covers agency records pertaining to the daily use and operation of the vehicles.

In general, records pertaining to motor vehicles reflect a threefold responsibility: (a) the accumulation of cost and operating data for internal accounting and management purposes and for reports submitted to the Office of Federal Supply and Services (Standard Form 82, Annual Motor Vehicle Report); (b) the maintenance of the vehicles themselves; and (c) protecting the interest of the Government in accident claims against it. The records themselves consist of chauffeur service logs and reports, vehicle repair and maintenance check-off sheets, cost ledgers, and claims correspondence and forms.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Motor Vehicle Correspondence Files.</u> Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.	Destroy when 2 years old.
2.	<u>Motor Vehicle Operating and Maintenance Files.</u> a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling. b. Maintenance records, including those relating to service and repair.	Destroy when 3 months old. Destroy when 1 year old.
3.	<u>Motor Vehicle Cost Files.</u> Motor vehicle ledger and work sheets providing cost and expense data.	Destroy 3 years after discontinuance of ledger or date of work sheet.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
4.	<u>Motor Vehicle Report Files.</u> Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data, and SF 82-D, Agency Report of Sedan Data.	Destroy 3 years after date of report.
5.	<u>Motor Vehicle Accident Files.</u> Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91, Operator's Report of Motor Vehicle Accident, SF 91A, Investigation Report of Motor Vehicle Accident, and SF 94, Statement of Witness.	Destroy 6 years after case is closed.
6.	<u>Motor Vehicle Release Files.</u> Records relating to transfer, sale, donation, or exchange of vehicles, including SF 97A, Agency Record Copy of U.S. Government Certificate of Release of Motor Vehicle.	Destroy 4 years after vehicle leaves agency custody.
7.	<u>Motor Vehicle Operation Files.</u> Records relating to individual employee operations of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	Destroy 3 years after separation of employees or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner.

GENERAL RECORDS SCHEDULE 11

Space and Maintenance Records

This schedule provides for the disposal of all copies, wherever located in an agency, of records relating to space and maintenance, except as indicated below. Records documenting these functions pertain to the acquisition, allocation, utilization, and release of space and include related correspondence and reports submitted to the General Services Administration (or equivalent agency with similar Government-wide responsibilities) as directed by law and regulation (41 CFR 101-17); correspondence and forms relating to the compilation of directory service listings; identification credentials and related accountable records; requests for building and equipment services; and correspondence files reflecting the activities of the unit responsible for handling space and related matters within the agency.

This schedule does not cover (a) copies of these records that are an integral part of accountable officers' accounts (Schedule 6); (b) records of procurement and supply (Schedule 3); (c) records which reflect Government-wide programs (such as the records held by the Public Buildings Service of the General Services Administration). Any records created prior to the establishment of the Public Buildings Administration in 1939 must be offered to the National Archives and Records Administration before applying these disposition instructions.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Space and Maintenance General Correspondence Files.</u> Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.	Destroy when 2 years old.
2.	<u>Agency Space Files.</u> Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration. a. Building plan files, surveys and other records utilized in agency space planning, assignment, and adjustment.	Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.	
	(1) Agency reports to the General Services Administration, including SF 81, Request for Space, and related documents.	Destroy when 2 years old.
	(2) Copies in subordinate reporting units and related work papers.	Destroy when 1 year old.
3.	<u>Directory Service Files.</u>	
	Correspondence, forms, and other records relating to the compilation of directory service listings.	Destroy 2 months after issuance of listing.
4.	<u>Credentials Files.</u>	
	Identification credentials and related papers.	
	a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.	Destroy credentials 3 months after return to issuing office.
	b. Receipts, indices, listings, and accountable records.	Destroy after all listed credentials are accounted for.
5.	<u>Building and Equipment Service Files.</u>	
	Requests for building and equipment maintenance services, excluding fiscal copies.	Destroy 3 months after work is performed or requisition is cancelled.

GENERAL RECORDS SCHEDULE 12

Communications Records

The principal records documenting communication functions include messenger service data; telecommunications service control and operational records; long distance telephone reports; postal records, consisting of post office forms and supporting papers; mail control records and supporting and related papers; agency copies of penalty mail reports; and records relating to private delivery service (such as United Parcel Service).

This schedule covers the records described below, wherever located in an agency but does not cover records which reflect Governmentwide programs, such as records held by the U.S. Postal Service and the Office of Information Resources Management of the General Services Administration, other than those documenting their own internal administrative management functions. In addition, item 4, telephone use records, has been reserved pending development of disposition standards acceptable to both the General Services Administration and the General Accounting Office. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying the disposition instructions in this schedule.

Other than those covered by item 3, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Messenger Service Files.</u> Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	Destroy when 2 months old.
2.	<u>Communication General Files.</u>	
a.	Correspondence and related records pertaining to internal administration and operation.	Destroy when 2 years old.
b.	Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Destroy when 3 years old.
c.	Telecommunications statistical reports including cost and volume data.	Destroy when 1 year old.

ITEM NO.	DESCRIPTION OF RECORDS.	AUTHORIZED DISPOSITION
d.	(1) Telecommunications voucher files. (1) Reference copies of vouchers, bills, invoices, and related records. (2) Records relating to installation, change, removal, and servicing of equipment.	Destroy when 1 fiscal year old. Destroy 1 year after audit or when 3 years old, whichever is sooner.
e.	Copies of agreements with background data and other records relating to agreements for telecommunications services.	Destroy 2 years after expiration or cancellation of agreement.
3.	<u>Telecommunications Operational Files.</u>	
a.	Message registers, logs, performance reports, daily load reports, and related and similar records.	Destroy when 6 months old.
b.	Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message maintained by communications offices or centers, and EXCLUDING the copies maintained by the originating program office.	Destroy when 2 years old.
[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by item 3 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]		
4.	<u>Telephone Use Records.</u>	RESERVED.
5.	<u>Post Office and Private Mail Company Records.</u>	
Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service.		
a.	Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.	Destroy when 1 year old.
b.	Application for registration and certification of declared value mail.	Destroy when 1 year old.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	c. Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.	Destroy when 1 year old.
6.	<u>Mail and Delivery Service Control Files.</u>	
	a. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, excluding both those covered by item 5 and those used as indexes to correspondence files.	Destroy when 1 year old.
	b. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	Destroy when 6 months old.
	c. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	Destroy when 6 months old.
	d. Statistical reports and data relating to handling of mail and volume of work performed.	Destroy when 1 year old.
	e. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.	Destroy when 1 year old.
	f. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	Destroy when 6 months old.
	g. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable.
	h. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

7. Penalty Mail Report Files.

Official penalty mail reports and all related papers.

Destroy when 6 years old.

8. Postal Irregularities File.

Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.

Destroy 3 years after completion of investigation.

GENERAL RECORDS SCHEDULE 13

Printing, Binding, Duplication, and Distribution Records

This schedule provides for the disposal of all copies, wherever located in the agency, of records relating to printing, binding, duplication, and distribution, except as indicated. The principal records documenting these functions are (a) records pertaining to requests for service, control, production, and distribution of individual jobs or projects (this material normally consists of requisitions requesting service and registers or similar media utilized to control the receipt of the requisitions, and to record the production, distribution and cost analysis within the operating units); and (b) correspondence and report files reflecting the activities of the unit responsible for handling, printing, binding, duplication, and distribution matters within the agency. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition instructions.

This schedule does not cover (a) the record copy of printed materials; (b) records retained by agencies for on-site audit by the General Accounting Office, and agency memorandum copies which are part of the accountable officers' accounts (Schedule 6); and (c) records which reflect agency programs (such as those of the Government Printing Office and the Bureau of Engraving and Printing) rather than administrative management functions.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Administrative Correspondence Files.</u> Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters, and related documents.	Destroy when 2 years old.
2.	<u>Project Files.</u> Job or project records containing information relating to the planning and execution of printing, binding, duplication, and distribution jobs.	
a.	Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.	Destroy 1 year after completion of job.

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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Files pertaining to planning and other technical matters.	Destroy when 3 years old.
[NOTE: The GRS does not cover the publications themselves. One copy of each publication should be designated the record copy and scheduled for transfer to the National Archives. Agencies should describe each series of publications on an SF 115 submitted to NARA. Extra copies are nonrecord and may be destroyed when no longer needed.]		
3.	<u>Control Files.</u> Control registers pertaining to requisitions and work orders.	Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.
4.	<u>Mailing Lists.</u> a. Correspondence, request forms, and other records relating to changes in mailing list. b. Card lists.	Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner. Destroy individual cards when cancelled or revised.
5.	<u>JCP Reports Files.</u> Reports to Congress and related records. a. Agency report to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage. b. Copies in subordinate reporting units and related work papers.	Destroy when 3 years old. Destroy 1 year after date of report.
6.	<u>Internal Management Files.</u> Records relating to internal management and operation of the unit.	Destroy when 2 years old.

GENERAL RECORDS SCHEDULE 14

Informational Services Records

This schedule covers certain records pertaining to informational services performed by government agencies in their day to day affairs and in their relations with the public; including records created in administering Freedom of Information Act and Privacy Act programs. Except as otherwise specified in individual items, it applies to copies of these records wherever located in an agency. Item 4 applies only to files maintained in the office responsible for the operation of the informational activities of the agency or subdivision thereof. Items 11 through 15 describe the files accumulated in carrying out the provisions of the Freedom of Information Act, and items 21 through 26 describe the files created in administering the provisions of the Privacy Act.

These records consist of inquiries, replies, and related correspondence; in the case of FOIA and Privacy Act files, reports and appeal case files; and administrative background material for formal informational releases. Closely related records such as records relating to budget presentation, and printing, duplicating, and distribution are covered by other General Records Schedules. Records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

Other informational services records such as speeches and press releases may have permanent value. As potentially archival records, these series must be scheduled individually so NARA may appraise them. To schedule these and other informational services records not included in this schedule, agencies submit an SF 115, Request for Records Disposition Authority, to NARA.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Information Requests Files</u> Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other informational literature.	Destroy when 3 months old or when no longer needed, whichever is sooner.
2.	<u>Acknowledgement Files.</u> Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.	Destroy 3 months after acknowledgement and referral.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3.	<u>Press Service Files.</u> Press service teletype news and similar materials.	Destroy when 3 months old.
4.	<u>Information Project Files.</u> Informational service project case files maintained in formally designated informational offices.	Destroy 1 year after close of file or 1 year after completion of project.
5.	<u>Commendation/Complaint Correspondence Files.</u> Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.	Destroy when 3 months old.
6.	<u>Indexes and Check Lists.</u> Bibliographies, check lists, and indexes of agency publications and releases, EXCLUDING those relating to record sets scheduled as permanent.	Destroy when superseded or obsolete.
7. through 10.	<u>Reserved.</u>	
11.	<u>Freedom of Information Act (FOIA) Requests Files.</u> Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof. a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein). (1) Granting access to all the requested records.	Destroy 2 years after date of reply.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	(2) Responding to requests for non-existent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	
	(a) Request <u>not</u> appealed.	Destroy 2 years after date of reply.
	(b) Request appealed.	Destroy as authorized under Item 12.
	(3) Denying access to all or part of the records requested.	
	(a) Request <u>not</u> appealed.	Destroy 6 years after date of reply.
	(b) Request appealed.	Destroy as authorized under Item 12.
	b. Official file copy of requested records.	Dispose of in accordance with approved agency disposition instruction for the related records, or with the related FOIA request, whichever is later.
12.	<u>FOIA Appeals Files.</u>	
	Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	
	a. Correspondence and supporting documents (<u>EXCLUDING</u> the file copy of the records under appeal if filed herein).	Destroy 6 years after final determination by agency or 3 years after final adjudication by courts, or 6 years after the time at which a requester could file suit, whichever is later.
	b. Official file copy of records under appeal.	Dispose of in accordance with approved agency disposition instructions for the related record, or with the related FOIA request, whichever is later.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
13.	<u>FOIA Control Files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.	
	a. Registers or listing.	Destroy 6 years after date of last entry.
	b. Other files.	Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.
14.	<u>FOIA Reports Files.</u> Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, EXCLUDING annual reports to the Congress at the departmental or agency level.	Destroy when 2 years old or sooner if no longer needed for administrative use.
[NOTE: The GRS does not cover departmental or agency level annual reports to the Congress. These reports should be scheduled for transfer to the National Archives by submitting an SF 115 to NARA.]		
15.	<u>FOIA Administrative Files.</u> Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.
16. through 20.	<u>Reserved.</u>	
21.	<u>Privacy Act Requests Files.</u> Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.	

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).

(1) Granting access to all the requested records.

Destroy 2 years after date of reply.

(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Requests not appealed.

Destroy 2 years after date of reply.

(b) Requests appealed.

Destroy as authorized under Item 21.

(3) Denying access to all or part of the records requested.

(a) Requests not appealed.

Destroy 5 years after date of reply.

(b) Requests appealed.

Destroy as authorized under Item 21.

b. Official file copy of requested records.

Dispose of in accordance with approved agency disposition instructions for the related records, or with the related Privacy Act request, whichever is later.

22. Privacy Act Amendment Case Files.

Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

ITEM

NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
a.	Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.
b.	Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later.
c.	Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.	Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.
23.	<u>Privacy Act Accounting of Disclosure Files.</u>	
	Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.	Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.
24.	<u>Privacy Act Control Files.</u>	
	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.	
a.	Registers or listings.	Destroy 5 years after date of last entry.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Other files.	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.
25.	<u>Privacy Act Reports Files.</u> Recurring reports and one-time information requirement relating to agency implementation, excluding annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems at departmental or agency level.	Destroy when 2 years old.
[NOTE: The GRS does not cover departmental or agency level annual reports to the Congress. These reports should be scheduled for transfer to the National Archives by submitting an SF 115 to NARA.]		
26.	<u>Privacy Act General Administrative Files.</u> Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.
27. through 30.	<u>Reserved.</u>	
31.	<u>Mandatory Review For Declassification Requests Files.</u> Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12356 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof. a. Correspondence and supporting documents (EXCLUDING the official file copy of the records if filed herein, and sanitizing instructions, if applicable). (1) Granting access to all the requested records.	Destroy 2 years after date of reply.

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

- (2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.
 - (a) Request not appealed. Destroy 2 years after date of reply.
 - (b) Request appealed. Destroy as authorized under Item 32.
 - (3) Denying access to all or part of the records requested.
 - (a) Request not appealed. Destroy 5 years after date of reply.
 - (b) Request appealed. Destroy as authorized under Item 32.
 - b. Official file copy of requested records. Dispose of in accordance with approved disposition instructions for the related records, or with the related mandatory review request, whichever is later.
 - c. Sanitizing instructions. Destroy when superseded, or when requested documents are declassified or destroyed.
32. Mandatory Review for Declassification Appeals Files.
- Files created in responding to administrative appeals under the mandatory review provisions of E.O. 12356 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.
- a. Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein). Destroy 4 years after final determination by agency.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Official file copy of records under appeal.	Dispose of in accordance with approved agency disposition instructions for the related records, or with the related mandatory review request, whichever is later.
33.	<u>Mandatory Review for Declassification Control Files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.	
	a. Registers or listing.	Destroy 5 years after date.
	b. Other files.	Destroy 5 years after final action by the agency.
34.	<u>Mandatory Review for Declassification Reports Files.</u> Reports relating to agency implementation of the mandatory review provisions of E.O. 12356, including annual reports submitted to ISOO.	Destroy when 2 years old or sooner if no longer needed for administrative use.
35.	<u>Mandatory Review for Declassification Administrative Files.</u> Records relating to the general agency implementation of the mandatory review provisions of E.O. 12356, including notices, memoranda, correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.

GENERAL RECORDS SCHEDULE 15
Housing Records

The Housing records covered by this schedule include files and data accumulated in the maintenance and management of Federally owned and operated housing facilities within the continental United States for civilian employees of the Federal Government, military personnel, and others eligible by law to reside in the projects. These facilities may consist of low cost quarters located either within or adjacent to the confines of Federal installations, or in a critical defense or other area. This schedule includes housing records maintained by housing managers and housing or quarters offices, but does not cover the headquarters of staff office files of the supervising agency, or the files of the HUD, the Department of Health and Human Services, or the Veterans Administration pertaining to program operations in planning and financing housing facilities.

Maintenance records reflect repair and general upkeep of the housing project or units. Management involves the assignment and rental of units, rent collection and other fiscal operations, and overall supervision. However, rental charges for military personnel are normally represented by checkages made against pay accounts.

Certain housing records are subject to the provisions of other General Records Schedules. Supply and fiscal files are covered by General Records Schedules 3 and 6. Schedules 1, 2, 8, and 10 may also be involved. Many records of agent cashiers serving as housing rental managers are similar to those of other Federal accountable officers and are disposable under General Records Schedule 6.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Housing General Correspondence Files.</u> Correspondence files pertaining to the maintenance and management of housing projects.	Destroy when 2 years old.
2.	<u>Housing Maintenance and Repair Files.</u> Maintenance and repair records for individual units.	
	a. Summary card or ledger record.	Destroy 3 fiscal years following close of fiscal year in which unit is closed to tenancy or leaves agency control.

ITEM

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Work orders, requisitions, and related papers involved in repair and maintenance work.	Destroy 3 fiscal years following close of fiscal year in which work is done.
3.	<u>Housing Management Files.</u> Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data.	Destroy when 2 years old.
4.	<u>Housing Lease Files.</u> Copies of leases, renewals, termination notices, and related documents.	Destroy 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs, or (b) litigation is concluded, whichever is later.
5.	<u>Housing Assignment and Vacancy Card Files.</u> a. Individual tenant cards. b. Individual housing unit cards.	Destroy when tenant vacates unit. Destroy 3 fiscal years after close of fiscal year in which unit is closed to tenancy or leaves agency control.
6.	<u>Housing Inventory Files.</u> Furnishing inventory files, pertaining to items included in furnished units.	Destroy 3 fiscal years after close of fiscal year in which inventory is superseded.
7.	<u>Housing Application Files</u> (other than copies in lease files). a. Rejected application files. b. All others.	Destroy 1 year from date of rejection. Destroy when 2 years old.

GENERAL RECORDS SCHEDULE 16

Administrative Management Records

This schedule provides for the disposal of certain records relating to administrative management activities in Federal agencies, excluding records of operating personnel, budget, accounting, and printing functions, which are covered by other General Records Schedules. Included within the scope of the schedule are disposable records created in the course of organizational planning, development, and simplification of procedures; records management activities; and administration of management improvement programs. General Records Schedule 1 (Items 12 and 13) provide for the disposition of case files on individuals involved in incentive award and similar types of management improvement programs. Any records created prior to January 1, 1939, must be offered to the National Archives and Records Administration before applying these disposition instructions.

The organizational locations and titles of administrative management units vary from agency to agency. They may be scattered at numerous levels or locations, or may be centralized. For the purposes of this schedule, the nomenclature standards set forth by the Senate Committee on Government Operations in Senate Report No. 245, 80th Congress, 1st session, are followed: the first organizational level within an agency is the bureau level; subordinate components are successively division, branch, section, and unit.

This schedule is based on the presumption that management activities are carried on by a specialized person or unit with at least division-wide and usually bureau-wide or agency-wide responsibilities or by a group of such persons or units in an agency, although its provisions are applicable to exactly comparable records of agencies without such formal assignments of responsibility. Many similar or comparable records created at lower organizational levels or in field offices vary so greatly in content, value, and arrangement that they are not covered by this schedule.

Because of the nature of the activities documented by administrative management records, a relatively large proportion of them are of continuing value. Files with potential archival value are not covered by the General Records Schedules. They must be scheduled individually by submission of an SF 115 to NARA. These records include organizational charts and reorganization studies, functional statements, delegations of authority, and agency histories. However, related temporary or ephemeral materials include working papers that do not have a direct bearing on the transaction, preliminary or intermediate drafts of documents and preliminary work sheets that do not represent significant basic steps in the preparation of final drafts, letter or memoranda of transmittal and acknowledgement, routing slips, and extra copies of documents.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Administrative Issuances.</u>	
a.	Notices and other types of issuances related to routine administrative functions (e.g., payroll, procurement, personnel).	Destroy when superseded or obsolete.
b.	Case files related to (a) above which document aspects of the development of the issuance.	Destroy when issuance is destroyed.
<p>[NOTE: Record sets of formal directives, procedural and operating manuals, publications, and management improvement reports submitted to the Office of Management and Budget, and the case files documenting their development are potentially permanent records and must be scheduled by submission of an SF 115 to NARA.]</p>		
2.	<u>Records Disposition Files.</u>	
Descriptive inventories, disposal authorizations, schedules, and reports.		
a.	Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Request to Transfer, Approval, and Receipt of Records to National Archives of the United States; and related documentation.	Destroy when related records are destroyed, or transferred to the National Archives, or when no longer needed for administrative or reference purposes.
b.	Routine correspondence and memoranda.	Destroy when no longer needed for reference.
3.	<u>Forms Files.</u>	
a.	One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form.	Destroy 5 years after related form is discontinued, superseded, or cancelled.
b.	Background materials, requisitions, specifications, processing data, and control records.	Destroy when related form is discontinued, superseded, or cancelled.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
4.	<u>Records Holdings Files.</u> Statistical reports of agency holdings, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.	
	a. Records held by offices which prepare reports on agency-wide records holdings.	Destroy when 3 years old.
	b. Records held by other offices.	Destroy when 1 year old.
5.	<u>Project Control Files.</u> Memoranda, reports, and other records documenting assignments, progress, and completion of projects.	Destroy 1 year after the year in which the project is closed.
6.	<u>Reports Control Files</u> Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including SF 83; copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.	Destroy 2 years after the report is discontinued.
7.	<u>Records Management Files.</u> Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.	Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.
8.	<u>Committee and Conference Files.</u> a. Records relating to establishment, organization, membership, and policy of internal committees.	Destroy 2 years after termination of committee.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
b.	Records created by committees.	
(1)	Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees, EXCLUDING those maintained by the sponsor or Secretariat.	Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

[NOTE: Records maintained by the sponsor or Secretariat are potentially permanent and must be scheduled by submission of an SF 115 to NARA.]

(2)	All other committee records.	Destroy when 3 years old or when no longer needed for reference, whichever is sooner.
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[NOTE: Records created to comply with the provisions of the Government in the Sunshine Act, including transcriptions and minutes of closed meetings, electronic recordings for which verbatim transcripts do not exist, and annual reports to Congress describing the agency's compliance with the Act, are permanent records and must be scheduled by submission of an SF 115 to NARA.]

9. Feasibility Studies.

Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.	Destroy 5 years after completion or cancellation of study.
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10. Microform Inspection Records.

a. Log documenting the inspection of microform records, as required by 36 CFR 1230, including description of the records tested, record category date, elements of inspection, results, and if defects are found, corrective action taken.	Destroy 3 years after date of last entry.
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ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
b. Reports made to the National Archives and Records Administration on the results of microform inspection, as required by 36 CFR 1230, and related correspondence.	Destroy when 3 years old.	
11. <u>IRM Triennial Review Files.</u>	Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	Destroy when 7 years old.
12. <u>Information Collection Budget Files.</u>	Reports required by the Office of Management and Budget under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.	Destroy when 7 years old.
13. <u>Documents Published in the Federal Register.</u>	a. Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 U.S.C. 552b (e) (3)); hearing and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the <u>Code of Federal Regulations</u> .	Destroy when 1 year old.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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| b. | Files documenting the processing of semiannual regulatory agenda. | Destroy when 2 years old. |
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[NOTE: Agency files documenting the development, clearance, and processing of proposed and final rules for publication in the Federal Register are not covered by the General Records Schedules. These records may be, but are not necessarily, permanent. They must be scheduled individually by each agency so NARA can conduct an analysis and appraisal to determine their appropriate disposition.]

GENERAL RECORDS SCHEDULE 17

Cartographic, Aerial Photographic, Architectural,
and Engineering Records

Federal agencies create or receive cartographic, aerial photographic, architectural, and engineering design records in connection with their official activities. Many of these records have continuing historical value after they are no longer being used by the agency. Descriptions of both the historically valuable and the disposable records were formerly included in General Records Schedule 17, Cartographic, Remote Sensing Imagery, and Related Records, and in General Records Schedule 22, Design and Construction Drawings and Related Records. The General Records Schedules have been revised to cover only disposable records. Guidelines for identifying and scheduling the records of continuing value are now provided in "Managing Cartographic and Architectural Records: An Instructional Guide." The Guide must be used in conjunction with the General Records Schedule to insure proper disposition of all cartographic, aerial photographic, architectural, and engineering design records held by an agency.

This schedule relates to cartographic records prepared during intermediate stages of publication, unannotated aerial photographic negatives and prints, and architectural and engineering drawings. Cartographic and aerial photographic records created before January 1, 1950, and architectural or engineering drawings created before January 1, 1921, must be brought to the attention of the National Archives before applying the disposition instructions in this schedule.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Cartographic Records Prepared During Intermediate Stages of Publication.</u> Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.	Destroy when no longer needed for revision.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2.	<u>Vertical and Oblique Aerial Photography.</u> Vertical and oblique film in black and white, color, or "false color," including related photo indexes (controlled or uncontrolled mosaics), flight line indexes, or coordinate grid systems used as finding aids.	
	a. <u>Unannotated duplicate copy negatives, internegatives, rectified negatives, and glass plate negatives.</u>	Destroy when no longer needed for agency use.
	b. <u>Unannotated prints when original film negatives exist.</u>	Destroy when no longer needed for agency use.
	[NOTE: The term aerial photography means visual images of the surface of the earth, of other planetary bodies, or of the atmosphere, taken from airborne vehicles for the purpose of evaluating, measuring, or mapping the cultural and physical features of the landscape or sky, and related tabular and graphic indexes necessary for the proper identification and retrieval of these records. Conventional aerial photographs taken from aircraft produce direct film images from cameras. Other remote sensing imagery, such as that from orbiting satellites, which requires conversion or alteration of sensor data from digital, electronic, or computerized form to photographic or videographic images must be scheduled for disposition on a case by case basis.]	
3.	<u>Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency.</u>	
	Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.	Destroy when no longer needed for administrative purposes.
4.	<u>Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.</u>	Destroy when no longer needed for administrative purposes.
5.	<u>Contract Negotiation Drawings.</u>	
	Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as built drawings.	Destroy when no longer needed for administrative purposes.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
6.	<u>Space Assignment Plans.</u> Outline floor plans indicating occupancy of a building.	Destroy when no longer needed for administrative purposes.
7.	<u>Architectural Models.</u> Models prepared for illustrative or presentation purposes.	Dispose of when no longer needed for administrative purposes.
[NOTE: These models may be offered for donation to museums or similar organizations after approval by NARA under the provisions of 36 CFR 1228.74(c).]		
8.	<u>Engineering Drawings of Routine Minor Parts.</u> Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe-fittings, brackets, struts, plates, and beams, if maintained separately or if segregable from a larger file.	Destroy when no longer needed for administrative purposes.
9.	<u>Drawings Reflecting Minor Modifications.</u> Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or if readily segregable from a larger file.	Destroy when no longer needed for administrative purposes.
10.	<u>Paint Plans and Samples.</u> Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance, and plans and samples for painting appliances, elevators, and other mechanical parts of all buildings.	Destroy when no longer needed for administrative use.

[NOTE: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons are not disposable under this item and must be scheduled by submitting an SF 115 to NARA.]

GENERAL RECORDS SCHEDULE 18

Security and Protective Services Records

Security and protective services records include the various files created by agencies to control and protect classified information; to protect Government facilities from unauthorized entry, sabotage, or loss; to ensure the adequacy of protective measures at privately-owned plants given security cognizance by the Government; to determine loyalty and fitness of individuals employed by, or seeking employment from the Government; and to develop and implement plans for the protection of life and property under emergency conditions. Included are selected files of offices having Government-wide or agency-wide responsibilities for security and protective services programs. Also included are files of security units, guard forces, and other organizational elements documenting the control of classified information, access to facilities, and like matters.

This schedule authorizes for disposal records documenting administrative actions relating to the above functions. Records documenting Government-wide or agency-wide security and protective services planning and programming, reflecting basic overall policies and determinations are not authorized for disposal by this schedule. Variations among agencies in methods of implementing statutory requirements for security and protective services result in dissimilarities in program documentation. The application of standard techniques of filing and disposition to such records through the medium of a General Records Schedule is therefore impractical. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition instructions.

With the exception of item 5, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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Classified Information Accounting and Control Records

Records accumulating from measures taken by agencies to protect classified information from unauthorized disclosure in accordance with Executive Orders and statutory or regulatory requirements.

1. Classified Documents Administrative Correspondence Files.

Correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule:

Destroy when 2 years old.

[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for security and protective services programs.]

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2.	<u>Document Receipt Files.</u> Records documenting the receipt and issuance of classified documents.	Destroy when 2 years old.
3.	<u>Destruction Certificates Files.</u> Certificates relating to the destruction of classified documents.	Destroy when 2 years old.
4.	<u>Classified Document Inventory Files.</u> Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule.	Destroy when 2 years old.
5.	<u>Top Secret Accounting and Control Files.</u> a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents. b. Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.	Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed. Destroy when related document is downgraded, transferred, or destroyed.
[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by item 5 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]		
6.	<u>Access Request Files.</u> Requests and authorizations for individuals to have access to classified files.	Destroy 2 years after authorization expires.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
7.	<u>Classified Document Container Security Files.</u> Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	Destroy when superseded by a new form or list, or upon turn-in of containers.

Facilities Security and Protective Services Records

Records relating to measures taken for the protection of government-owned facilities and privately operated facilities given security cognizance by the Government from unauthorized entry, sabotage, or loss.

8.	<u>Security and Protective Services Administrative Correspondence Files.</u> Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule.	Destroy when 2 years old.
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[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for security and protective services programs.]

9.	<u>Survey and Inspection Files.</u> (Government-owned facilities) Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner.
10.	<u>Survey and Inspection Files.</u> (privately owned facilities) Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies, and related documents.	Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
11.	<u>Investigative Files.</u> Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	Destroy when 2 years old.
12.	<u>Property Pass Files.</u> Property pass files, authorizing removal of property or materials.	Destroy 3 months after expiration or revocation.
13.	<u>Guard Assignment Files.</u> Files relating to guard assignments and strength. a. Ledger records. b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	Destroy 3 years after final entry. Destroy when 2 years old.
14.	<u>Police Functions Files.</u> Files relating to exercise of police functions. a. Ledger records of arrest, cars ticketed, and outside police contacts. b. Reports, statements of witnesses, warning notices, and other documents relating to arrest, commitments, and traffic violations. c. Reports on contact of outside police with building occupants.	Destroy 3 years after final entry. Destroy when 2 years old. Destroy when 1 year old.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
15.	<u>Personal Property Accountability Files.</u> Files relating to accountability for personal property lost or stolen. a. Ledger files. b. Reports, loss statements, receipts and other documents relating to lost and found articles.	Destroy 3 years after final entry. Destroy when 1 year old.
16.	<u>Key Accountability Files.</u> Files relating to accountability for keys issued. a. For areas under maximum security. b. For other areas.	Destroy 3 years after turn-in of key. Destroy 6 months after turn-in of key.
17.	<u>Visitor Control Files.</u> Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers. a. For areas under maximum security. b. For other areas.	Destroy 5 years after final entry or 5 years after date of document, as appropriate. Destroy 2 years after final entry or 2 years after date of document, as appropriate.
18.	<u>Facilities Checks Files.</u> Files relating to periodic guard force facility checks. a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by item 24 of this schedule).	Destroy when 1 year old.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Reports of routine after-hours security checks which either do not reflect security violations, or for which the information contained therein is documented in the files defined in item 24 of this schedule.	Destroy when 1 month old.
19.	<u>Guard Service Control Files.</u>	
	a. Control center key or code records, emergency call cards, and building record and employee identification cards.	Destroy when superseded or obsolete.
	b. Round reports, service reports on interruptions and tests, and punch clock dial sheets.	Destroy when 1 year old.
	c. Automatic machine patrol charts and registers of patrol and alarm services.	Destroy when 1 year old.
	d. Arms distribution sheets, charge records, and receipts.	Destroy 3 months after return of arms.
20.	<u>Logs and Registers.</u>	
	Guard logs and registers not covered elsewhere in this schedule.	
	a. Central guard office master logs.	Destroy 2 years after final entry.
	b. Individual guard post logs of occurrences entered in master logs.	Destroy 1 year after final entry.

Personnel Security Clearance Records

Records accumulating from investigations of personnel conducted under Executive Orders and statutory or regulatory requirements.

21. Security Clearance Administrative Subject Files.

Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule.

Destroy when 2 years old.

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

22. Personnel Security Clearance Files.

Personnel security clearance case files created under Office of Personnel Management procedures and regulations and related indexes maintained by the personnel security office of the employing agency.

- a. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.

Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.

- b. Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.

Destroy in accordance with the investigating agency instructions.

- c. Index to the Personnel Security Case Files.

Destroy with related case file.

23. Personnel Security Clearance Status Files.

Lists or rosters showing the current security clearance status of individuals.

Destroy when superseded or obsolete.

24. Security Violations Files.

Case files relating to investigations of alleged violations of Executive Orders, laws, or agency regulations for the safeguarding of national security information.

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Defense for prosecutive determination, exclusive of files held by Department of Justice or Defense offices responsible for making such determinations.

Destroy 5 years after close of case.

b. All other files, exclusive of documents placed in official personnel folders.

Destroy 2 years after completion of final action or when no longer needed, whichever is sooner.

25. Classified or Classifiable Information Nondisclosure Agreements.

Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by employees with access to information which is classified or classifiable under standards put forth by Executive Order 12356. These forms should be maintained separately from personnel security clearance files.

Destroy when 50 years old.

Emergency Planning Records

Records accumulating from the formulation and implementation of plans, such as evacuation plans, for protection of life and property during emergency conditions.

26. Emergency Planning Administrative Correspondence Files.

Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.

Destroy when 2 years old.

[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for emergency programs.]

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
27.	<u>Emergency Planning Case Files.</u> Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.	Destroy 3 years after issuance of a new plan or directive.
[NOTES: (1) If the emergency plan is not included in the agency's set of master directives files, a record set must be maintained and scheduled for eventual transfer to the National Archives by submission of an SF 115. (2) Emergency planning reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans are also permanent and must be scheduled for transfer to the National Archives by submission of an SF 115.]		
28.	<u>Emergency Operations Tests Files.</u> Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.	Destroy when 3 years old.
29.	<u>National Defense Executive Reserve (NDER) Case Files.</u> Case files for NDER reservists or applicants, maintained by agencies with major mobilization responsibilities in cases of national security emergencies, including qualifications statement, other personnel and administrative records, skills inventory, training data, and other records relating to administration of the NDER program.	
	a. Case files on reservists.	Destroy 5 years after termination from NDER program.
	b. Case files on individuals whose applications were rejected or withdrawn.	Destroy when 5 years old.

GENERAL RECORDS SCHEDULE 19

Research and Development Records

The previous editions of the General Records Schedules (GRS) included GRS 19, Research and Development Records. However, GRS 19 has not provided meaningful records disposition authority for Federal research and development records. Because of the varied nature of research and development activities in the Federal Government, uniform disposition standards cannot be mandated for most series of records created in carrying out such functions. Retention periods were not specified for the more substantive records series. In addition, many research and development activities do not generate records as described in the previous version of GRS 19. It is important for agencies to schedule their research and development records individually, so that they may be accurately described. This approach will allow proper appraisal of the records by the National Archives and Records Administration and facilitate preservation of significant records for future research.

The National Archives has determined that the disposition of research and development records should not be governed by a General Records Schedule.

GRS 19 is therefore RESCINDED.

GENERAL RECORDS SCHEDULE 20

Electronic Records

This schedule applies to disposable electronic records routinely stored on magnetic media by Federal agencies in central data processing facilities, including ones operated for agencies by contractors. It covers records created by computer operators, programmers, analysts, and systems administrators in order to store and maintain computer files in such facilities; certain master files, including some that are components of data base management systems; and certain files created from master files for specific purposes. Items covering disposable electronic records produced by end users in office automation applications (e.g., word processing files, certain text files, and data bases developed on personal computers in support of administrative functions) are included in General Records Schedule 23, Records Common to Most Offices Within Agencies. GRS 20 and 23 do not cover all electronic records. Electronic records not covered by items in GRS 20 or GRS 23 may not be destroyed unless authorized by a Standard Form 115 that has been approved by the National Archives and Records Administration (NARA).

The records covered by several of the items in this schedule are authorized for erasure or deletion when no longer needed. NARA could not establish a more definite retention that would be appropriate in all applications. The agency should, when appropriate, determine a more specific disposition instruction, such as "Delete after X update cycles" or "Delete when X years old," for inclusion in its records disposition directives or manual. NARA approval is not needed to set retention periods for records authorized for destruction when no longer needed by the GRS.

Items 2a and 1a (in part) of this schedule apply to hard-copy or microform records used in conjunction with electronic files. Items 10 and 11 of this schedule should be applied to special purpose programs and documentation for disposable electronic records regardless of the medium in which such documentation and programs exist.

ITEM

NO. - DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

1. Files/Records Created in Central ADP Facilities to Create, Use, and Maintain Master Files.

- | | |
|---|--|
| a. Electronic files or records created solely to test system performance, such as test records, as well as related documentation for the electronic files/records. | Delete/destroy when no longer needed. |
| b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. | Delete after information has been transferred to the master file and verified. |

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

c. Electronic files created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.

Delete when no longer needed in accordance with sound business practice and agency standard operating procedures.

2. Input/Source Records.

a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a NARA-approved agency records schedule.

Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.

b. Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes.

Delete when data have been entered into the master file or data base and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or data base, whichever is later.

c. Electronic records received from another agency and used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.

Delete when data have been entered into the master file or data base and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or data base, whichever is later.

d. Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or data base.

Delete after the necessary data have been incorporated into a master file.

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

3. - Master Files, (Including Master Files that are Components of Data Base Management Systems) Relating to Administrative Functions.

Master files that:

- a) replace, in whole or in part, administrative records scheduled for disposal under one or more items in GRS 1-16, 18, 22, or 23; and
- b) consist only of the same information as is contained in all or portions of the disposable records it replaces or duplicates;

EXCLUDING those that replace or duplicate the following GRS items: GRS-1, Items 1, 21, 22, 25f; GRS 2, Item 17; GRS 12, Item 3; and GRS 18, Item 5.

Delete after the expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later.

4. Data Files Consisting of Summarized Information.

Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after January 1, 1988, EXCLUDING data files that are:

- a) created as disclosure-free files to allow public access to the data; or
- b) created from a master file or data base that is unscheduled, that was scheduled as permanent but no longer exists, or can no longer be accessed;

which may not be destroyed before securing NARA approval.

Delete when no longer needed for current business.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
5.	<p><u>Records Consisting of Extracted Information.</u></p> <p>Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS-20 or approved for deletion by a NARA approved disposition job, EXCLUDING extracts that are:</p> <ul style="list-style-type: none">a) produced as disclosure-free files to allow public access to the data; orb) produced from a master file or data base that is unscheduled, or that was scheduled as permanent but no longer exists, or can no longer be accessed; orc) produced by an extraction process which changes the informational content of the source master file or data base; <p>which may not be destroyed before securing NARA approval. For print and technical reformat files see Items 6 and 7 respectively.</p>	Delete when no longer needed for current business.
6.	<p><u>Print File.</u></p> <p>Electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and reports.</p>	Delete when no longer needed.
7.	<p><u>Technical Reformat File.</u></p> <p>Electronic file consisting of data copied from a master file or data base for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.</p>	Delete when no longer needed.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
8.	<u>Security Backup File.</u> Electronic file consisting of data identical in physical format to a master file or data base and retained in case the master file or data base is damaged or inadvertently erased. a. File identical to records scheduled for transfer to the National Archives. b. File identical to records authorized for disposal in a NARA-approved records schedule.	 Delete when the identical records have been transferred to the National Archives and successfully copied, or when replaced by a subsequent security backup file. Delete when the identical records have been deleted, or when replaced by a subsequent security backup file.
9.	<u>Finding Aids (or indexes).</u> Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	 Delete with related records or when no longer needed, whichever is later.
10.	<u>Special Purpose Programs.</u> Application software necessary solely to use or maintain a master file or data base authorized for disposal in a GRS item or a NARA-approved records schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or data base or any master file or data base scheduled for transfer to the National Archives.	 Delete when related master file or data base has been deleted.

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

11. Documentation.

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base that has been authorized for disposal in a NARA-approved records schedule, EXCLUDING documentation relating to any unscheduled master file or data base or relating to any master file or data base scheduled for transfer to the National Archives.

Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or data base.

[NOTE: See item 1a of this schedule for documentation relating to system testing.]

GENERAL RECORDS SCHEDULE 21

Audiovisual Records

This schedule covers audiovisual and related records created by or for agencies of the Federal Government as well as those acquired in the course of business. For audiovisual records that are not described in this schedule, agencies must request disposition authority by submitting an SF 115, Request for Records Disposition Authority, to the National Archives and Records Administration (NIR).

Audiovisual records include still and motion picture photography, graphic materials, and sound and video recordings. Related documentation includes (1) production files or other files documenting the creation, justification, ownership, and rights to the records and (2) finding aids used to identify or access the records.

This schedule does not cover: (1) cartographic records, (2) remote sensing imagery recorded on film or magnetic tape, or (3) microform copies of textual records. Disposable cartographic records and remote sensing imagery recorded on film are covered by GRS 17; temporary computerized data are covered by GRS 20 and GRS 23; and microform copies of textual records that have been authorized by NARA for destruction need not be separately scheduled, in accordance with 36 CFR 1230.10(b).

This schedule does not include descriptions of permanent or potentially permanent records. Guidance about the identification, maintenance, use, and disposition of potentially permanent audiovisual records is provided in the NARA publication, "Managing Audiovisual Records: An Instructional Guide." Copies are available from the NARA Office of Records Administration.

The word "destroy" is used to authorize the destruction of data or information. Erasable media such as audio tape should be reused whenever practical. Silver-bearing photographic film must be destroyed in accordance with 41 CFR 101-1003-3, "Recovery of Precious Metals and Strategic and Critical Materials."

This General Records Schedule authorizes the disposal of certain records without further concurrence from NARA. Agencies are encouraged to include specific series descriptions for such records in their comprehensive schedules while citing the applicable disposition instruction from this General Records Schedule as the authority for destroying the records.

ITEM

NO. DESCRIPTION OF RECORDS AUTHORIZED DISPOSITION

Still Photography

- | | | |
|----|--|---|
| 1. | Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency. | Destroy when one year old or when no longer needed. |
| 2. | Personnel identification or passport photographs. | Destroy when five years old or when no longer needed. |

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3.	Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the agency.	Destroy one year after completion of training program.
4.	Duplicate items in excess of record elements required for preservation, duplication, and reference service by 36 CFR 1228.184.	Destroy when no longer needed.
<u>Graphic Arts</u>		
5.	Viewgraphs.	Destroy one year after use or when no longer needed.
6.	Routine artwork for handbills, flyers, posters, letterhead, and other graphics.	Destroy one year after final publication or when no longer needed.
7.	Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.	Destroy when no longer needed for publication or reprinting.
8.	Line copies of graphs and charts.	Destroy one year after final production or when no longer needed.
<u>Motion Pictures</u>		
9.	Films acquired from outside sources for personnel and management training.	Destroy one year after completion of training program.
10.	Films acquired from outside sources for personnel entertainment and recreation.	Destroy when no longer needed.
11.	Routine surveillance footage.	Destroy when no longer needed.
12.	Routine scientific, medical or engineering footage.	Destroy when two years old or when no longer needed.
13.	Duplicate prints and pre-print elements in excess of those elements required for preservation by 36 CFR 1228.184.	Destroy when no longer needed.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>Video Recordings</u>		
14.	Programs acquired from outside sources for personnel and management training.	Destroy one year after completion of training program.
15.	Programs acquired from outside sources for personnel entertainment and recreation.	Destroy when no longer needed.
16.	Rehearsal or practice tapes.	Destroy immediately.
17.	Internal personnel and administrative training programs that do <u>not</u> reflect the mission of the agency. (These include "role-play" sessions, management and supervisory instruction, etc.)	Destroy one year after completion of training program.
18.	Routine surveillance recordings.	Destroy when no longer needed.
19.	Routine scientific, medical or engineering recordings.	Destroy when two years old or when no longer needed.
20.	Recordings that document routine meetings and award presentations.	Destroy when no longer needed.
21.	Duplicate dubbings and pre-mix elements in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.	Destroy when no longer needed.
<u>Audio (Sound) Recordings</u>		
22.	Recordings of meetings made exclusively for notetaking or transcription, EXCLUDING recordings of proceedings of Presidential commissions and other executive commissions.	Destroy immediately after use.
[NOTE: Recordings of Presidential and other executive commissions are not covered by the GRS. Such records are usually appraised as permanent, and they must be described on an SF 115 submitted to NARA for final disposition approval.]		
23.	Dictation belts or tapes.	Destroy immediately after use.
24.	Pre-mix sound elements created during the course of a motion picture, television, or radio production.	Destroy immediately after use.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
25.	Library sound recordings (e.g., effects, music).	Destroy when no longer needed.
26.	Daily or spot news recordings available to local radio stations on a call-in basis.	Destroy when six months old or when no longer needed.
27.	Duplicate dubbings in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.	Destroy when no longer needed.

Related Documentation

28.	Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records.	Dispose of according to the instructions covering the related audiovisual records.
29.	Finding aids for identification, retrieval, or use of temporary audiovisual records.	Dispose of according to the instructions covering the related audiovisual records.

GENERAL RECORDS SCHEDULE 22

Inspector General Records

The Inspectors General monitor agency programs and operations to prevent and reduce waste and fraud and to improve agency management. The Inspector General Act of 1978, as amended, and other legislation established an Office of Inspector General (OIG) in selected Government agencies. Several other agencies have created nonstatutory OIGs. An OIG conducts and supervises audits and investigations; recommends policies to promote economy, efficiency, and effectiveness and to prevent fraud and abuse; and reports problems, deficiencies and progress to the agency head. OIGs must submit reports to the Congress.

This schedule covers the two major series of disposable investigative, audit and related records created or maintained by an OIG. Indexes to these files are covered by General Records Schedule 23, Records Common to Most Offices Within Agencies, item 9. Correspondence or subject files, policy files, publications, reports to Congress, and any other records not specifically described in this schedule must be scheduled by each agency individually. This schedule does not authorize disposal of investigative case files for cases that result in national media attention, Congressional investigation, or substantive changes in agency policy or procedure. Such files must be scheduled by submission of an SF 115.

This schedule does not apply to records created or accumulated by Inspectors General of military agencies (i.e., the Department of Defense and all DOD components) and the Central Intelligence Agency.

The records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Investigative Case Files for Civilian Agencies other than the Central Intelligence Agency.</u>	

Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, EXCLUDING those that result in national media attention, Congressional investigation, or substantive changes in agency policy or procedure. Cases relate to agency personnel and programs and operations administered or financed by the agency,

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February 22, 1991

General Records Schedule 22

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.	
a.	Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in Inspector General investigations.	Destroy when 5-years old.
b.	All other investigative case files except those that are unusually significant for documenting major violations of criminal law or ethical standards by agency officials or others.	Place in inactive files when case is closed. Cut off inactive file at end of fiscal year. Destroy 10 years after cutoff.
[NOTE: Significant cases, i.e., those that result in national media attention, Congressional investigation, and/or substantive changes in agency policy or procedures are not covered by this item. The disposition of significant investigative files will be determined by NARA. Such files must be scheduled by submitting an SF 115.]		
2.	<u>Audit Case Files of Civilian Agencies Other than the Central Intelligence Agency.</u>	
	Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees. Consists of audit reports, correspondence, memoranda, and supporting working papers.	Cut off at end of fiscal year in which case is closed. Destroy 8 years after cutoff.

GENERAL RECORDS SCHEDULE 23

Records Common to Most Offices Within Agencies

This schedule provides for the disposal of certain records common to most offices in Federal agencies. The records covered by this schedule relate to routine internal administrative and housekeeping activities. The records generally serve facilitative or informational purposes. Item 1 covers records retained by the originating office as its record of initiation of an action, request, or response to requests for information. These are not program records and are not part of official program files. They are often copies of documents submitted to other offices for action, such as budget feeder documents, purchase orders, training requests maintained by the originating office. This schedule also covers certain types of records created in electronic form on stand-alone or networked micro- and mini-computers.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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1. Office Administrative Files.

Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.

Destroy when 2 years old, or when no longer needed, whichever is sooner.

[NOTE: This schedule is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office, which must be scheduled prior to disposition by submitting an SF 115 to NARA.]

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2.	<u>Word Processing Files.</u> Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes: a. When used to produce hard copy which is maintained in organized files. b. When maintained only in electronic form, and duplicate the information in and take the place of records that would otherwise be maintained in hard copy providing that the hard copy has been authorized for destruction by the GRS or a NARA-approved SF 115.	 Delete when no longer needed to create a hard copy. Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115.
3.	<u>Administrative Data Bases.</u> Data bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or a NARA-approved SF 115, if the hard copy records are maintained in organized files.	 Delete information in the data base when no longer needed.
4.	<u>Electronic Spreadsheets.</u> Spreadsheets that are recorded on electronic media such as hard disks or floppy diskettes: a. When used to produce hard copy which is maintained in organized files. b. When maintained only in electronic form.	 Delete when no longer needed to update or produce hard copy. Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115. If the electronic version replaces hard copy records with differing retention periods, and agency software does not readily permit selective deletion, delete after the longest retention period has expired.

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
5.	<u>Schedules of Daily Activities.</u>	
	Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined to be personal.	
	a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials (see note).	Destroy or delete when 2 years old.
	[NOTE: High level officials include the heads of departments and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA.]	
	b. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	Destroy or delete when no longer needed.
6.	<u>Suspense Files.</u>	
	Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.	
	a. A note or other reminder to take action.	Destroy after action is taken.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.	Withdraw documents when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files.
7.	<u>Transitory Files.</u> Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below. a. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply. b. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material. c. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.	Destroy when 3 months old, or when no longer needed, whichever is sooner.
8.	<u>Tracking and Control Records.</u> Logs, registers, and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.	Destroy when no longer needed.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
9.	<u>Finding Aids (or indexes).</u> Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Destroy or delete with the related records or sooner if no longer needed.

GENERAL RECORDS SCHEDULES

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Classified or Classifiable Information		
Nondisclosure Agreement	18	25
Clearance (see Personnel Security Clearance)		
College Personnel Program	1	3
Commendation Letters	1	12c
Committee Management	16	8c
Committees	16	8
Communications		
Administrative	12	2
Correspondence	12	2
Equipment	12	2b, 2d(2)
Messages	12	3b
Operation	12	2, 3a
Reports		
Administrative	12	2b
Load	12	3a
Performance	12	3a

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	<u>Schedule</u>	<u>Item</u>
Communications (continued)		
Statistical (reports)	12	2c
Vouchers	12	2d
Complaints, Discrimination	1	25
Construction (see Design and Construction)		
Contract Appeals Case Files	3	15
Contracts	3 21	3 62
Contractors' Employment Practices, EEO	1	25d(1)
Contractors' Payrolls	3	11
Contractor's Statement of Contingent or Other Fees	3	16
Control Files		
Classified documents	18	5
FOIA	14	13
General	23	8
Mandatory Review	14	33
Printing	13	3
Privacy Act	14	24
Correspondence		
Accounting	6	5
Building and space maintenance	11	1,2b
Communications	12	2
Cost accounting	8	1
Emergency planning	18	26
Expenditure accounting	7	1
Facilities, security	18	8
Grants	3	14
Housing	15	1
Informational Services	14	1,2,5
Motor vehicle	10	1,7
Pay	2	2
Personnel	1	3,4,17a,17c, 18a,33b
Personnel security	18	21
Plant accounting	8	1
Printing, Administrative	13	1
Procurement	3	2
Property disposal	4	1
Security and protective service	18	8

	<u>Schedule</u>	<u>Item</u>
Correspondence (continued)		
Space and maintenance	11	1
Stores accounting	8	1
Surplus property	4	1
Transportation	9	4
Travel	9	4
Word processing	23	2
Cost Accounting		
Correspondence	8	1
Ledgers	8	7
Reports	8	6
Credentials	11	4
	18	-12, 19a
Credit Card Purchases	6	1, 7, 8
Declassification (See Mandatory Review for Declassification)		
Deductions, Payroll	2	15, 20
Design and Construction	17	4-12
Discrimination Complaints	1	25
Dispensary Control Files	1	20
Driver Tests	10	7
Drug Testing	1	36
Electronic Records		
Backup media	20	8
Calendars	23	5
Control files	23	8
Data bases (administrative)	23	3
Documentation	20	11
Extracted data	20	5
Federal procurement data system	20	3d
Finding aids	20	9
	23	9
Input data (see Source data)		
Intermediate data	20	1b
Master data files		
Administrative (routine)	20	3
	23	3
Reformatted	20	7
Summarized data	20	4

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	<u>Schedule</u>	<u>Item</u>
Electronic Records (continued)		
Messages	23	2
Print files	20	6
Printouts	20	1a, 1c
	23	3
Programs, special purpose	20	10
Publications	20	6
Reports	20	6
Schedules of daily activities	23	5
Software (see Programs)		
Source data	8	7
	20	2
	20	11
Specifications	23	4
Spreadsheets	20	1c
System usage files	20	1b
Temporary media	20	1a
Test data	20	1a
Test documentation	20	
Tracking files (see Control files)		
Update records	20	1b
Valid transaction files	20	1b
Word processing files	23	2
Work files	20	1b
Emergency Planning		
Case files	18	27
Correspondence	18	26
Operations tests	18	28
Employee Performance	1	23
Employee Records (See Personnel and also Payroll)		
Employee Safety	1	3a
Employee Transfer and Detail	1	14
Equal Employment Opportunity Complaints	1	25
Erasable Media (see Electronic Records)		
Erroneous Release	14	36
Executive Development Program	1	3
Expenditure Accounting		
Allotment	7	3
Correspondence	7	1

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	<u>Schedule</u>	<u>Item</u>
Expenditure Accounting (continued)		
Ledgers	7	2
Posting and control	7	4
Facilities, Security		
Correspondence	18	8
Inspections and surveys	18	9,10
Investigation	18	11
Feasibility Studies	16	9
Federal Register, Documents Published in	16	13
Films		
Duplicates	21	13
Engineering	21	12
Entertainment	21	10
Scientific and medical	21	12
Surveillance	21	11
Training	21	9
Finding Aids		
Audiovisual	21	29
General (including electronic)	23	9
Information services	14	6
Mainframe computer	20	9
Flexitime Attendance Records (see Payroll)		
Followup Files (see Suspense Files)		
Forms	16	3
Freedom of Information Act Files		
Administrative	14	15
Appeals	14	12
Control	14	13
Erroneous release	14	36
Reports	14	14
Requests	14	11
Freight	9	1,2
Freight and Passenger Transportation Files	9	1,3
Gasoline Sales Tickets	6	7

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	<u>Schedule</u>	<u>Item</u>
General Accounting Office	6	2
Notices of exception	6	1
Site audit	6	7,8,9
Support documentation	9	2
Government Losses in Shipment Act	21	5-8
Graphic Arts (also see Audiovisual)		
Guard	18	13
Assignment	18	18
Facility checks	18	19
Service control	18	20
Logs and registers		
Health Benefits Claims, Former Spouse	1	35
Health Programs, Civilian	1	20
Dispensary logs	1	21
Employee medical folder	1	19
Health record card	1	21
Individual cases	1	22
Reports		
Household Effects, Shipment of	9	1
Housing	15	7
Applications	15	5
Assignment	15	1
Correspondence	15	6
Furnishings inventory	15	4
Lease	15	2
Maintenance and repair	15	3
Reports	1	26e
Requests (EEO)	15	5a
Tenant	15	5
Vacancy		
Identification Credentials	11	4
Incentive Award Case Files	1	12
Indexes (see Finding Aids)		
Information Collection Budget	16	12

	<u>Schedule</u>	<u>Item</u>
Information Resources Management		
Information collection budget	16	12
Systems studies	16	9
Triennial reviews	16	11
Informational Services		
Acknowledgement files	14	2
Bibliographies	14	6
Correspondence	14	1,2,5
Freedom of information	14	11-15
Erroneous release	14	36
Information retrieval system	20	10
Press service files	14	3
Privacy Act files	14	21-25
Project case files	14	4
Publications	14	6
Requests	14	1
Injury and Illness, Occupational	1	31,35
Inspections		
Microform logs	16	10
Safety and Security		
Government-owned facilities	18	9
Privately-owned facilities	18	10
Inspectors General	22	1-2
Interview	1	8
Inventory, equipment and supplies	3	9
Investigation	18	11
	22	1
Invitations		
Bid	3	5
Committee meetings	16	8b(2)
Invoices, Stores Accounting	8	2
Job Descriptions	1	7
Key Control, Security	18	16
Labor Management Relations	1	28
Leave	2	8,9,10

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General Records Schedule Subject Index

	<u>Schedule</u>	<u>Item</u>
Ledgers	7	3
Allotment	8	7
Cost report	20	6
Electronic files to produce	7	2
General accounts	8	5
Plant accounting	7	4
Subsidiary		
Levy and Garnishment	2	19
Losses in Shipment Act, Government	9	2
Mail	12	5g
Administration	12	5a
Certified	12	5
Control	12	5a
Delayed delivery report	12	5a
Express	12	5a
Insured	12	8
Loss report	12	1,4c,5f,5h
Messenger service	12	5a
Overnight	12	6
Penalty mail reports	12	7
Postal irregularities	12	5
Private mail companies	12	5a
Receipt and routing	12	5a,6f
Receipts	12	5a,6b
Registered mail	12	6c,6e
Stamps	12	6b,6d
Statistical reports		
Mailing List	13	4
Maintenance	11	1,5
Management (see Administrative Management)		
Mandatory Review for Declassification	14	35
Administrative files	14	32
Appeals	14	33
Control	14	34
Reports	14	31
Requests		
Maps (see Cartographic)		
Measurement Data, Electronic	20	2d
Medical Records	1	19-21

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	<u>Schedule</u>	<u>Item</u>
Merit Promotion Case Files	1	32
Messenger Service	12	1a
Microform Inspection	16	10
Motion Picture (also see Audiovisual)	21	9-13
Production files	21	28
Motor Vehicle		
Accidents	10	5
Correspondence	10	1,7
Cost and expense data	10	3
Maintenance	10	2b
Operation	10	2a
Operators	10	7
Releases	10	6
Reports	10	4
National Defense Executive Reserve Cases	18	29
Nondisclosure Agreements (classified or classifiable information)	18	25
Nonerasable Media (see Machine-Readable)		
Notices	16 23	1 7c
Notification of Personnel Action	1 2	14 11
Observational Data, Electronic	20	2d
Occupational Injury and Illness	1	31,35
Official Personnel Folders	1	1,10
Overseas Employment	1	3
Parking Permits	11	4a
Passes	11	4a
Passports	9	5
Photographs	21	2

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	<u>Schedule</u>	<u>Item</u>
Pay	2	4
Allotments	2	8
Applications for leave		
Bonds	2	4
Authorization	2	7
Purchase	2	6
Receipt and transmittal	2	5
Registration	2	12
Budget authorization	2	2
Correspondence	2	1
Individual earnings and service cards	2	20
Insurance deductions	2	9,10
Leave record	2	11
Personnel action, notification of	2	3
Time and attendance reports		
Payroll	2	15
Change slips	2	2
Correspondence	2	16
Fiscal schedules	2	3b
Flexitime attendance	2	21
Levy and garnishment	2	13
Payrolls (memorandum copy)	2	14
Registers		
Reports	2	17
Administrative	2	19
Retirement	2	18c
Taxes	2	18
Taxes	2	22
Wage survey		
Performance Rating	1	8,23
Personal Injury	1	31
Personnel (Civilian)	1	30b
Adverse action	1	25h
Affirmative Action Plans	1	33d
Application record card	1	
Applications for employment	1	15,33h,33k
Appointments	1	4
Awards	1	12,13
Certificates of eligibles	1	5,33m
Certification request control index	1	33n
Correspondence	1	3,4,17a,17c, 18a,33b
Counseling	1	26
"Delegated agreements"	1	33
Discrimination cases	1	25
Displaced employee program	1	33o,p
Dispensary logs	1	20

	<u>Schedule</u>	<u>Item</u>
Personnel (continued)		
Driver tests	10	7
Drug testing	1	36
Employee interviews	1	8
Employee medical folder	1	21
Employee record card	1	6
Equal Employment Opportunity	1	9,23a,25
Evaluations	1	7c(1)(b),3a
Examination Announcement cases	1	33e
Examinations	1	33j
Financial disclosure reports	1	24
Grievance	1	30a
Health benefits claims, former spouse	1	35
Health record cases	1	21
Health records, individual	1	19,21
Health unit control files	1	20
Incentive Awards		
Cases	1	12a
Reports	1	13
Informational files	1	18
Injury and illness	1	31
Interviews	1	8
Labor-management relations	1	28
Leave	2	8,9,10
Letters of reference	1	10
Motor vehicle operation	10	7
Notification of Personnel Action	1	14
Official Personnel Folder	1	1,10
Performance ratings	1	8,23
Personnel security case files	18	22
Position classification		
Appeals	1	7d
Standards	1	7a(1)
Survey	1	7c(1)
Position descriptions	1	7b
Position identification strips	1	11
Reduction-In-Force (RIF) records	1	17b(1),30b
Registers of eligibles	1	33f
Reports		
Audits of delegated examining operations	1	33q
Statistical	1	16,22,25f
Time and attendance	2	3
Retention registers	1	17b
Retirement	2	19
Security clearance	18	23
Security violation	18	24
Service record card	1	2
Standards of conduct	1	27
Temporary records	1	10

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	<u>Schedule</u>	<u>Item</u>
Personnel (continued)		
Test material stock control	1	33c
Time and attendance	2	3
Training	1	29
Vacancy announcements	1	32
Personnel Security		
Case files	18	22
Correspondence	18	21
Status	18	23
Violations	18	24, 25
Photographs (also see Audiovisual)	21	1-8
Plant Accounting		
Account cards	8	5
Correspondence	8	1
Ledgers	8	5
Police Records	18	14
Position Descriptions	1	7
Postal Irregularities	12	7
Postal Records	12	4
Press Service	14	3
Printing		
Correspondence	13	1
Mailing lists	13	4
Management	13	6
Planning	13	2b
Projects	13	2a
Reports to Congress	13	5
Registers	13	3
Privacy Act		
Administrative	14	26
Amendment cases	14	22
Control records	14	24
Disclosure	14	23
Erroneous release	14	36
Reports	14	25
Requests	14	21

	<u>Schedule</u>	<u>Item</u>
Procurement		
Bids and proposals	3	5
Bond and surety	3	3
Contract appeals	3	15
Contractors' payrolls	3	11
Contracts	3	3
Correspondence	3	2
Federal procurement data system	3	3d
Inventories	3	9
Purchase orders	3	3
Real property acquisition	3	1
Requisitions	3	3,6,7,8
Small and disadvantaged business utilization	3	17
Supply management	3	4
Survey, reports of	3	9c
Tax exemption certificates	3	12
Telephone statements	3	10
Production Files (Audiovisual)	21	28
Promotion-Merit	1	3,32
Proposals (also see Bids)	3	5,13
Property Disposal		
Correspondence	4	1
Excess personal property reports	4	2
Real property disposal	4	4
Surplus property	4	3
Publications, Electronic	20	6
Purchase Orders	3	3
Recordings		
Sound (audio)	21	46-61
Video	21	28-45
Records Disposition Files	16	2
Records Holdings Files	16	4
Records Management Files	16	7
Reduction-In-Force (RIF) Records (see Personnel)		

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	<u>Schedule</u>	<u>Item</u>
Reports		
Accident, motor vehicle	10	5
Budget	5	3
Building space and maintenance	11	2b
Communications	12	2b, 4a
Control	16	6
Cost accounting	8	6
Electronic files to produce	20	6
Freedom of Information	14	11
Health programs, civilian	1	22
Housing	15	3
Incentive award	1	13
Joint Committee on Printing	13	5a
Losses in Shipment Act, Government	9	2
Mail	12	5e, 6b, 6d, 7, 8
Motor vehicle	10	4
Pay	2	3
Payroll	2	17, 18c, 19
Personnel	1	13, 16, 22, 25f, 33q
Privacy Act	14	25
Property disposal	4	2
Space and maintenance	11	2
Statistical		
Communications	12	2c
Mail (statistical)	12	6b, 6d
Surplus property	4	2
U.S. Savings Bonds	2	7
Requisitions		
Bindings	13	2
Control registers	13	3
Duplication	13	2
Housing maintenance and repair	15	2b
Nonpersonal	3	7
Printing	13	2a
Procurement	3	3d
Public Printer	3	6
Stamps	12	5a
Supplies and equipment	3	8
Retirement	2	19
Safety and Security Inspections	18	9
Schedules of Daily Activities	23	5
Scripts	21	28

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	<u>Schedule</u>	<u>Item</u>
Security and Protective Services		
Correspondence	18	8
Guard assignment and strength	18	13
Guard force facility checks	18	18
Guard log and registers	18	20
Guard service control	18	19
Investigations	18	11
Key accountability	18	16
Lost or stolen property	18	15
Police files	18	14
Property pass files	18	12
Survey and inspection	18	9,10
Visitor control files	18	17
Selective Placement	1	5,14
Shortage and Demurrage Reports	9	1
Site Audit Records	6	1
	2	1
	9	1
Small and disadvantaged business utilization (See Procurement)		
Software	20	1d,10
Sound Recordings (also see Audiovisual)	21	46-61
Space and Maintenance		
Allocation and utilization	11	2
Building plans	11	2
Correspondence	11	1,2b
Credentials	11	4
Directory service listings	11	3
Maintenance	11	5
Reports	11	2b
Specifications	4	4
Spreadsheets	23	4
Statement of Employment and Financial Interest	1	24b
Statistical Files		
Extracted data	20	5
Summarized data	20	4
Still Pictures (also see Audiovisual)	21	1-4

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	<u>Schedule</u>	<u>Item</u>
Stores Accounting	8	1
Correspondence	8	2
Invoices	8	3
Returns and reports	8	4
Work papers	8	4
Suggestions-Employee	1	12a(1)
Supply	3	9
Inventory	3	4
Requirements	3	6,7,8
Requisitions	3	6,7,8
Surety Bond Files	6	6
Surplus Property	4	1
Correspondence	4	3
Personal property	4	4
Real property	4	2
Reports	4	2
Suspense Files	23	6
Tax Exemption Certificates	3	12
Tax Files	2	18
Telecommunications	12	2,3
Telegrams	6	9
Telephone Statements and Toll Slips	3	10
	6	8
Time and Attendance Reports	2	3
Title Papers	3	1
Tracking Files (See Control Records)		
Training Records	1	29
Transit Certificates	9	1
Transitory Files	23	7
Transportation	9	4
Accountability	9	1
Bills of Lading	9	4
Correspondence	9	4
Freight records	9	1

	<u>Schedule</u>	<u>Item</u>
Transportation (continued)		
Lost or damaged shipment	9	2
Travel		
Accountability	9	4
Authorization	9	1
Correspondence	9	4
Orders	9	3
Passports	9	5
Reimbursement'	9	3
Requests	9	1
Vouchers	9	1
U.S. Postal Service Records	12	4
U.S. Savings Bonds		
Payroll savings	2	4
Receipt and transmittal	2	6
Registration	2	5
Reports	2	7
Vacancy announcements	1	32
Video Recordings (see also Audiovisual)	21	14-21
Visitors' Passes	11	4
Vouchers		
Communications	12	2b
General	6	1
Passenger transportation	9	1
Wage survey	2	22
Waiver of Claims	6	11
Word Processing Files	23	2
Work Papers		
Budget	5	3
Stores accounting	8	4

GRS CONVERSION TABLE

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
CIVILIAN PERSONNEL RECORDS			
Official Personnel Folder	1/1a	1/1a	Deleted - see note
	1/1b	1/1b(1)	
		1/1b(2)	
Service Record Card	1/2a	1/2a	
	1/2b	1/2b	
Personnel Correspondence	1/3	1/3	
Offers of Employment	1/4a	1/4a	
	1/4b(1)	1/4b(1)	
	1/4b(2)	1/4b(2)	
	1/4b(3)	1/4b(3)	
Certificates of Eligibles	1/5	1/5	
Employee Record Card	1/6	1/6	
Position Classification Files	1/7a(1)	1/7a(1)	Deleted - nonrecord
	1/7a(2)(a)	1/7a(2)(a)	
	1/7a(2)(b)	1/7a(2)(b)	
	1/7b	1/7b(1)	
		1/7b(2)	
	1/7c(1)	1/7c(1)	
	1/7c(2)	1/7c(2)	
1/7d	1/7d		
Interview Records	1/8	1/8	
Performance Rating Board Case Files	1/9	1/9	
Temporary Individual Employee Records	1/10	1/10	
Position Identification Strips	1/11	1/11	
Employee Awards Files	1/12a(1)	1/12a(1)	Deleted - see note
	1/12a(2)	1/12a(2)	
	1/12b	1/12b	
	1/12c	1/12c	
	1/12d	1/12d	
	1/12e		
Incentive Awards Reports	1/13	1/13	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Notifications of Personnel Action	1/14a 1/14b	1/14a 1/14b	
Employment Applications	1/15	1/15	
Statistical Reports	1/16	1/16	
Correspondence and Forms	1/17a 1/17b(1) 1/17b(2) 1/17c	1/17a 1/17b(1) 1/17b(2) 1/17c	
Supervisors' Personnel Files	1/18a 1/18b	1/18a 1/18b	
Individual Health Records	1/19	1/19	
Health Unit Control Files	1/20a 1/20b	1/20a 1/20b	
Employee Medical Folder	1/21a(1) 1/21a(2) 1/21b 1/21c	1/21	Formerly Individual Employee Health Case Files
Statistical Summaries	1/22	1/22	
Employee Performance Records	1/23a(1) 1/23a(2) 1/23a(3) (a) 1/23a(3) (b) 1/23a(4) 1/23a(5) 1/23b(1) 1/23b(2) (a) 1/23b(2) (b) 1/23b(3) 1/23b(4)	1/23a(1) 1/23a(2) 1/23a(3) 1/23a(4) 1/23a(5) 1/23b(1) 1/23b(2) 1/23b(2) 1/23b(3) 1/23b(4) 1/23c	New item New item; previously disposition pending New item; previously disposition pending Deleted - see note
Motor Vehicle Operation Files		1/24	Deleted - unnecessary cross-reference
Financial Disclosure Reports	1/24a(1) 1/24a(2) 1/24b	1/25a(1) 1/25a(2) 1/25b	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Equal Employment Opportunity Records	1/25a	1/26a	
	1/25b	1/26b	
	1/25c	1/26c	
	1/25d(1)	1/26d(1)	
	1/25d(2)	1/26d(2)	
	1/25f	1/26f	
	1/25g	1/26g	
	1/25h(1)	1/26h(1)	
	1/25h(2)	1/26h(2)	
	1/25h(3)	1/26h(3)	
	1/25h(4)	1/26h(4)	
Personnel Counseling Records	1/26a	1/27a	
	1/26b	1/27b	
Standards of Conduct Files	1/27	1/28	
Labor Management Relations Records	1/28a(1)	1/29a(1)	
	1/28a(2)	1/29a(2)	
	1/28b	1/29b	
Training Records		1/30a(1)	Deleted - see note
		1/30a(2)	Deleted - see note
	1/29a(1)	1/30b(1)	
	1/29a(2)	1/30b(2)	
	1/29b	1/30c	
	1/30d	Deleted - see note	
Grievance, Disciplinary and Adverse Action Files	1/30a	1/31a	
	1/30b	1/31b	
Personal Injury Files	1/31	1/32	
Merit Promotion Cases	1/32	1/33	
Examining and Certification Files	1/33a		New item
	1/33b	1/34a	
	1/33c	1/34b	
	1/33d	1/34c	
	1/33e	1/34d	
	1/33f	1/34e	
	1/33g	1/34f	
	1/33h	1/34g	
	1/33i	1/34h	
	1/33j	1/34i	
	1/33k(1)	1/34j(1)	
	1/33k(2)	1/34j(2)	
	1/33l	1/34k	
	1/33m	1/34l	
1/33n	1/34m		

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
	1/33o	1/34n	
	1/33p	1/34o	
	1/33q	1/34p	
Occupational Injury and Illness Files	1/34		New item
Denied Health Benefits Claims	1/35a 1/35b(1) 1/35b(2)		New items
PAYROLLING AND PAY ADMINISTRATION RECORDS			
Individual Accounts	2/1	2/1	
Payroll Correspondence	2/2	2/2	
Time and Attendance Reports	2/3a(1) 2/3a(2) 2/3b	2/3a(1) 2/3a(2) 2/3b	
Individual Authorized Allotments	2/4a(1) 2/4a(2) 2/4b(1) 2/4b(2)	2/4a(1) 2/4a(2) 2/4b(1) 2/4b(2)	
Bond Registration Files	2/5	2/5	
Bond Receipt and Transmittal	2/6	2/6	
Bond Purchase Files	2/7	2/7	
Leave Application Files	2/8a 2/8b	2/8a 2/8b	
Leave Record Cards	2/9a 2/9b	2/9a 2/9b	
Leave Data Files	2/10a 2/10b	2/10a 2/10b	
Notification of Personnel Action	2/11	2/11a 2/11b	Deleted - unnecessary cross-reference
Budget Authorization Files	2/12	2/12	
Payroll Files	2/13a 2/13b(1) 2/13b(2)	2/13a 2/13b(1) 2/13b(2)	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Payroll Control	2/14	2/14	
Payroll Change Files	2/15a 2/15b 2/15c	2/25a 2/15b 2/15c	
Fiscal Schedules	2/16a 2/16b	2/16a 2/16b	
Administrative Payroll Reports	2/17a 2/17b	2/17a 2/17b	
Tax Files	2/18a 2/18b 2/18c	2/18a 2/18b 2/18c	
Income Tax Return Files		2/19	Deleted - unnecessary cross-reference
Tax Report Files		2/20	Deleted - unnecessary cross-reference
Retirement Files	2/19a 2/19b	2/21a 2/21b	
Insurance Deduction Files	2/20	2/22	
Levy and Garnishment Files	2/21	2/23	
Wage Survey Files	2/22	2/24	
PROCUREMENT, SUPPLY, AND GRANT RECORDS			
Unique Procurement Files		3/1	Deleted - see note following item 3
Real Property Files	3/1a 3/1b	3/2a 3/2b 3/2c	Deleted - see note
General Correspondence	3/2	3/3	
Routine Procurement Files	3/3a(1) 3/3a(2) 3/3b 3/3c- 3/3d	3/4a(1) 3/4a(2) 3/4b 3/4c	New item
Supply Management Files	3/4a 3/4b	3/5a 3/5b	

General Records Schedules Conversion Table
 June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Bids and Proposals	3/5a 3/5b(1) 3/5b(2) 3/5c(1) 3/5c(2) 3/5d	3/6a 3/6b(1) 3/6b(2) 3/6c(1) 3/6c(2) 3/6d	
Public Printer Files	3/6a 3/6b	3/7a 3/7b	
Nonpersonal Requisitions	3/7	3/8	
Inventory Requisitions	3/8a 3/8b	3/9a 3/9b	
Inventory Files	3/9a 3/9b 3/9c	3/10a 3/10a 3/10c	
Telephone Records	3/10	3/11	
Contractors' Payrolls	3/11	3/12	
Tax Exemption Files	3/12	3/13	
Unsuccessful Grant Applications	3/13	3/14a 3/14b	Deleted - see note
Grant Case Files		3/15	Deleted - see note
Grant Control Files		3/16	Deleted - unnecessary covered by GRS 23
Grant Subject Files	3/14	3/17a 3/17b 3/18	Deleted - see note Deleted - see note
Contracts Appeals Cases	3/15a 3/15b	3/19 3/19	
Contractor's Statement of Contingent or Other Fees	3/16	3/20	
Small and Disadvantaged Business Utilization Files	3/17		New item
PROPERTY DISPOSAL RECORDS			
Surplus Property Precedential Cases		4/1	Deleted - see note

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Property Disposal Cases		4/2	Deleted - see note
Excess Real Property Reports		4/3	Deleted - see note
Property Disposal Correspondence	4/1	4/4	
Excess Personal Property Reports	4/2	4/5	
Surplus Property Cases	4/3a 4/3b	4/6a 4/6b	
Real Property Files	4/4	4/7	

BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT RECORDS

Budget Policy Files		5/1	Deleted - see note
Budgets Estimates and Justifications		5/2a 5/2b	Deleted - see note
Budget Correspondence	5/1	5/3	
Budget Background Records	5/2	5/4	
Budget Reports	5/3a 5/3b	5/5a 5/5b	
Budget Apportionment Files	5/4	5/6	

ACCOUNTABLE OFFICERS' ACCOUNTS RECORDS

Accountable Officers' Files	6/1a 6/1b	6/1a(1) 6/1a(2) 6/1b	Deleted - see note
GAO Exceptions Files	6/2	6/2	
Certificates Settlement Files	6/3a 6/3b	6/3a 6/3b	
General Fund Files	6/4	6/4	
Accounting Administrative Files	6/5a 6/5b	6/5a 6/5b	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Federal Personnel Surety Bond Files	6/6a(1) 6/6a(2) 6/6b	6/6a(1) 6/6a(2) 6/6b	
Gasoline Sales Tickets	6/7	6/7	
Telephone Toll Tickets	6/8	6/8	
Telegrams	6/9	6/9	
Administrative Claims Files	6/10a 6/10b(1) 6/10b(2)(a) 6/10b(2)(b) 6/10b(3) 6/10c		New item New item New item New item New item New item
Waiver of Claims	6/11a 6/11b		New item New item

EXPENDITURE ACCOUNTING RECORDS

Expenditure Accounting Subject Files	7/1	7/1	
General Accounting Ledgers	7/2	7/2	
Appropriation Allotment Files	7/3	7/3	
Expenditure Accounting Posting and Control Files	7/4a 7/4b	7/4a 7/4b	

STORES, PLANT, AND COST ACCOUNTING RECORDS

Plant Accounting Files		8/1	Deleted - see note
Plant, Cost, and Stores General Correspondence	8/1	8/2	
Stores Invoice Files	8/2	8/3	
Stores Accounting Files	8/3	8/4	
Stores Accounting Work Files	8/4	8/5	
Plant Accounting Files	8/5	8/6	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Cost Accounting Reports	8/6a 8/6b	8/7a 8/7b	
Cost Report Data Files	8/7a 8/7b(1) 8/7b(2) 8/7b(3)	8/8a 8/8b(1) 8/8b(2) 8/8b(3)	

TRAVEL AND TRANSPORTATION RECORDS

Freight and Passenger , Transportation Files	9/1a(1)-(4) 9/1a(2) 9/1a(3) 9/1a(4) 9/1b 9/1c 9/1d	9/1a 9/1b 9/1c 9/1d 9/3a 9/3b 9/3c	New items
Lost or Damaged Shipments	9/2	9/2	
Passenger Reimbursement	9/3a 9/3b	9/4a 9/4b	
General Travel and Trans- portation Files	9/4a 9/4b	9/5a 9/5b	

MOTOR VEHICLE MAINTENANCE AND OPERATIONS RECORDS

Motor Vehicle Correspondence	10/1	10/1	
Motor Vehicle Operating and Maintenance Files	10/2a 10/2b	10/2a 10/2b	
Motor Vehicle Cost Files	10/3	10/3	
Motor Vehicle Report Files	10/4	10/4	
Motor Vehicle Accident Files	10/5	10/5	
Motor Vehicle Release Files	10/6	10/6	
Motor Vehicle Operation File	10/7	10/7	

SPACE AND MAINTENANCE RECORDS

Space and Maintenance Correspondence	11/1	11/1	
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General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Agency Space Files	11/2a 11/2b(1) 11/2b(2)	11/2a 11/2b(1) 11/2b(2)	
Directory Service Files	11/3	11/3	
Credentials Files	11/4a 11/4b	11/4a 11/4b	
Building and Equipment Service Files	11/5	11/5	
COMMUNICATIONS RECORDS			
Messenger Service Files	12/1	12/1	
Communication General Files	12/2a 12/2b 12/2c 12/2d(1) 12/2d(2) 12/2e	12/2a 12/2b 12/2c 12/2d(1) 12/2d(2) 12/2e	
Telecommunications Operations Files	12/3a 12/3b	12/3a 12/3b 12/3c	Deleted - see note
Telephone Use Records	12/4	12/4	Formerly, Telephone Summaries. Now RESERVED (see introduction to schedule).
Post Office and Private Mail Company Records	12/5a 12/5b 12/5c	12/5a 12/5b 12/5c	Formerly, Postal Records
Mail and Delivery Service Control Files	12/6a 12/6b 12/6c 12/6d 12/6e 12/6f 12/6g 12/6h	12/6a 12/6b 12/6c 12/6d 12/6e 12/6f 12/6g 12/6h	
Penalty Mail Reports	12/7	12/7	
Postal Irregularities Files	12/8	12/8	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
PRINTING, BINDING, DUPLICATION, AND DISTRIBUTION RECORDS			
Publications Files		13/1	Deleted - see note
Printing, Binding, Duplication, and Distributing Administrative Records	13/1	13/2	
Project Files	13/2a	13/3a	
	13/2b	13/3b	
Control Files	13/3	13/4	
Mailing Lists	13/4a	13/5a	
	13/4b	13/5b	
		13/5c	Deleted - obsolete
JCP Reports	13/5a	13/6a	
	13/5b	13/6b	
Internal Management Files	13/6	13/7	
INFORMATION SERVICES RECORDS			
Public Relations Files		14/1a	Deleted - see introduction
		14/1b	Deleted - see introduction
Information Subject Files		14/2	Deleted - see introduction
Information Requests Files	14/1	14/3	
Acknowledgement Files	14/2	14/4	
Press Service Files	14/3	14/5	
Information Project Files	14/4	14/6	
Commendation/Complaint Correspondence	14/5	14/7	
Indexes and Check Lists	14/6	14/8	
	14/7-10	14/9-15	Reserved
FOIA Requests	14/11a(1)	14/16a(1)	
	14/11a(2)(a)	14/16a(2)(a)	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
	14/11a(2)(b)	14/16a(2)(b)	
	14/11a(3)(a)	14/16a(3)(a)	
	14/11a(3)(b)	14/16a(3)(b)	
	14/11b	14/16b	
FOIA Appeals	14/12a	14/17a	
	14/12b	14/17b	
FOIA Control Files	14/13a	14/18a	
	14/13b	14/18b	
FOIA Reports		14/19a	Deleted - see note
	14/14	14/19b	
FOIA Administrative Files	14/15	14/20	
	14/16-20	14/21-24	Reserved
Privacy Act Requests	14/21a(1)	14/25a(1)	
	14/21a(2)(a)	14/25a(1)(a)	
	14/21a(2)(b)	14/25a(2)(b)	
	14/21a(3)(a)	14/25a(3)(a)	
	14/21a(3)(b)	14/25a(3)(b)	
	14/21b	14/25b	
Privacy Act Amendment Cases	14/22a	14/26a	
	14/22b	14/26b	
	14/22c	14/26c	
Privacy Act Accounting	14/23	14/27	
Privacy Act Control Files	14/24a	14/28a	
	14/24b	14/28b	
Privacy Act Reports		14/29a	Deleted - see note
	14/25	14/29b	
Privacy Act Administrative Files	14/26	14/30	
	14/27-30		Reserved
Mandatory Review for Declassification Requests	14/31a(1)		New items
	14/31a(2)(a)		
	14/31a(2)(b)		
	14/31a(3)(a)		
	14/31a(3)(b)		
	14/31b		
	14/31c		

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Mandatory Review Appeals	14/32a 14/32b		New item
Mandatory Review Control	14/33a 14/33b		New item
Mandatory Review Reports	14/34		New item
Mandatory Review Administrative Files	14/35		New item
HOUSING RECORDS			
Housing Correspondence	15/1	15/1	
Housing Maintenance and Repair	15/2a 15/2b	15/2a 15/2b	
Housing Management	15/3	15/3	
Housing Lease Files	15/4	15/4	
Housing Assignment and Vacancy Cards	15/5a 15/5b	15/5a 15/5b	
Housing Inventory	15/6	15/6	
Housing Applications	15/7a 15/7b	15/7a 15/7b	
ADMINISTRATIVE MANAGEMENT RECORDS			
Administrative Issuances			Formerly Formal Directives Procedural and Operating Manuals
		16/1a	Deleted - see note
		16/1b	Deleted - see note
	16/1a	16/1c	
	16/1b	16/1d	
Publications		16/2a 16/2b	Deleted - see note
Records Disposition Files	16/2a 16/2b	16/3a 16/3b 16/3c	Deleted - unnecessary cross-reference

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Forms Files	16/3a 16/3b	16/4a 16/4b	
Management Improvement Reports		16/5	Deleted - see note following item 1
Records Holdings Files	16/4a 16/4b	16/6a 16/6b	
Project Control Files	16/5	16/7	
Reports Control Files	16/6	16/8	
		16/9	Deleted - unnecessary cross-reference
Working Papers		16/10	Deleted - records have varying value
Records Management Files	16/7	16/11	
Committee and Conference	16/8a	16/12a(1) 16/12a(2)	Deleted - see note
	16/8b(1)	16/12b(1)(a) 16/12b(1)(b)	Deleted - see note
	16/8b(2)	16/12b(2) 16/12c(1)	Deleted - see note
		16/12c(2)	Deleted - see note
		16/12c(3)	Deleted - see note
		16/12c(4)	Deleted - see note
Organizational Files		16/13a-c	Deleted - must be scheduled
Feasibility Studies	16/9	16/14	
Microform Inspection	16/10a 16/10b		New item New item
IRM Triennial Review	16/11		New item
Information Collection Budget	16/12		New item
Federal Register Documents	16/13a 16/13b		New item New item

General Records Schedules Conversion Table
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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND ENGINEERING RECORDS			
Manuscript and Annotated Maps		17/1	Deleted - must be scheduled
Cartographic Records Prepared During Intermediate Stages of Publication	17/1	17/2	
Published Maps		17/3	Deleted - must be scheduled
Map History Case Files		17/4	Deleted - must be scheduled
Maps on Microfilm		17/5a 17/5b	Deleted - must be scheduled Deleted - must be scheduled
Computer Related Maps		17/6a 17/6b	Deleted - must be scheduled
Globes, Terrain Models, and Raised Relief Maps		17/7a 17/7b	Deleted - must be scheduled Deleted - must be scheduled
Finding Aids		17/8	Deleted - see GRS 23
Survey Field Notes, Geodetic Controls, and Computations		17/9	Deleted - must be scheduled
		17/10-15	Reserved
Vertical and Oblique Aerial Film, Conventional Aircraft	17/2a 17/2b	17/16a 17/16b(1) 17/16b(2) 17/16c(1) 17/16c(2)	Deleted - must be scheduled Deleted - must be scheduled Deleted - must be scheduled
Infrared, Ultraviolet, Multispectral, Video, Imagery Radar, and Related Data Tapes, Converted to a Film Base	17/3	17/17a 17/17b(1) 17/17b(2)	Deleted - must be scheduled Deleted - must be scheduled
Finding Aids		17/18	Deleted - see GRS 23
Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency	17/4	22/1b	

General Records Schedules Conversion Table
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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
'As Built" Architectural or Engineering Drawings	17/5	22/2b	Title changed to "Intermediate and Pre-final Architectural Drawings."
Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems	17/6	22/2b	
Contract Negotiation Drawings	17/7	22/2b	
Space Assignment Plans	17/8	22/2b	
Architectural Models	17/9	22/1b	
Engineering Drawings of Routine Minor Parts	17/10	22/2b	
Drawings Reflecting Minor Modifications	17/11	22/2b	
Paint Plans and Samples	17/12		New item
SECURITY AND PROTECTIVE SERVICES RECORDS			
Security Policy Files		18/1	Deleted - see note
Classified Documents Administrative Correspondence	18/1	18/2	
Document Receipt Files	18/2	18/3	
Destruction Certificates	18/3	18/4	
Classified Document Inventory	18/4	18/5	
Top Secret Accounting and Control Files	18/5a 18/5b	18/6a 18/6b	
Access Request Files	18/6	18/7	
Classified Document Container Security Files	18/7	18/8	
Security and Protective Services Correspondence	18/8	18/9	

General Records Schedules Conversion Table
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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Survey and Inspection Files (Government-owned facilities)	18/9	18/10	
Survey and Inspection Files (privately-owned facilities)	18/10	18/11	
Investigative Files	18/11	18/12	
Property Pass Files	18/12	18/13	
Guard Assignment Files	18/13a 18/13b	18/14a 18/14b	
Police Functions Files	18/14a 18/14b 18/14c	18/15a 18/15b 18/15c	
Personal Property Account- ability Files	18/15a 18/15b	18/16a 18/16b	
Key Accountability Files	18/16a 18/16b	18/17a 18/17b	
Visitor Control Files	18/17a 18/17b	18/18a 18/18b	
Facilities Checks Files	18/18a 18/18b	18/19a 18/19b	
Guard Service Files	18/19a 18/19b 18/19c 18/19d	18/20a 18/20b 18/20c 18/20d	
Logs and Registers	18/20a 18/20b	18/21a 18/21b	
Security Clearance Administrative Files	18/21	18/22	
Personnel Security Clearance Files	18/22a 18/22b 18/22c	18/23a 18/23b 18/23c	
Personnel Security Clearance Status Files	18/23	18/24	
Security Violations Files	18/24a 18/24b	18/25a 18/25b	

General Records Schedules Conversion Table
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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Nondisclosure Agreements	18/25	18/26	
Emergency Planning Correspondence	18/26	18/27	
Emergency Planning Cases	18/27	18/28a 18/28b	Deleted - see note
Emergency Directives Reference Files		18/29	Deleted - nonrecord
Emergency Planning Reports		18/30	Deleted - see note
Emergency Operations Tests	18/28	18/31	
National Defense Executive Reserve Cases	18/29a 18/29b		New item New item
GRS 19, RESEARCH AND DEVELOPMENT RECORDS			RESCINDED
ELECTRONIC RECORDS (FORMERLY MACHINE-READABLE RECORDS)			
Statistical Master Files		20/I 1-12	Deleted - must be scheduled
Scientific Master Files		20/I 13-17	Deleted - must be scheduled
Files/Records Created in Central ADP Facilities to Create, Use, and Maintain Master Files	20/1a	20/II 2; III/ 4 & 5	
	20/1b	20/II 1, 11, 12, 13, & 14	
	20/1c	New item	
Input/Source Records	20/2a	20/II 3, 6 & 10	
	20/2b	20/II 4 20/II 7	Deleted - must be scheduled
	20/2c	20/II 8	
	20/2d	20/I 18 20/II 5 & 9	Deleted - must be scheduled
Master Files Relating to Administrative Functions	20/3	20/I 27-28	Formerly, Housekeeping File Note exclusions
		20/I 29	Deleted - nonrecord
Summarized Information	20/4	20/I 24	Note exclusions
		20/I 23	Deleted - must be scheduled
Extracted Information	20/5	20/I 26	Note exclusions
		20/I 25	Deleted - must be scheduled

General Records Schedules Conversion Table
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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Print File	20/6	20/I 30-32	
Technical Reformat File	20/7	20/I 34	
Security Backup File	20/8a & b	20/I 3	
Finding Aids (or indexes)	20/9	20/I 21 20/I 22	Deleted - nonrecord
Special Purpose Programs	20/10	20/III 11 & 12 20/III 13	See exclusions Deleted - must be scheduled
Documentation	20/11	20/III 1-2; 6-10 20/III 3	See exclusions Deleted - must be scheduled
Federal Loan and/or Grant Files	20/4	20/I 19 20/I 20	Deleted - must be scheduled
AUDIOVISUAL RECORDS			
Still Photography			
Administrative Photographs	21/1	21/1	
Identification Photographs	21/2	21/2	
Administrative Filmstrips	21/3	21/3	
Photo Duplicates	21/4	21/4	
Official Portraits		21/5	Deleted - must be scheduled
Other Photographs		21/6	Deleted - must be scheduled
Other Color Negatives		21/7	Deleted - must be scheduled
Other Slides and Filmstrips		21/8	Deleted - must be scheduled
Graphic Arts			
Viewgraphs	21/5	21/9	
Routine Artwork	21/6	21/10	
Materials for Photo- mechanical Reproduction	21/7	21/11	

General Records Schedules Conversion Table
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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Line copies of Graphs and Charts	21/8	21/12	
Posters		21/13	Deleted - must be scheduled
Unusual Artwork		21/14	Deleted - must be scheduled
Motion Pictures			
Acquired Training Films	21/9	21/15	
Acquired Entertainment Films	21/10	21/16	
Routine Surveillance Footage	21/11	21/17	
Routine Scientific, Medical, or Engineering Footage	21/12	21/18	
Duplicate Prints and Pre-prints	21/13	21/19	
Agency-sponsored Films		21/20-23	Deleted - must be scheduled
Films Produced Under Grant		21/24	Deleted - must be scheduled
Acquired Films re Agency Programs		21/15	Deleted - must be scheduled
Documentary Footage		21/26	Deleted - must be scheduled
Stock Footage, Outtakes, and Trims from Agency Films		21/27	Deleted - must be scheduled
Video Recordings			
Acquired Training Programs	21/14	21/28	
Acquired Entertainment Programs	21/15	21/29	
Rehearsal or Practice Tapes	21/16	21/30	
Internal Administrative and Training Programs	21/17	21/31	
Routine Surveillance Recordings	21/18	21/32	

General Records Schedules Conversion Table
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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Routine Scientific, Medical, or Engineering Recordings	21/19	21/33	
Recordings of Routine Meetings and Awards	21/20	21/34	
Duplicate Dubbings and Pre-mix Elements	21/21	21/35	
Agency-sponsored Programs, Releases, and Productions		21/36-39	Deleted - must be scheduled
Internal Management News		21/40	Deleted - must be scheduled
Recordings of Testimony, and Public Meetings		21/41	Deleted - must be scheduled
Programs Submitted under Grant		21/42	Deleted - must be scheduled
Acquired Programs re Agency Programs		21/42	Deleted - must be scheduled
Media Appearance		21/44	Deleted - must be scheduled
Documentaries		21/45	Deleted - must be scheduled
Audio (Sound) Recordings			
Recordings made for Transcription	21/22	21/46	
Dictation Belts or Tapes	21/23	21/47	
Pre-mix Sound Elements	21/24	21/48	
Library Sound Recordings	21/25	21/49	
Daily or Spot News Recordings	21/26	21/50	
Duplicate Dubbings	21/27	21/51	
Agency-sponsored releases, Public Programs, and Announcements		21/52-54	Deleted - must be scheduled
Internal Management News		21/55	Deleted - must be scheduled
Recordings of Meetings, Speeches, and Testimony		21/56	Deleted - must be scheduled

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Oral History Collections		21/57	Deleted - must be scheduled
Recordings Submitted under Grant		21/58	Deleted - must be scheduled
Acquired Programs re Agency Programs		21/59	Deleted - must be scheduled
Media Appearances		21/60	Deleted - must be scheduled
Documentaries		21/61	Deleted - must be scheduled
Related Documentation			
Production Files	21/28	21/62	
Findings Aids	21/29	21/63	
 DESIGN AND CONSTRUCTION DRAWINGS AND RELATED RECORDS			
Federal Structures Design Files	17/4	22/1a(1) 22/1a(2) 22/1b	Deleted - must be scheduled Deleted - must be scheduled
Federal Structures Construction Files	17/5-11	22/2a(1)-(6) 22/2b	Deleted - permanent records
Other Architectural and Engineering Drawings		22/3a 22/3b	Deleted - must be scheduled Deleted - must be scheduled
Measured Drawings		22/4	Deleted - must be scheduled
Findings Aids		22/5	Deleted - must be scheduled
Microform Files		22/6	Deleted - must be scheduled
 INSPECTOR GENERAL RECORDS			
Policy and Procedures Files		25/1a-c	Deleted - must be scheduled
Report to Congress		25/2a-c	Deleted - must be scheduled
Investigative Case Files	22/1a 22/1b	25/3a 25/3b	
Audit Case Files	22/2	25/4	
Indexes to Case Files		25/5	Deleted - see GRS 23, item 9

GENERAL RECORDS SCHEDULES

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1C	Printing and Binding Requisition for Specialty Items	3(6);13(2)
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2B	U.S. Government Lease for Real Property (Short Form)	3(3)
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7B	Employee Record	1(6)
7D	Position Identification Strip	1(11)
14	Telegraphic Message	12(3)
15	Claim for 10-Point Veteran Preference	1(1)
18	Request for Quotations	3(3,5)
19	Invitation, Bid and Award	3(3,5)
19A	Labor Standards Provisions	3(3)
19B	Representations and Certifications (Construction and Architect - Engineer Contract)	3(3)
20	Invitation for Bids (Construction Contract)	3(3)
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25	Performance Bond	3(3)
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28	Affidavit of Individual Surety	3(3)
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33	Solicitation, Offer and Award	3(3.5)
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35	Annual Performance Bond	3(3.5)
36	Continuation Sheet	3(3.5)
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37A	Report on Procurement by Executive Agencies	3(4)
39	Request for Referral Eligibles	1(5.33)
39A	Request and Justification for Selective Factors and Quality Ranking Factors	1(5.33)
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44a-d	Purchase Order-Invoice-Voucher	3(3);6(1)
46	U.S. Government Motor Vehicle Operator's Identification Card	11(4)
47	Physical Fitness Inquiry for Motor Vehicle Operators	10(7)
49	Certification of Insured Employee's Retired Status (FEGLI)	1(1)
50	Notification of Personnel Action	1(1,14);2(11)
50A	Notice of Short-Term Employment	1(1,14);2(11)

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52	Request for Personnel Action	1(1)
54	Designation of Beneficiary (FEGLI)	1(1)
55	Notice of Conversion Privilege	1(1)
56	Agency Certification of Insurance Status (FEGLI)	1(1)
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173	Job Qualifications Statement	1(1,15,32)
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RECORDS COMMON TO MOST OFFICES WITHIN AGENCIES			
Office Administrative Files	23/1	23/1	
Word Processing Files	23/2a 23/2b		New items
Administrative Data Bases	23/3	20/I 27 & 29	
Electronic Spreadsheets	23/4		New item
Schedules of Daily Activities	23/5a 23/5b	23/2a(1)&(2) 23/2b 23/2c	Deleted - see note
Suspense Files	23/6	23/3	
Transitory Files	23/7	23/4 20/I 21	
Tracking and Control Records	23/8	23/5	
Technical Reference Files		23/6	Deleted - nonrecord
Finding Aids	23/9	23/7a 23/7b	Deleted - must be scheduled