

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-220-02-6	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 12-20-01	
1. FROM (Agency or establishment) Office of Navajo and Hopi Indian Relocation		NOTIFICATION TO AGENCY	
201 Birch Street, P.O. Box KK Flagstaff, AZ 96002		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION New Lands			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Paul Tessler	4. TELEPHONE NUMBER 928-779-2721	DATE 9-6-02	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 <u>4</u> page(s) are not needed now for the business for 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 1/30/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>E. J. Sarnan</i>		TITLE Executive Director
7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1. 1a.	<u>Project Files</u> This textual series of files are arranged numerically, beginning with #1 (also identified by subject) and currently through #62, each of which contain a subcategory of files. The subcategory files are arranged in sequential order and identified by subject. This series was created in 1985 and will continue until the close of the ONHIR. The series contains a variety of materials related not only to the development but the administration of the New Lands by the ONHIR. Examples of such are records of homesite lease issues, land withdrawals to the Chapter, legal descriptions of lands acquired, site development and community services and development. The series will be cut-off at the close of the ONHIR. Disposition: Permanent. Transfer to the National Archives and Records Administration at the closure of the ONHIR. This series consists of approximately 18 cubic feet in volume, and the ONHIR anticipates the creation of another 4 cubic feet in volume prior to its closure. <i>32</i>		
<i>cc Agency, NR, NWCs</i>			

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GPO OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1b	<p>Electronic Mail and Word Processing. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of a file. In addition, the electronic copies can be maintained for the purpose of updating, revising, or disseminating information.</p> <p>Disposition:</p> <ol style="list-style-type: none"> 1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been created. 2. Temporary. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. Delete when dissemination, revision, or updating is completed. 		
2.	<p><u>Range Management Files</u></p>		
2a.	<p>This textual series consists of 21 separate categories of records divided by subject with each category containing a subcategory of files numbered in sequential order. Each subcategory is also identifiable by subject matter. This series was created in 1986 and will continue until the close of the ONHIR. The files contain records related to the development and administration of a resource management program (including woodlands and wildfire) for the New Lands. Examples of such being range unit monitoring and planning. This series will be cut-off at the close of the ONHIR.</p> <p>Disposition: Permanent. Transfer to the National Archives and Records Administration at the close of the ONHIR. This series currently consists of approximately 18 cubic feet of records. The ONHIR anticipates the creation of another 1 cubic foot of records prior to the close of the agency.</p>		
2b.	<p>Electronic Mail and Word Processing. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of a file. In addition, the electronic copies can be maintained for the purpose of updating, revising, or disseminating information.</p> <p>Disposition:</p> <ol style="list-style-type: none"> 1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been created. 2. Temporary. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. Delete when dissemination, revision, or updating is completed. 		

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<p>3.</p> <p>3a.</p> <p>3b.</p> <p>4.</p> <p>4a.</p> <p>4b.</p>	<p><u>Cultural Resources Management Files</u></p> <p>A textual series of files arranged sequentially commencing with #NH-1 and currently through #NH-436, which contain archaeological studies of sites situated on the New Lands, including homesite lease reports for individual one acre residential plots, and homesite parcels and other properties developed by the ONHIR on the Navajo Reservation. This series contains only archaeological data and will continue until the close of the ONHIR.</p> <p>Disposition: Permanent. Transfer to the National Archives and Records Administration at the close of the ONHIR. The series currently consists of approximately 7 cubic feet of records. The ONHIR will create approximately 1 more cubic foot of the records prior to its closure.</p> <p>Electronic Mail and Word Processing. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of a file. In addition, the electronic copies can be maintained for the purpose of updating, revising, or disseminating information.</p> <p>Disposition:</p> <ol style="list-style-type: none"> 1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been created. 2. Temporary. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. Delete when dissemination, revision, or updating is completed. <p><u>Maps</u></p> <p>A series of textual maps of the New Lands. The series began in 1986 and will continue until the closure of the ONHIR. Cut-off at the close of the ONHIR.</p> <p>Disposition: Permanent. Transfer to the National Archives and Records Administration at the close of the ONHIR. These maps currently consist of approximately 5 cubic feet of records. The ONHIR anticipates the creation of 1 more cubic foot of records prior to its closure.</p> <p>Note: Electronic files of the New Lands Maps. See Information Systems SF 115.</p> <p>A textual index to the series of New Land maps by subject, with the index including the title of the map, description, title of publication, scale and type, author and date. Thereunder the map index lists the following subcategories: Land Use, New Lands Region, Land Suitable for Range Cluster Housing, and Contour Maps of the Range Clusters.</p>		

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4c.	<p>Disposition: Permanent. Transfer to the National Archives and Records Administration at the closure of the ONHIR.</p> <p>Electronic Mail and Word Processing. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of a file. In addition, the electronic copies can be maintained for the purpose of updating, revising, or disseminating information.</p> <p>Disposition:</p> <ol style="list-style-type: none"> 1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been created. 2. Temporary. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. Delete when dissemination, revision, or updating is completed. 		
5.	<p><u>Homesite Lease Files</u></p>		
5a.	<p>A textual series of working files containing copies of the original homesite leases issued on the New Lands in both the Rural Community and the Range Unites. Files in the Rural Community section are arranged alphabetically by the name of the lessor. Range Unite files are identified by the name of the Range Unit, thereunder by lot number, and thereunder by the name of the lessor.</p> <p>Disposition: Temporary. Destroy when no longer needed for reference or referral.</p>		
5b.	<p>Electronic Mail and Word Processing. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of a file. In addition, the electronic copies can be maintained for the purpose of updating, revising, or disseminating information.</p> <p>Disposition:</p> <ol style="list-style-type: none"> 1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been created. 2. Temporary. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. Delete when dissemination, revision, or updating is completed. 		

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<p>6.</p> <p>6a.</p> <p>6b.</p>	<p><u>Nahata Dzill Chapter Working Files</u></p> <p>A textual series of files arranged by subject or project name. These files are the working files on New Lands Chapter projects, including by not limited to recreational programs, water sales, and summer youth programs. Cut-off at the close of the ONHIR.</p> <p>Disposition: Temporary. Destroy 25 years from cut-off. Transfer to the Records Center at cut-off. This series consists of approximately 2 cubic feet of records. The ONHIR anticipates the creation of and additional 1 cubic foot of records prior to its closure.</p> <p>Electronic Mail and Word Processing. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of a file. In addition, the electronic copies can be maintained for the purpose of updating, revising, or disseminating information.</p> <p>Disposition:</p> <ol style="list-style-type: none"> 1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been created. 2. Temporary. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. Delete when dissemination, revision, or updating is completed. 		