REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)
JOB NUMBER N1-75-04-03
Date Received 9/30/2003

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
U. S. Department of the Interior

2. MAJOR SUB-DIVISION
Bureau of Indian Affairs

3. MINOR SUB-DIVISION
Office of Trust Responsibilities

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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Terry Verdin	(202) 208-5831	11-21-03	John W. Carlin

6. **AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters petaining to the disposition of its records and that the records proposed for disposal on the attached 19 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 provisios of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☑ is not required ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/16/03	Ethel J. Abeita	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Please See Attached. **This schedule covers the 4500, Natural Resources (Range Management).**		

Terrance L. Verdin 9/18/03
SIGNATURE OF DIRECTOR DATE
BUREAU OF INDIAN AFFAIRS

cc Agency NR NWMD NWCT

115-109 PREVIOUS EDITION NOT USABLE STANDARD FORM 115 (REV. 3-91)
PRESCRIBED BY NARA 36 CFR 1228

Copy to Agency

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to 16 BIAM (2003 Version)

16 BIAM (1989 Version)		16 BIAM (2003 Version)	
SERIES	**TITLE**	**SERIES**	**TITLE**
4500 Series (Range)		**4500 Series (Natural Resources)**	
4501-P5	Natural Resource Management Plans	**4501**	Natural Resource Management Plan **(Revised)**
4502-P5	Range Unit Case Files	**4502**	Indian Land Permit **(Revised)**
4503-T0	Range and Wildlife Maps (Duplicates)	**4503**	Range and Wildlife Maps **(Revised)**
4504-P5	Range Survey Files	**4504**	Range Survey **(Revised)**
4505-T5F	Grazing Permit Bid Files	**4505**	Reserved - Refer to 4502
4506-P5F	Grazing Permit Case Files	**4506**	Reserved - Refer to 4502
4507-P5	Range Reports	**4507**	Range Reports **(Revised)**
4508-P3	Range and Wildlife Maps Files	**4508**	Range and Wildlife Maps **(Revised)**
4509-T3F	Agricultural Extension Case Files	**4509**	Agricultural Extension Program **(Revised)**
4510-T3F	Area Office Annual Extension Reports	**4510**	Extension Reports **(Revised)**
4511-P3	Rehabilitation Case Files	**4511**	Rehabilitation Program **(Revised)**
4512-P3	Water Rights Case Files	**4512**	Rights Protection Program - Unresolved Claims **(Revised)**
4513a-P5	Hopi Partitioned Land Case Files-Paper copies	**4513**	Hopi Partitioned Land Case File **(Revised)**
4514a-P5	Hopi Partitioned Land Files-Paper copies	**4514**	Hopi Partitioned Land File **(Revised)**
4515-P3	Herd Management	**4515**	Herd Management **(Revised)**
Unsched		**4516**	Endangered Species **(New)**
Unsched		**4517**	Fish and Wildlife Program **(New)**
Unsched		**4518**	Range Management **(New)**

REVISED 16 BIAM (2003)

4500 Series
NATURAL RESOURCES
(RANGE MANAGEMENT)

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

4501 Natural Resources Management Plan

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; periodic plans and reports on land conservation; utilization and management; 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 planning fiscal year

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of planning 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.

4502 Indian Land Permit

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

Pre-decision: advertisement, bid proposals, bid list/abstract of bids, bond authority to grant privileges on allotted land, authority document for restricted land or land without secure clear legal title, statements of competition, approval officer reports, environmental assessment (EA), notice of availability, finding of no significant impact (FONSI), biological assessment (BA), archaeology and cultural surveys, endangered and threatened species, wetland surveys and reconnaissance, layouts and designs, logging and road plans, performance bond documents, fee property road access agreements, grazing land accountability records, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Decision: permit, modifications, statement and certificate of award, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Post-decision: operation reports, inspection reports, specific data and resulting reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Accounting: payment receipts, public refund voucher, county treasurer deposits/receipts, historical transactions listings, journal vouchers, bill of collections, intra-bureau transaction forms, transmittal forms (work tickets), DAM non-trust deposits, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and correspondence.

Filing Arrangement: Numerical by permit

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when permit is cancelled, expired, or revoked. 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.

4503 Range and Wildlife Maps (Duplicates)

Contents: Include, but not limited to, the following records: prints of individual reservation forest and forage areas, range unit maps, blueprints, black and white prints, linen copies of allotment plat books, manuscripts or annotated materials, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by tribe

Official File: Action (originating/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.

4504 Range Survey

Contents: Include, but not limited to, the following records: surveys, tests, assessments, field notes, analyses, statements, evaluations, consultations, results, reports, special studies for range grazing potential, range maps relating to the area, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by reservation

Official File: Action (originating/receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when survey studies are 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.

4505 Grazing Permit Bid Files

Refer to 4502 – Indian Land Permit

RESERVED

4506 Grazing Permit Case Files

Refer to 4502 – Indian Land Permit

RESERVED

4507 Range Reports

Contents: Include, but not limited to, the following records: periodic and special agency reports on phases of range and wildlife operations, 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/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.

4508 Range and Wildlife Maps

Contents: Include, but not limited to, the following records: prints of individual reservation forest and forage areas, range unit maps, blueprints, black and white prints, linen copies of allotment plat books, manuscripts or annotated materials, and one copy (record set) of each version, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by tribe

Official File: Action (originating/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.

4509 Agricultural Extension Program

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; accomplishment reports; extension projects; 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/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.

4510 Extension Reports

Contents: Include, but not limited to, the following records: monthly, periodic, and annual consolidated reports, 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/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.

4511 Rehabilitation Program

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; rehabilitation plans and projects for mining, range, agriculture, land and soil erosion; water development; restocking of fish and wildlife; noxious weed eradication; 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/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.

4512 Rights Protection Program (Unresolved Claims)

Contents: Include, but not limited to, the following claims records (three major categories – trespass, contract, and title): grazing, utility, road, railroad, agricultural, recover land fee patent-cancel, recover land patented as swamp land, recover title-force fee patent, removal of mineral resource, uranium contamination, non-rental payment, unpaid lease rental, breach of contract, fence encroachment, building encroachment, flood damage, inundation flood seepage, unauthorized silt deposit, wrongful land sale, wrongful occupancy of land and structure, and water rights; claims; claim resolutions; legislative activities; technical studies; supporting documentation; and related correspondence.

Filing Arrangement: Alphabetical by claim type

Official File: Action (originating/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.

4513 Hopi Partitioned Land Case File

Contents: Include, but not limited to, the following records: personal data, census enumerations, livestock inventories, surveys, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by resident name

Official File: Action (originating/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.

4514 Hopi Partitioned Land Survey

Contents: Include, but not limited to, the following records: surveys, assessments, field notes, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by land tract

Official File: Action (originating/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.

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

4515 Herd Management Program

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; statements; evaluations; consultations; reports; range, habitat, and wildlife surveys; inventories; statistical data for related environmentally sensitive issues; restrictions for wildlife native to region; legal proceeding documentation effecting a location; project records involving restocking, sale, and hunting; analysis and results; 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/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)
4516 Endangered Species Program

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; range, habitat, and wildlife surveys; inventories; statistical data for related environmentally sensitive issues; records on restrictions for wildlife native to region; legal proceeding documentation effecting a location; projects requiring budgets; 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/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)
4517 Fish and Wildlife Program

Contents: Include, but not limited to, the following records: scope of work; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; results; reports; project budgets; 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/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)
4518 Range Management Program

Contents: Include, but not limited to, the following records: scope of work; budget; assessments; audits; analyses; statements; evaluations; consultations; results; reports; grazing land accountability documents; surveys; inventories; studies; restrictions for wildlife native to region; legal proceeding documentation effecting a location; project records; 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/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.