



**UNITED STATES DEPARTMENT OF THE
INTERIOR**

Bureau of Indian Education
1011 Indian School Rd. NW, Suite 150 Albuquerque,
NM 87104

File Maintenance Certification

Pursuant to 25 CFR 63.23(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.

To ensure security files are maintained confidentially, located in a locked and secure location (or appropriately secured if digitally maintained), and only seen and accessible to those designated 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.

Pursuant to 25 CFR 63.23 – 24, I certify compliance with the referenced Federal legal and regulatory requirements, including those background investigation files which may be maintained electronically. I further certify that each file is appropriately secured and access is limited as noted in the reference above.

Name:	
Title:	
Date:	
Signature:	