



# United States Department of the Interior

BUREAU OF INDIAN EDUCATION

Human Resources Office

Albuquerque, New Mexico 87104

## File Maintenance Certification

25CFR63.23(e) Investigative reports contain information of a highly personal nature and should be maintained confidentially and secured in locked files. Investigative reports should be seen only by those officials who in performing their official duties need to know the information contained in the report.

Ensure security files are maintained confidentially, secured in locked files (or appropriately secured if digitally maintained), and only seen by those officials who in performing their official duties need to know the information contained. Provide statement of the TCS's security folder storage to BIE for review. (25CFR63.23 – 24) The following signed statement should be provided to BIE that certifies compliance with the security of maintained files:

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### Certification of File Maintenance

Reference: 25CFR63.23(e) Investigative reports contain information of a highly personal nature and should be maintained confidentially and secured in locked files. Investigative reports should be seen only by those officials who in performing their official duties need to know the information contained in the report.

I certify that we comply with the reference. If files are maintained electronically, I certify that they are appropriately secured and access limited as noted in the reference above.

Name:	
Title:	
Date:	
Signature:	