



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date : August 11, 2004

Reply to

Attn of : NR04-055

Subject : Revised Procedures for Servicing DOI Records

To : Regional Administrators

Assistant Regional Administrators

Director, National Personnel Records Center

Deputy Assistant Archivist for Records Services, Washington DC

NR recently received copies of several memoranda issued by the Department of the Interior (DOI), Deputy Secretary's office regarding the movement of DOI records (enclosed). The new guidance lifts the requirement for certain DOI agencies to receive approval on *Move Request Forms* prior to the movement of DOI records. As such, NARA's General Counsel's office has determined the following:

Move Request Form no longer needed to move the following agency (or sub-agency) records:

- National Park Service, NPS (RG 079)
- U.S. Geological Survey, USGS (RG 057)

Move Request Form still required to move the following agency (or sub-agency) records:

- Special Trustee for American Indians, OST (RG 075)
- Bureau of Indian Affairs, BIA (RG 075)
- Bureau of Land Management, BLM (RG 049)
- Office of the Secretary (RG 048)

Move Request Form still required, but only to move the following agency (or sub-agency) records listed on Attachment A, or to move unscheduled records:

- Office of Surface Mining, OSM (RG 471)
- Minerals Management Service, MMS (RG 473)
- Bureau of Reclamation, BOR (RG 115)

Move request forms may now be authorized by Dr. Abraham Haspel, Assistant Deputy Secretary, except for RG 075 records, which continue to require the approval of the Director, OTR before any such records are moved. All other DOI record groups not listed above must continue to submit approved move request forms as required in NR03022. NR guidance on the COB freeze will be addressed in a separate memo. Until such time the COB freeze remains in effect.

If you have questions concerning this matter, please contact Angela Tillery at (301) 837-3056 or via e-mail at: angeleta.tillery@nara.gov.

THOMAS E. MILLS
Assistant Archivist for
Regional Records Services

Attachments

CC: Jason R. Baron, NARA, NGC
Dr. Abraham E. Haspel, Department of the Interior, Assistant Deputy Secretary
Sharon Michel, Department of the Interior, Special Assistant, Assistant Deputy
Secretary's Office

Official file - NR Numbered memos
Reading File: NR, NR (Angela Tillery)
ATillery: AT 8/2/04
DOC:S:\numbered memos\FY2004\NR04-055

Department of Interior
INDIAN FIDUCIARY TRUST RECORD SERIES
MMS, BOR, OSM
2/11/04

MINERALS MANAGEMENT SERVICE

<u>SERIES #</u>	<u>DESCRIPTION</u>
1800	ROYALTY MANAGEMENT RECORDS
1801-03-bA	Automated Systems Output Summaries – Indian Land Records
1801-03-bA(1)	Paper Not Microfilmed
1801-03-ba(3)	Silver-Halide Microform
1801-03-bA(4)	Master Not Microfilmed
1801-03-cA	Production Accounting Summaries – Indian Land Records
1801-03-cA(1)	Paper Not Microfilmed
1801-03-cA(3)	Silver-Halide Microform
1801-03-cA(4)	Master Not Microfilmed
1801-03-dA	Exception Identification Summaries – Indian Land Records
1801-03-dA(1)	Paper Not Microfilmed
1801-03-dA(3)	Silver-Halide Microform
1801-03-dA(4)	Master Not Microfilmed
1801-03-e(1)	Statistical Reporting Summaries – Paper Not Microfilmed
1801-03-e(3)	Silver-Halide Microform
1801-03-e(4)(b)	Master Not Microfilmed
1801-04-A(1)	Royalty Management Information Collection Forms, Indian Land Records, Paper Not Microfilmed
1801-04-A(3)	Silver-Halide Microform
1801-03-A(4)c	Duplicate Master Not Microfilmed
1801-03-A(5)	Optical Disks
1801-08-A(1)	Fund Deposit Files, Indian Land Records, Paper Not

	Microfilmed
1801-08-A(3)	Silver-Halide Microform
1801-09-A	Company Files, Indian Land Records
1801-10-A(1)	Distribution and Disbursement Files, Indian Land Records, Paper Not Microfilmed
1801-10-A(3)	Silver-Halide Microform
1801-11-A(1)	Collection Files, Indian Land Records, Paper Not Microfilmed
1801-11-A(3)	Master Microform
1802	Compliance Records
1802-01-hA	Compliance Audit Files, Indian Land Records
1803	Royalty Valuation Records
1803-01-A	Product Value Establishment Files, Indian Land Records
1803-02-A(1)	Processing Allowance Files, Indian Land Records, Paper Not Microfilmed
1803-02-A(3)	Master Microform
1803-03-A(1)	Transportation Allowance Files, Indian Land Records, Paper Not Microfilmed
1803-03-A(3)	Master Microform
1803-04-A	Sale Agreements and Contracts, Indian Land Records
1803-05-A	Transportation System Files, Indian Land Records
700	Information Services and Public Relations Records
707	Claims, Appeals and Litigation
707-01	MMS Appeals
707-04	Interior Board of Land Appeals (IBLA) Files

BUREAU OF RECLAMATION

<u>SERIES #</u>	<u>DESCRIPTION</u>
Electronic System	Foundation Information (for) Real (Property) Management (FIRM) System

OFFICE OF SURFACE MINING

<u>SERIES #</u>	<u>DESCRIPTION</u>
201	<u>INSPECTION & ENFORCEMENT</u>
201-01b	Assessment Case Files – Indian Lands
201-04b	Notice of Violation Files – Indian Lands
201-06b	Cessation Order Files – Indian Lands
201-08b	Citizen Complaint Case Files – Indian Lands
201-11c	Indian Lands Permit Files
201-12	Mine Inspection Evaluation Report (MEIRS) Files
201-14b	Federal Enforcement Files – Indian Lands
202	<u>STATE, FEDERAL & INDIAN PROGRAMS</u>
202-04	Indian Special Studies Files
203	<u>TECHNICAL SERVICES & RESEARCH</u>
203-02	Technical Assistance to Indian Tribe Files
203-03b	Coal Mining Unsuitability Petition Files – Indian Lands
203-09b	Technical Environmental Assistance (TEA) Files – Indian Lands
203-11b	Historic Preservation Files – Indian Lands
203-12b	Determination of Valid Existing Rights Files Indian Lands
203-14	Indian Lands Coal
203-15b	Mine Plan Review – Indian Lands
303	<u>GRANTS</u>
303-01b	Grant Case Files – Indian Lands
400	<u>ADMINISTRATIVE RECORD</u>

