

Request for Records Disposition Authority

Records Schedule Number DAA-0075-2013-0001
Schedule Status Returned Without Action

Agency or Establishment Bureau of Indian Affairs

Record Group / Scheduling Group Records of the Bureau of Indian Affairs

Records Schedule Applies to Agency-wide

Schedule Subject Financial Assistance and Social Services – Case Management System (FASS-CMS). The system contains records and information pertaining directly to individuals including: name, social security number, date of birth, date of death, Tribal enrollment information, Individual Indian Monies (IIM) Trust Account Information, telephone number, address, aliases, marital status, financial and educational information, and account number.

Records also include information on business entities, organizations, individuals, and Federal, state, local or tribal agencies that provide social services or assistance to individuals covered by this system. Other records may include case files and related card files giving history of social services and direct assistance to individual Indians; and records concerning individuals which have arisen as a result of that individual's receipt of payment or overpayment of direct assistance funds which the individual was not entitled and/or for the misuse of funds disbursed under the direct entitlement program.

Data is captured in tables in a relational database with unique identifiers that are Case Number Id, Owner Id, Contact Id and Client Name Id. The system contains data from the legacy system, Social Services Automated System (SSAS). Data in the system will include records dated from 2005 to present. The disposition authorities for the FASS-CMS system are functional and apply to future systems supporting the same function and containing the same type of data.

Internal agency concurrences will be provided No

Background Information FASS-CMS replaces the Social Service Automated System (SSAS) that was approved by NARA under Job No. N1-075-07-15 on 7/24/2007.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
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0	0	0	2
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GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0075-2013-0001

Sequence Number	
1	FASS-CMS - Master Data Files Disposition Authority Number: DAA-0075-2013-0001-0001
2	System Generated Reports Disposition Authority Number: DAA-0075-2013-0001-0002

Returned Without Action

Records Schedule Items

Sequence Number	1								
<p>FASS-CMS - Master Data Files</p> <p>Disposition Authority Number DAA-0075-2013-0001-0001</p> <p>Data is captured in tables in a relational database with unique identifiers that are Case Number Id, Owner Id, Contact Id and Client Name Id. The system contains data from the legacy system, Social Services Automated System (SSAS). Data in the system will include records dated from 2005 to present. The disposition authorities for the FASS-CMS system are functional and apply to future systems supporting the same function and containing the same type of data.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p>									
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>25 U.S.C. §13, the Snyder Act of 1924; 25 C.F.R. Part 20,</td> <td>Financial Assistance and Social Services Program</td> </tr> <tr> <td>25 C.F.R. Part 23,</td> <td>Indian Child Welfare Act</td> </tr> <tr> <td>25 C.F.R. Part 115</td> <td>Trust Funds for Tribes and Individual Indians</td> </tr> </tbody> </table>		Manual Citation	Manual Title	25 U.S.C. §13, the Snyder Act of 1924; 25 C.F.R. Part 20,	Financial Assistance and Social Services Program	25 C.F.R. Part 23,	Indian Child Welfare Act	25 C.F.R. Part 115	Trust Funds for Tribes and Individual Indians
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<p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p>Cutoff Instruction</p> <p>Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance.</p>									

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Transfer Electronic Records to the National Archives for Pre-Accessioning

Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after approval of Records Schedule

Transfer to the National Archives for Accessioning

Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown

Date span of data will be from January 2005 upto 1 year after approval of schedule by NARA.

How frequently will your agency transfer these records to the National Archives?

Unknown

It is anticipated that data will be pre-accessioned to NARA approximately every 12 -18 months after initial data is pre-accessioned to provide annual updates.

System Generated Reports

Disposition Authority Number DAA-0075-2013-0001-0002

Subject Files are from Program, Region, Agency or Field Office levels and subject arrangement may include: System Report Names, Job Run Date, Fiscal Year, Program, Regional, Agency or Field Offices or Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports cannot be easily separated and filed in case specific files.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year.

Returned Without Action

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Transfer to Inactive Storage

Transfer records to the records center 2 years after cutoff or when no longer needed for current business operations, whichever is less.

Retention Period

Destroy when BIA determines there is no further legal or reference need. These system generated reports/ documents have been identified with a Temporary disposition since these reports and documents can be re-created from system data.

Additional Information

GAC Approval

Not Required

Returned Without Action

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/11/2012	Certify	Michelle Tenorio	Supervisory Program Analysis Officer	Bureau of Indian Affairs and Office of the Special Trustee for American Indians - Bureau of Indian Affairs and Office of the Special Trustee for American Indians
03/26/2013	Return for Revision	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
07/11/2014	Return for Revision	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
11/07/2014	Return Without Action	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services

Returned Without Action