

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER NI-75-04-06	
1. FROM (Agency or establishment) U. S. Department of the Interior		Date Received 09/30/2003	
2. MAJOR SUB-DIVISION Bureau of Indian Affairs		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUB-DIVISION Office of Trust Responsibilities			
4. NAME OF PERSON WITH WHOM TO CONFER Terry Verdin			
5. TELEPHONE (202) 208-5831		DATE 11-21-03	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 45 page(s) are not needed now 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 9/16/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ethel J. Abeita</i>		TITLE Director, Office of Trust Records
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Please See Attached.</p> <p>This schedule covers the 4900 Series, Irrigation and Power.</p> <p><i>Terry Verdin</i> 9/18/03 SIGNATURE OF DIRECTOR DATE BUREAU OF INDIAN AFFAIRS</p>		

16 BIAM (1989 Version)		16 BIAM (2003 Version)	
SERIES	TITLE	SERIES	TITLE
4900 Series	Irrigation & Power	4900 Series	Irrigation & Power
4901-P3	River Basin Studies Files	4901	River Basin Studies (Revised)
4902-P3	Irrigation Project Planning Case Files	4902	Irrigation Project Planning Case File (Revised)
4903-T3F	Irrigation Project Land Designation Files	4903a	Irrigation Project Land Designation File (Revised)
4904-T3F	Irrigation and Power Construction Project Files	4903b	Power Project Land Designation File (Revised)
4905-P3	Irrigation Engineering Data Files	4904a	Irrigation and Power Construction Program File (Revised)
4906-P3	Irrigation Maps and Drawings	4904b	Irrigation and Power Construction Project File (Revised)
4907-T3	Irrigation Forecast Files	4905	Irrigation Engineering Data Files (Revised)
4908-P3	Irrigation Reports	4906	Irrigation Maps and Drawings (Revised)
4909-T3F	Irrigation and Power Meter Books	4907	Irrigation Forecast File (Revised)
4910-P3	Irrigation and Water Rights Legal Case Files	4908	Irrigation Reports (Revised)
4911-T3F	Indian Electric Power Utilities	4909	Power Meter Records (Revised)
4912-T3F	Power Reports	4910	Irrigation and Water Rights Legal Case File (Revised)
4913-T0	Power Customer Billings	4911	Indian Electric Power Utilities File (Revised)
4914-T3F	Irrigation/Power Customer Account Ledger Sheets and Schedules	4912	Power Reports (Revised)
4915-T3	Power Operative Maps, Drawing, and Standards	4913	Irrigation and Power Customer Billing (Revised)
4916-T3	Power and Irrigation Work Orders	4914	Reserved - Refer to 4913
4917-P3	Soil Surveys	4915	Power Operative Maps, Drawings and Standards (Revised)
4918-P3	Soil and Moisture Conservation Maps	4916a	Irrigation Work Orders (Revised)
4919-P3	Soil and Moisture Conservation Reports	4916b	Power Work Orders (Revised)
4920-T3F	Soil and Moisture History Case File	4917	Soil Surveys (Revised)
4921-T3F	Irrigation Assessment Order Modifications	4918	Soil and Moisture Conservation Maps (Revised)
4922-T3F	Long-Term Cropping Plans	4919	Soil and Moisture Conservation Reports (Revised)
4923-T3F	Long-Term Cropping Plan Summary	4920	Soil and Moisture History Case File (Revised)
Unsched		4921	Irrigation Assessment Order Modifications (Revised)
Unsched		4922	Long-Term Cropping Plan (Revised)
Unsched		4923	Reserved - Refer to 4922
Unsched		4924	National Cooperative Soil Survey (New)
Unsched		4925	Soil Inventory and Evaluation File (New)
Unsched		4926a	Irrigation Feasibility Program File (New)
Unsched		4926b	Irrigation Feasibility Project File (New)
Unsched		4927a	Irrigation Operation and Maintenance Program File (New)
Unsched		4927b	Irrigation Operation and Maintenance Project File (New)
Unsched		4928a	Irrigation Rehabilitation and Betterment Program File (New)
Unsched		4928b	Irrigation Rehabilitation and Betterment Project File (New)

16 BIAM (1989 Version)		16 BIAM (2003 Version)	
SERIES	TITLE	SERIES	TITLE
Unsched		4929a	Safety of Dams Program File (New)
Unsched		4929b	Safety of Dams Project File (New)
Unsched		4930a	Safety of Dams Emergency Management Program File (New)
Unsched		4930b	Safety of Dams Emergency Management Project File (New)
Unsched		4931a	Safety of Dams Maintenance Program File (New)
Unsched		4931b	Safety of Dams Maintenance Project File (New)
Unsched		4932	Water Resources Planning and Project Proposal File (New)
Unsched		4933	Water Resources Interagency Agreements (New)
Unsched		4934a	Water Resources Program File (New)
Unsched		4934b	Water Resources Project File (New)

REVISED 16 BIAM (2003)

4900 Series IRRIGATION

(Updates to the 16 BIAM dated July 12, 1989)

4901

River Basin Studies

Contents: Include, but not limited to, the following records: reservation river basin studies on irrigation, economic, conditions, and resources used in developing area programs; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by study fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when study is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4902 Irrigation Project Planning Case File

Contents: Include, but not limited to, the following records: land lease agreement, project descriptions and summaries, maps, range resources, studies, water storage data, operation and maintenance plans, summary of costs, financial plans, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by planning fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4903a Irrigation Project Land Designation File

Contents: Include, but not limited to, the following records: studies, surveys, assessments, field notes, right-of-ways, designating land for irrigation projects, original maps, specifications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year



Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4903b Power Project Land Designation File

Contents: Include, but not limited to, the following records: land records designated for power projects, surveys, original maps, right-of-way, specifications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4904a Irrigation and Power Construction Program File

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4904b Irrigation and Power Construction Project File

Contents: Include, but not limited to, the following records:

Irrigation: studies, surveys, maps, plans, specifications, construction contracts, construction management and inspection reports, scope of work, budget, analysis, results, reports, project history, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Power: power plant construction plans, specifications, maps, surveys, and studies; construction contracts; construction management and inspection reports; scope of work; budget; analysis; results; project history reports; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4905 Irrigation Engineering Data File

Contents: Include, but not limited to, the following records: original survey books; irrigation project maps, drawings, and plans; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by data fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4906 Irrigation Maps and Drawings

Contents: Include, but not limited to, the following records: annotated maps and drawings showing irrigated area, land proposed for restoration, water drainage, buildings, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Geographical by reservation

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4907 Irrigation Forecast File

Contents: Include, but not limited to, the following records: hydrology forecasts, specifications, plans, storage reservoir, well depth, snow pack record, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by forecast fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when forecast is recorded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4908

Irrigation Reports

Contents: Include, but not limited to, the following records: periodic narratives and statistical reports on annual irrigation operations, construction, and maintenance; project reviews; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4909 Power Meter Books

Contents: Include, but not limited to, the following records: water and power usage readings for customers serviced by the power project.

Filing Arrangement: Chronological by usage reading fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end if usage reading period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT - 5 USC 552B.

4910 Irrigation and Water Rights Legal Case File

Contents: Include, but not limited to, the following records: claims, claims resolution, technical studies, pre-litigation documents, contracts, papers granting permanent water rights (water rights certificates), legal case records involving irrigation matters (adjudication, negotiation and agreement, etc.), other state/federal agreement adjudications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by claim type

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which claim is resolved or rejected. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4911 Indian Electric Power Utilities File

Contents: Include, but not limited to, the following records: customer account power service request application, agreement, contract, billing records, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by customer account

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when account is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT - 5 USC 552B.

4912 Power Reports

Contents: Include, but not limited to, the following power annual and statistical report records: narratives, statistical power generation, distribution station operations, maintenance reports on power generation and distribution stations, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

4913 Irrigation and Power Customer Billing File

Contents: Include, but not limited to, the following records: monthly billings for customer power and irrigation usage, collection forms, receipts of money from customers, annual report (summary) of money collected from customers, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by customer account

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of billing period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

4914 Irrigation/Power Customer Account Ledger Sheets and Schedules

Refer to 4913 -- Irrigation and Power Customer Billing Files

RESERVED

4915 Power Operative Maps, Drawings and Standards

Contents: Include, but not limited to, the following records: original maps showing reservation, drawings and tracings of power distribution systems and location sites, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Geographical by reservation

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4916a Irrigation Work Order Files

Contents: Include, but not limited to, the following records: work orders for routine maintenance of an irrigation ditch, canal, gale, and/or shoulder; weed control; transmittal service orders; equipment maintenance orders; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Geographical by reservation

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when work order is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4916b Power Work Order Files

Contents: Include, but not limited to, the following records: work orders for routine maintenance of power plant, light fixtures at facility, buildings, and system equipment; engineering related work order request; equipment maintenance and/or repairs; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Geographical by reservation

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when work order is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4917 Soil Surveys

Contents: Include, but not limited to, the following records: studies of irrigation and cultivation potential of soil in particular areas to include determination of physical characteristics of soil, composition, and condition of native vegetation; studies of types of native vegetation; location of cultural features; water availability; field notes; tests; analyses; results; reports; printouts of electronic mail, documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by survey fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when survey is superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4918 Soil and Moisture Conservation Maps

Contents: Include, but not limited to, the following records: annotated base maps showing erosion conditions and control, technical survey maps showing types of soil, maps showing proposed land restoration and water drainage, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Geographical by land description

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4919 Soil and Moisture Conservation Reports

Contents: Include, but not limited to, the following narrative and statistical records: monthly, periodic, and annual consolidation reports on soil surveys, water erosion, and projects; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4920 Soil and Moisture History File

Contents: Include, but not limited to, the following records: water availability, type of forage, topography, fencing, grazing potential, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by history period fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when history is superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4921

Irrigation Assessment Order Modifications

Contents: Include, but not limited to, the following records: lists relating to modification of operation and maintenance assessment orders, lists of water users with documents to modify assessment order and annual billing for water users, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by project modifications

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which modification is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT -- 5 USC 552B.

4922 Long-Term Cropping Plan

Contents: Include, but not limited to, the following records: long-term crop rotation plans, history reports of crops grown and the yield obtained, summary report of significant historical data on long-term cropping plans, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronologically by planning fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when plan is established and final summary report is completed. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4923 Long-Term Cropping Plan Summary (Annually)

Refer to 4922 – Long-Term Cropping Plan

RESERVED

(New Item)
4924 National Cooperative Soil Survey

Contents: Include, but not limited to, the following records used in tracking decisions from cooperating agencies within the National Cooperative Soil Survey: MOU, field review, field assistance, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by survey fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when survey is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4925 Soil Inventory and Evaluation File

Contents: Include, but not limited to, the following records: results from soil investigation in support of land use (rangeland, forestry, home site, septic system placement, sanitary landfill, road earth embankment, mining, etc.), inventory reports, evaluations, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by survey fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when soil investigation is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4926a Irrigation Feasibility Program File

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4926b Irrigation Feasibility Project File

Contents: Include, but not limited to, the following records: scope of work, budget, data analysis of soils, drainage, water quantity, compatibility, geography, land ownership, economics, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4927a Irrigation Operation and Maintenance Program File

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

**(New Item)
4927b Irrigation Operation and Maintenance Project File**

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, statements, evaluations, consultations, results, reports, water usage documents, water quality analyses, cropping data documents, chemical and pesticide application, maintenance activities (repairs and replacements), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4928a Irrigation Rehabilitation and Betterment Program File

Contents: include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4928b Irrigation Rehabilitation and Betterment Project File

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, field notes, audits, analyses, statements, evaluations, consultations, results, planning, construction contracts, construction management and inspection reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cul off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4929a Safety of Dams Program File

Contents: include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; policy issues and activities; dam funding agreement; related expenditure; obligation; contract or agreement for non-dam specific technical assistance; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4929b Safety of Dams Project File

Contents: Include, but not limited to, the following records: scope of work; budget; surveys; assessments; field notes; audits; statements; evaluations; consultations; results; original design; construction repair and maintenance inspection records; incident reports affecting safety of dams; environmental report; contract agreement; standard operating procedures; emergency action plans; downstream Hazard Classification; SEED Analysis Reports; Deficiency Verification Analysis; Conceptual Design Reports; Value Engineering Study; Final Design Reports; Independent Review; testing, construction, and inspection records, and incident reports affecting the safety of dams; seismic study; inflow design flood; probable maximum floods; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Acton (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4930a Safety of Dams Emergency Management Program File

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; emergency notification procedures resulting from dam failure or severe flooding; warning and evacuation plans for downstream resident and businesses; inundation mapping and designs; early warning systems operations and maintenance documentation; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4930b Safety of Dams Emergency Management Project File

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4931a Safety of Dams Maintenance Program File

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)
4931b Safety of Dams Maintenance Project File

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, operation and maintenance manuals, flood gate operation, frequency of maintenance procedures, maintenance performed, flood information, water level and dam leakage, monitoring equipment, special and intermediate SEED examinations, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4932 Water Resources Planning and Project Proposal File

Contents: Include, but not limited to, the following records: water resources planning and predevelopment project proposals, individual project proposals, annual regional project proposal compilation, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4933 Water Resources Interagency Agreements

Contents: Include, but not limited to, the following records: Water Resources Interagency Agreements, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by interagency agreement

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when agreement expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4934a Water Resources Program File

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

**(New Item)
4934b Water Resources Project File**

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.



National Archives and Records Administration

ROCKY MOUNTAIN REGION
DENVER FEDERAL CENTER, BUILDING 48
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DENVER, COLORADO 80225-0307

Date : October 31, 2003

Reply to

Attn of : Mark Ferguson, NRGDR

Subject : Appraisal of NARA Job No. N1-75-04-6

To : Director, NWML

The United States Department of the Interior, Office of Special Trustee for American Indians (OST), Office of Trust Records (OTR) submits NARA Job Number N1-75-04-6, to provide revised disposition authorization for those records that are created by the Irrigation and Power function (records series 4900) of the Bureau of Indian Affairs (BIA).

The Irrigation and Power *Request for Records Disposition Authorization* (SF115) is the sixth in a series of six records schedules that have been submitted to the National Archives and Records Administration (NARA) by OTR to request disposition authorization for textual Trust-related records. The additional records schedules received to date are: N1-075-04-1, Environmental Quality Services (records series 4300); N1-075-04-2, Forestry and Fire (records series 4400); N1-075-04-3, Natural Resources (records series 4500); N1-075-04-4, Real Estate Services and Land, Title and Records Office (LTRO, records series 4600); and N1-075-04-5, Roads and Transportation (records series 4700). These records schedules will completely supersede the disposition authorities for the related records that were approved by NARA on September 15, 1977, as NARA Job No. NC1-075-77-1, and on July 30, 1990, as NARA Job No. N1-075-89-1. In addition, the new records schedules will supersede all disposition authorities for these records that are listed in BIA records manuals, including but not limited to 43BIAM, 15 BIAM, 16BIAM, RCS96, and RCS98.

Background

Against the backdrop of the *Cobell, et al. v. Norton, et al.* Indian trust litigation pending in the U.S. District Court for the District of Columbia, and the resulting *Cobell Fiduciary Obligation Compliance Plan* of January 6, 2003, the Department of the Interior (DOI) entered into a Memorandum of Understanding (MOU) with the National Archives and Records Administration (NARA), dated September 12, 2003. The purpose of the MOU is to provide a centralized storage facility, referred to as the *American Indian Records Repository*, for BIA, OST, and other DOI fiduciary trust records at NARA's Federal Records Center (FRC) in Lenexa, Kansas. This agreement is expected to result in the consolidation of approximately 200,000 cubic feet of BIA,

OST, and related DOI textual records created and presently maintained at DOI as well as in NARA's Lee's Summit facility. The textual records that are appraised as having historical value will be retained as permanent records on a long-term basis at the Lenexa facility.

NARA has been providing extensive advice and guidance to the Office of Trust Records and to the Assistant Secretary to the Department of the Interior on the development of records schedules for BIA records in textual and electronic media. This project has been on going since fiscal year 2000, during which time NARA has reviewed and provided comments on pre-submission sets of draft schedules for 13 components of electronic systems of the BIA and for the 4000 series of records in textual format. In keeping with the timetable of the Compliance Plan, these records schedules were submitted to NARA in final in September and October of 2003 for appraisal and approval.

In accordance with the Compliance Plan and the *Order Issuing Structural Injunction in Cobell*, dated September 25, 2003, the following timetable is now in effect: by December 31, 2003, defendant DOI is to establish and implement revised records retention schedules for non-electronic Trust records for BIA and OST, and by March 31, 2004, DOI is to establish and implement revised records retention schedules for electronic Trust records for BIA and OST, as described in the Compliance Plan.

OTR submitted on September 15, 2003, six records schedules to provide disposition authorization for electronic records in Trust-related systems. The electronic records will be appraised in separate records appraisal memoranda and will provide permanent disposition authorization for 13 electronic systems and subsystems.

History

In an earlier opinion in the *Cobell* litigation, the district court set out at some length the history of interactions between the U.S. government and Indian tribes. See *Cobell v. Norton*, 91 F.Supp.2d 1, 7-12 (D.D.C. 1999), *affirmed and remanded*, *Cobell v. Norton*, 240 F.3d 1081 (D.C. Cir. 2001). A brief synopsis of the Court's more extended discussion is included below to provide the larger historical context behind the recommendation to deem permanent in nature portions of DOI's present record holdings pertaining or sufficiently related to Indian and tribal trust records.

In 1824, the Bureau of Indian Affairs (BIA) was created to implement the policy of the relocation of tribal communities from their homelands in the East and Midwest to land in the newly acquired Louisiana Purchase territory. For the majority of the Nineteenth Century, the Federal government entered into a series of treaties and agreements identifying the lands owned by the tribes. By the late 1870s, the Federal government had embarked upon an era during which the BIA became the provider of foods, goods, and services to the tribes.

In 1887, Congress passed the General Allotment Act, also known as the Dawes Act. The Dawes Act authorized the division of any Indian reservation into separate plots, and assigns the portions to individual tribal members, according to a prescribed formula. The head of a family was allotted a one-fourth section, or 160 acres; each single person over eighteen and

each orphan child under eighteen was allotted a one-eighth section, or 80 acres; and each non-orphan child under eighteen was allotted a one-sixteenth section, or 40 acres. The lands that were not allotted to Indian individuals were then opened to non-Indian settlement. The Federal government held allotted land in Trust for individual Indians for a period of 25 years. After the 25 years had passed, the Government could convey full title to the land to the Indian to whom the land had been allotted or it could extend the 25-year period at its discretion. Indians could not lease, sell, or burden their property without the approval of the Federal government.

With the enactment of the Indian Reorganization Act of 1934, the Federal government ended the allotment era and authorized the Secretary of the Interior to acquire land and place it in Trust for the tribes and for individual Indians. This Act also indefinitely extended the Trust period for the allotments that had already been made. As a result of the allotment process and the indefinite extension of the Trust period, the United States presently holds approximately eleven million acres of land in Trust for the heirs of the American Indians to whom they were originally allotted.

In the early 1950s, the Government withdrew recognition of the existence of certain tribes and forswore any responsibility to those tribes or their people as Indians. The tribal assets were either administered by a corporate entity or distributed among the tribal members. The termination policy ended quickly and after the 1960s, no further tribes were terminated. The end of the termination policy brought about the onset of the modern era of Indian policy: self-determination and self-governance. The enactment in 1975 of the Indian Self-Determination and Education Assistance Act (Public Law 93-638 and amendments) permits tribes to assume any of the functions BIA carries out on the reservation. Tribes may also assume those functions performed by Office of Trust Fund Management (OTFM) with regard to IIM Trust accounts, through a contract or compact with Interior. Under the Self-Determination Act, if BIA contracts with a tribe to allow that tribe to perform a function, the financial resources that BIA would use in providing that service, including the overhead, are transferred to the tribe. In essence, these funds, which represent almost seventy percent of BIA's budget, pass through BIA to the tribes.

In the 1980s, the Office of Management and Budget (OMB) placed the financial management of Indian Trust funds as a high-risk liability to the United States. Prompted in large part by the findings of a 1992 OMB report entitled "*Misplaced Trust*," Congress in 1994 enacted the Indian Trust Fund Management Reform Act, P.L. 103-412 ("the 1994 Act"). Congress has designated the Secretary of the Interior and the Secretary of the Treasury to be the Trustee-delegates of the United States, and the departments run by these two cabinet secretaries are entrusted with certain Trust management responsibilities. The Trust responsibilities of the Treasury Department are to maintain and invest IIM funds, under the direction of the Interior Department, and to provide accounting and financial management services. The United States has entrusted most of its Trust obligations, however, to the Department of the Interior. Within the Interior Department, several agencies perform particular IIM Trust functions. These agencies include BIA, the Bureau of Land Management (BLM), the Office of Trust Funds Management (OTFM), and the Minerals Management Service (MMS).

On June 10, 1996, the named plaintiffs in *Cobell* commenced their present action against the Secretary of the Interior and other Federal officials, alleging that the mismanagement of the IIM Trust by the Interior and Treasury departments constituted a breach of their fiduciary duty to plaintiffs. The United States District Court for the District of Columbia certified the action as a class action on February 4, 1997, and designated the named plaintiffs as class representatives for all present and former IIM beneficiaries. On May 5, 1998, the Court bifurcated this action into two distinct phases. The Court describes the phases in this manner: Phase I of the litigation, also known as the "fixing the system" phase, focuses on the reforms instigated by defendants to bring the management of the IIM Trust into compliance with their fiduciary obligations. This phase is forward-looking, in that it attempts to discern whether defendants have reformed the management of the IIM Trust in such a way as to ensure that the United States will honor its fiduciary obligations to the Indian beneficiaries in the future. On September 25, 2003, the Court issued its latest opinion on this phase of the case (Mem. Op. "Fixing the System"), as well as the above-referenced *Order Issuing Structural Injunction*.

The Court has yet to hear testimony with respect to the Phase II portion of *Cobell*, also known as the "historical accounting phase," which will focus on the performance of a formal accounting of the IIM Trust, as required by the 1994 Act. This phase is backward looking, in that it attempts to discern to what extent the United States has honored its fiduciary obligations to the Indian beneficiaries who make up the *Cobell* class, from the inception of the Trust until the present date. The Court also issued an Opinion dated September 25, 2003, regarding "Historical Accounting." In the latter opinion and accompanying *Order Issuing Structural Injunction*, the Court set out various deadlines through calendar year 2007 for DOI to comply with carrying out a final accounting.

Records Appraisal

The records in the 4900 series, Irrigation and Power program records, were examined on September 10 – 11, 2003 at the NARA Lee's Summit Federal Records Center facility. The proposed records schedule provides for the permanent retention of 44 series and subseries of textual records. This records schedule also provides for the placement of file code 4914, Irrigation and Power Customer Account Ledger Sheets and Schedules, and file code 4923, Long-Term Cropping Plan Summary in reserved status. The Office of Trust Records, as a result of its records inventory and program office interview projects, placed these reserved items into revised previously existing and in new file codes to more accurately reflect the work processes of the BIA. The term "reserved" (along with a pointer to the appropriate file code(s)) is an indicator of a file code that will no longer be used, and should not be confused with the terms "withdrawn" or "unscheduled." The Long-Term Cropping Plan Summaries were withdrawn from NARA Job No. N1-75-89-1, item 4923. The records are no longer in withdrawn status, file code 4923 will be in reserve status, and the records will be approved as permanent as part of revised file code 4922.

The records appraised at Lee's Summit date from 1911 to 1995. Contents include: river basin studies; irrigation project planning cases; irrigation project land designations; irrigation and power construction projects; irrigation engineering data and assessment order modifications; irrigation maps and drawings; irrigation forecasts and reports; irrigation and

power meter books; and irrigation and water rights case legal files. The 4900 program series also include: Indian electric power utility records; power reports; work orders and customer billings; power ledgers and schedules; power operative maps, drawings, and standards; soil surveys and moisture conservation maps; soil and moisture history case files; printouts of electronic mail messages, word processing documents, spreadsheets, and data from databases; and long term cropping plans and summaries.

The following records were not available for review at Lee's Summit: Irrigation Engineering Data Files (item 4905); Power Customer Billings (item 4913); Power and Irrigation Work Orders (item 4916); Soil Surveys (item 4917); Soil and Moisture Conservation Maps (item 4918); and Soil and Moisture History Case Files (item 4920). The 18 new series and subseries were also not available for review. These records pertain to various irrigation safety of dams, and water resource activities. Even though these records series were not examined, the same disposition that has been applied to all of the series of records listed on this records retention schedule will be applied to those records series listed in this paragraph.

Conclusion

The five-year time period that the records are to be maintained in agency space after the annual cutoff of the files is appropriate to meet the business needs of the agency. Although the appraisal was limited to those BIA records stored at Lee's Summit and therefore not all records series in this records schedule were reviewed, the NARA team that conducted the appraisal work at Lee's Summit has sufficient expertise in records that document irrigation, power, safety of dams, and water resources activities of Federal agencies. In light of the continued pendency of the *Cobell* litigation and the current posture of the case, we determined that the Irrigation and Power records are permanently valuable because of the significant secondary value of these records for future historical, economic, demographic and geographic research. Under the present circumstances, the permanent retention is appropriate to assure Government accountability, to protect rights, and to document the national experience. Therefore, NARA Stakeholder Units and I concur with the proposed disposition instructions for and the permanent retention of the records in the 4900 series. I recommend approval of this records schedule.

Gyonna K. Wilson

~~for~~ MARK FERGUSON
Director, Records Management Division