

Request for Records Disposition Authority

Records Schedule Number DAA-0075-2014-0003
 Schedule Status Approved

 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 Comprehensive Academic Management System (CAMS)
 Internal agency concurrences will be provided Yes

Background Information The CAMS enterprise system is an application that provides Haskell Indian Nations University with functionality that allows students to sign-up for courses and enter student information. The Admissions Module is designed to track information for prospective students, applicants, and attending students. Data is entered during the recruitment process and can be copied over to the student's official records when enrolled. Along with the Admission Module, there is the Communications Management function that helps to quickly and effectively reach prospective students through electronic mail, and mail merge process. The Registration Module allows the University to track the registration process of both Unofficial (Pre-Registration) and Official Registration, which creates a course listing and billing for students. The system also has the capability of providing building and room information for class assignments, as well as scheduling meeting rooms in all of the buildings across the University campus.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0075-2014-0003

Sequence Number	
1	Master Data File Disposition Authority Number: DAA-0075-2014-0003-0001

Records Schedule Items

Sequence Number	
1	<p>Master Data File</p> <p>Disposition Authority Number DAA-0075-2014-0003-0001</p> <p>The master data contains, but is not limited to: Student Information which includes student name, addresses, high school information, test scores, tribal affiliation, tribal census number, degree of Indian blood, date of birth, and social security number; Student Academic History includes awards for financial Aid, Tribal scholarships awarded or returned, PELL Grants awarded or returned, payments of fines or fees, ID replacement payments, and parent(s)/guardian(s) financial information exported from EdExpress; Housing Information includes residential room assignments, housing fees, and damage fees; Student Parking Information includes vehicle year, vehicle make, vehicle model, vehicle color, license plate number, tags from regestrated state, tag expiration date, parking violations, violations fines, parking permit replacement fees; Building and Room Information includes classroom size or meeting room/capacity, location, setup for specific use and scheduling. The system also holds information on faculty/staff of Haskell University, which includes room size/capacity, location, instructor certifications, parking permits, parking citations, and class/meeting room assignments.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Records are in electronic format only.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <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 Cut off at school year end in which student graduates, leaves school, or transfers.</p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning immediately after (No pre-accessioning)</p>

Transfer to the National Archives for Accessioning

Transfer 15 years from cutoff, in accordance with 36 CFR 1235.44 through 1235.50 and related NARA instructions and guidance (or whatever guidance is in effect at the time of transfer). Each transfer should be accompanied by a "public use version" of the same records (such as the "Directory" information used in submitting reports to Department of Education).

Additional Information

First year of records accumulation **2006**

What will be the date span of the initial transfer of records to the National Archives? **From 2006 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1.8 GB	.036 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

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
09/28/2015	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
07/11/2016	Submit for Concurrence	Mark Ferguson	Archives Specialist	National Archives and Records Administration - Records Management Services
07/14/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/15/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/18/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist