

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Interior

2. MAJOR SUBDIVISION

Bureau of Indian Affairs

3. MINOR SUBDIVISION

Central Office and Field Offices

4. NAME OF PERSON WITH WHOM TO CONFER

William B. Evans

5. TEL. EXT.

343-6776

| LEAVE BLANK                            |         |
|--|---------|
| DATE RECEIVED<br><b>SEP 20 1974</b>    | JOB NO. |
| DATE APPROVED<br><b>NC - 75-75 - 1</b> |         |

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*10-8-74* *James E. O'Neill*  
Date Acting Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 2 pages are proposed for disposal for the reason indicated: ("X" only one)

- ☐ A The records have ceased to have sufficient value to warrant further retention.
- ☒ B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

*9/16/74*  
(Date)

*Harold A. Cox*  
(Signature of Agency Representative)

Chief, Management Research  
and Evaluation (Title)

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)  | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 1.             | <p><u>Investigative Records</u></p> <p><u>Employee Violation and Misconduct Files</u> (Complaints are of a serious nature and include Bureau employees involved in such things as statutory violations, financial and government property irregularities and official and personal misconduct. Cases are referred to the Department of Interior for investigation).</p> <p>These case files consist of the details of serious violations and misconduct by Bureau employees in narrative form and supplemented in certain cases by statements and other documentary evidence. The files are classified "Nonsecurity Confidential."</p> <p>These files shall be considered closed when a final disposition decision has been made on each case and providing all cases involving payment or restitution of funds by employees are settled in full.</p> <p><u>Dispose 4 years after the close of each case file.</u></p> |                            |                     |

*Copy to Field 10/15/74*  
*Copy to Agency 10/15/74*

*2 items*

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)  | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 2.             | <p><u>BIA Field Inspection Files</u> (Complaints or allegations are of a semi-serious nature and may involve BIA employees and may result in internal audits of problem areas, evaluations, etc.)</p> <p>These files consist of the details of the investigation of BIA employees, internal audits of problem areas, evaluations, etc. by the Bureau of Indian Affairs in narrative form and supplemented in certain cases by statements and other documentary evidence. The reports may assume memorandum form and are usually classified "Nonsecurity Confidential."</p> <p>These files shall be considered closed when a final disposition decision has been made on each case and providing all cases involving payment or restitution of funds by employees are settled in full.</p> <p><u>Dispose 4 years after the close of each case file.</u></p> |                            |                     |