

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-220-02-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12-20-01</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Relocation Operations			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Paul Tessler	4 TELEPHONE NUMBER 928-779-2721	DATE <i>9-3-02</i>	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>7</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 <i>1/30/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>E. Savani</i>		TITLE Executive Director
7 ITEM NO 1 1a	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION <u>Client Case Files</u> This textual series consists of 4813 individual client case files in a number sequence, beginning with file #0001 and currently through file #4813 The first application for benefits was accepted in 1977 This series will continue until the closure of the ONHIR or until a date is established that the agency will cease to accept requests for relocation assistance benefits pursuant to 25 CFR, Section 138 These client case files contain individual applications for relocation assistance benefits, documentation relating to a determination of eligibility or denial of benefits, documents relating to the appeals of individual denials of requests for benefits through Final Agency Action, and/or entry of judgment in the U S District Court Documentation of the client's transition through the counseling phases of the relocation process, the housing acquisition process (on-reservation homesite lease acquisition and off-reservation real estate purchase), post-move counseling services and warranty services These files are subject to the Federal Privacy Act <i>cc Agency, NR</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 G F R SUPERSE J JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1b	<p>Disposition Permanent There are currently 342 cubic feet of records in this series to be transferred to the National Archives and Records Administration at the closure of the ONHIR The ONHIR anticipates the creation of an additional 10 cubic feet of records prior to transfer</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> <p>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</p> <p>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> <p>Note Electronic indices to client case files 2 electronic retrieval systems for client case files, retrievable alphabetically by client surname and by client census number See Information System SF 115</p>		
2 2a	<p><u>Potential Applicant Files</u></p> <p>A textual series of approximately 200 files identified by name and stored alphabetically This series began in 1977 The information contained in these files was initially compiled for the purpose of compliance with P L 93-531, which required the Commission to submit a report of potential applicants to Congress Additional files in the series contain information voluntarily submitted by individuals requesting relocation assistance benefits after the 7-7-86 deadline and prior to acceptance of requests for benefits pursuant to 25 CFR Section 138 The files were cut-off on 12-31-1998</p> <p>Disposition Temporary Destroy 15 years from cut-off Transfer to the Records Center at the closure of the ONHIR</p>	<p>As of May 29, 2012, this item (item 2) has been subsumed in its entirety by the Client Case Files (item #1) in this schedule (NI-220-02-1). - CP for Cathy Westfeldt. 7/26/2012</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>		

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3 3a 3b	<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>JUA Roster (Joint Use Area Roster)</u></p> <p>A textual series that consists of 3—8 ½ x 11 black binders which contain approximately 100 sheets per binder These sheets are electrostatic copies of the actual reports generated by the Bureau of Indian Affairs (BIA) through their JUA Office in its 1974-75 "on the ground" enumeration of those individuals and properties situated within the 1 8 million acre JUA of the Navajo and Hopi Indian Reservations These rosters are arranged numerically by Quarter Quad Location number</p> <p>Disposition Permanent Transfer to the National Archives and Records Administration at the close of the ONHIR The binders consist of approximately ¾ of a cubic foot of records</p> <p>Note Electronic files of the JUA Roster See the Information System SF 115</p> <p><u>JUA Roster—Computer Generated Reports</u></p> <p>This textual series consists of two³ reports that contain data obtained from the JUA Roster, see item #3a above The information was collected by the BIA through their JUA office in its 1974-75 "on the ground" enumeration of those individuals and properties situated within the 1 8 million acre JUA of the Navajo and Hopi Indian Reservations One report is arranged by Quarter Quad Location number and the second report is arranged alphabetically by the individual's name These reports are rosters which contain a roster #, birth date, family relationship, Navajo Census #, and locations and descriptions of all structures and improvements at the individual homesites These reports are dated 5-1-90</p> <p>Disposition Permanent Transfer to the National Archives and Records Administration at the close of the ONHIR The reports consist of 2 cubic feet in volume</p> <p>Note Electronic files of the JUA Roster See the Information System SF 115</p>		

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4	<p><u>Maps of the JUA</u></p> <p>This textual series includes 2 sets of 30 maps of the JUA reflecting the Quarter Quad locations of the homesites enumerated during the 1974-75 BIA enumeration. 1 set of the maps is in mylar form and 1 set is in hard copy form (blue-line drawings). There are no associated electronic mail or word processing records.</p> <p>Disposition: Permanent. Transfer to the National Archives and Records Administration at the closure of the ONHIR. The series consists of 50 cubic feet of maps.</p>		
5	<p><u>Appraisal Handbook</u></p> <p>An instructional/procedural handbook prepared by the BIA Appraisal Team in 1977 for the Navajo and Hopi Indian Relocation Commission for use by the staff in conducting appraisals of properties/improvements located within the JUA. The handbook (also referred to as a manual) is an 8 1/2 x 11 standard size black binder with approximately 200 pages separated by index tabs. The index tabs separate instructions for the appraisal of specific types of improvements, ie, residences, corrals, privies and state the criteria by which dollar values were placed on these improvements as well as instructing the staff as to how the appraisal should be conducted. There are no associated electronic mail or word processing records.</p> <p>Disposition: Permanent. Transfer to the National Archives and Records Administration at the closure of the ONHIR. The series consist of 1/4 of a cubic foot of records.</p>		
6	<p><u>Appraisal Files</u></p> <p>A series of textual files identified by year and # (ie 74-1, 75-2) the owner's name, and the Quarter Quad Location (QQL), which contains the original record of the appraisal of properties/improvements situated at the individual homesteads (QQL) within the JUA of the Navajo and Hopi Indian Reservations. These files contain the record of the computation of the value of improvements, photographs, and copies of the quit claim deeds to the Tribes. In the event the owner of the homesite relocated and/or an appraisal was paid for by the government, the file was transferred to the main Client Case File (see above item 1a). These appraisals were conducted in the calendar years 1974 and 1975. The files are retrieved by document number. 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. The series consists of 6 cubic feet of records.</p> <p>Note: Electronic files for the Appraisal Files. See Information System SF 115.</p>		

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7	<p><u>Appraisal Records—Miscellaneous</u></p> <p>A series of textual files containing appraisal data accumulated in 1974 and 1975. The records are arranged by Quarter Quad Location number. These files contain information relating to appraisals for which no property owner could be located, original photographs, and working notes. The series will be cut-off at the closure of the ONHIR. There are no associated electronic mail or word processing records.</p> <p>Disposition: Temporary. Destroy 15 years from cut-off. Transfer records to the Records Center at the closure of the ONHIR.</p>		
8	<p><u>Field Outreach Records</u></p> <p>A textual series of working files arranged alphabetically by subject title, and contain records of field work, reports, meetings, and correspondence conducted by the ONHIR between the years 1977 and 1982. The series was cut-off on 12-31-82. There are no associated electronic mail or word processing records.</p> <p>Disposition: Temporary. Destroy 15 years from the date of cut-off.</p>		
9	<p><u>Chronological Files</u></p>		
9a	<p>A textual series of chronological files that are arranged by year and created and maintained by all the branches within the relocation operations department. The files contain duplicate copies of incoming and outgoing correspondence, memos, and Office announcements. Some of the data that is placed in the chronological files is duplicate material relating to program operations. This series encompasses the calendar years 1977 through 1993. The files were cut-off at the end of each calendar year. The ONHIR no longer maintains chronological files.</p> <p>Disposition: Temporary. Destroy 10 years from the date of cut-off.</p>		
9b	<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>10</p> <p>10a</p> <p>10b</p>	<p><u>Williams' Chronological Files</u></p> <p>This textual series of working files that cover the calendar years 1978 through 1985. The files are arranged by years and secondarily by subject. These files contain research and information relating to program planning and operations. These files were cut-off on December 31, 1985.</p> <p>Disposition: Temporary. Destroy 15 years from the date of cut-off.</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>11</p> <p>11a</p> <p>11b</p>	<p><u>Fox's Chronological Files</u></p> <p>A textual series of files that cover the years 1981 through 1985, and are arranged by year and thereafter by subject name. The files were maintained by an engineer who assisted the ONHIR in the establishment of specifications for construction of decent, safe, and sanitary housing as mandated by P L 93-531. The files were cut-off on December 31, 1985.</p> <p>Disposition: Temporary. Destroy 15 years from the date of cut-off.</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. 		

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12	<u>Subject Files</u>		
12a	<p>This textual series of files are arranged by year and thereunder by subject name. The files are maintained by Relocation Operations supervisory staff, and incorporate program operations memoranda. These files have existed for the life of the agency and cover the years 1977 to date. The files are cut-off at the end of each calendar year.</p> <p>Disposition: Temporary. Destroy 15 years from the date of the cut-off.</p>		
12b	<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. 		
13	<u>Bureau of Indian Affairs (BIA) Files</u>		
13a	<p>A series of textual files, retrievable by client name, which contain counseling and housing records of clients who relocated during a time period in which Congress had delegated the BIA responsible for the relocation of only those individuals who resided full-time on the Hopi Partition Lands (HPL). These records cover the years 1986 through 1989. Materials related to the individual relocations accomplished during these years can also be found in the Client Case Files (see above item 1a). The records were cut-off on December 31, 1989.</p> <p>Disposition: Temporary. Destroy 15 years from the date of cut-off.</p>		
13b	<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. 		

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14	<p>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> <p><u>Relocation Operations Branch Manager's Project Files</u></p>		
14a	<p>A textual series of project working files maintained by the Relocation Operations Supervisor, that are retrievable by subject title, and contain correspondence and memoranda relating to primarily real estate infrastructure development and a variety of construction projects on the Navajo Nation, which were designed to facilitate the relocation of individual Navajo clients These records are cut-off at the end of each calendar year The series will continue until the closure of the ONHIR</p> <p>Disposition Temporary Destroy 15 years from the date of cut-off Transfer to the Records Center at the closure of the ONHIR</p>		
14b	<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> <p>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</p> <p>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>		
15	<p><u>Buck McGee's Files</u></p> <p>A series of working files, that are retrievable by subject, and contain research and reference material relating to proposed land acquisition as compensation to the Navajo Nation for land lost as a consequence of the partition The files will be cut-off at the close of the ONHIR There are no associated electronic mail or word processing records</p> <p>Disposition Temporary Destroy 15 years from the cut-off Transfer to the Records Center at the closure of the ONHIR</p>		