



United States Department of the Interior

received
11-4-93

BUREAU OF INDIAN AFFAIRS

MUSKOGEE AREA OFFICE
101 N. 5TH STREET
MUSKOGEE, OK 74401-6206

IN REPLY REFER TO:

Records Management

CC: Executive
Directors

NOV 03 1993

Honorable Wilma Mankiller
Principal Chief, Cherokee Nation of Oklahoma
P. O. Box 948
Tahlequah, Oklahoma 74465

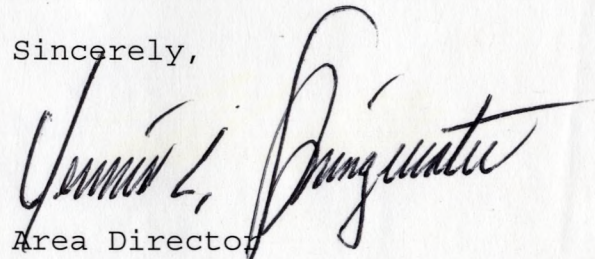
Dear Chief Mankiller:

The Muskogee Area Records Disposition Workshop held on Tuesday, October 26, 1993, and presented by Mr. John Smith, Chief, Service Section (Reference), Federal Records Center, was a great success. Seventy eight persons attended the workshop from various Bureau of Indian Affairs offices and Tribal staffs throughout the Muskogee Area. The Cherokee Nation was represented by Ms. Emily Raper Cornsilk, Materials Management Administrator, Ms. Rebecca Mitchell, Purchasing Manager, Ms. Laura Quinton, Executive Support, Office Manager, Mr. Larry Birmingham, Accounting, Ms. Rhonda Clemons, Administrative Officer, and Mr. Victor Vance, Adult Education, Manager.

A thorough and comprehensive overview of the Federal Records Center and Archives procedural responsibilities was presented in relation to the disposition of federally created records produced by the Bureau of Indian Affairs and your contracted programs. We look forward to an increased working relationship with the National Archives and Records Administration staff of Fort Worth and must begin the indepth task of properly disposing our inactive records.

The Area Records Management Officer, Mrs. Julie Kelley, is available to provide additional training for the Cherokee Nation Tribal staff. Should you or your staff wish to schedule training or have questions in regard to record maintenance and disposition, please feel free to contact Mrs. Julie Kelley, in the Muskogee Area Office at (918) 687-2414.

Sincerely,


Area Director

