

INDIAN AFFAIRS MANUAL

Part: 7 Correspondence Management
Chapter: 3 Copies

Page: 1

3.1 Purpose. This chapter identifies copy requirements that are *in addition* to the various file copies that are identified in the Indian Affairs Correspondence Handbook.

3.2 Courtesy Copies. Courtesy copies are indicated on the original correspondence.

A. Letters. Provide courtesy copies to:

- (1) The Washington office of a Member of Congress when the reply is directed to a district office.
- (2) The appropriate Regional Director, Superintendent, or Education Line Officer when responding to a tribe or tribal organization under the administrative jurisdiction of those officers.
- (3) Those who received copies of the incoming correspondence.

B. Memoranda. Provide courtesy copies to all headquarters or field offices referred to in the memorandum.

3.3 Blind Courtesy Copies. Blind courtesy copies are indicated on the file copies, but not on the original correspondence. Prepare blind courtesy copies for:

A. The FOIA Officer or FOIA Coordinator when responding to a FOIA or Privacy Act request;

B. BIA Executive Secretariat of:

- (1) All controlled correspondence;
- (2) Other correspondence to be signed by the Deputy Commissioner, the Deputy Assistant Secretaries, or the Assistant Secretary; and
- (3) Regional office correspondence to Governors and Members of Congress.

C. DOI Executive Secretariat when responding to any Departmentally-controlled correspondence.

D. Other Departmental Offices that are indicated on a controlled correspondence tasking sheet.