

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0075-2015-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0075-2015-0002

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 Control Log Application - CLA is an accounting batch process tracking system. The system tracks the daily batch processes for the Office of Trust Funds Management (OTFM) and is used to ensure accurate and timely distribution of batches at every stage of processing. Reconciliation is performed twice daily between the Control Log Application (CLA) and the Trust Funds Accounting System (TFAS) to balance accounts and ensure the information entered is accurate. The Office of the Special Trustee for American Indians (OST) field offices and OTFM personnel will scan, fax, or upload documents into the system. Information is entered to identify the type of batch to be processed and is linked to account data. Information received from the field is in the form of work tickets, probate orders, collection documents, BIA-4285's, SF1081's, tribal documents, and correspondence on accounts. Input types are Word, Excel, and PDF documents; TFAS print screens, Treasury Standard forms, and other financial documents; and data entry. Data is arranged and accessed by date and batch number. The system produces a daily batch and the batches consist of various information types received from the field which are previously described as inputs into the system, and payment and account data produced by the system. CLA generates accounting managerial reports, Holdover reports, Fax logs, Productivity Metrics reports, Team/Branch/Individual reports, and EOD Reconciliation reports. The system contains records dated from June 1, 2015 to present. System software is Cold Fusion and MS SQL.

Internal agency concurrences will be provided No

Background Information This system is an Office of the Special Trustee for American Indians (OST) system under records group 0075.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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Records Schedule: DAA-0075-2015-0002

Outline of Records Schedule Items for DAA-0075-2015-0002

Sequence Number

1

Master Data File

Disposition Authority Number: DAA-0075-2015-0002-0001

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Records Schedule Items

Sequence Number	
1	<p data-bbox="363 412 594 438">Master Data File</p> <p data-bbox="363 463 1138 489">Disposition Authority Number DAA-0075-2015-0002-0001</p> <p data-bbox="363 514 1489 1919">The master data contains, but is not limited to: Account Data such as name, address, Tribal affiliation information, owner and lease information; Batch Data such as batch type and statistics; Financial Information such as receipt and disbursement information. Type of inputs may include but not limited to the following: Word, Excel, Adobe Acrobat PDF documents, TFAS print screens, Treasury Standard forms, other financial documentations and various electronic formats. The batch may include financial documents and other information: Form OST 01-004 Individual Indian Money Instructions for Disbursement of Funds and Change of Address, copy of Personally Identifiable Information – Social Security card or W-9 Request for Taxpayer Identification Number & Certification, Tribal Enrollment Card or Certificate of Indian Blood, Drivers license, Birth certificate, Paternity Affidavit, Marriage License; Supervised individual Indian Money (IIM) Accounts: Distribution Plan; Encumbered Individual Indian Money (IIM) Accounts: Payment Plan, Tribal Short-Term Loan Agreement Form, Liability Payoff Release Spreadsheet; Court Order for Guardianship, Conservatorship, or Custody; One in the Same Memo; Finder Report; Notice of Intent to Administratively Supervise Your IIM Account, Social Services Assessment and Evaluation; Notice of Intent to Restrict Your IIM Account; Certified Mail Return receipt, Certified Mail receipt, IIM or Tribal worktickets, Fax Coversheet; Manual Batch Checklist (Branch of Receipting); Bureau of Indian Affairs (BIA) Title Status Report; Deed; Trust Funds Receivable Check Worksheet; Office of Natural Resources Revenue (ONRR) Transactions Post to Trust Funds Accounting System (TFAS) Report; ONRR Cash Transfer Upload Complete email, ONRR Cash Transfer Post Complete email; Electronic Payment Data Transfer Report; Collections Information Repository (CIR) Fedwire Detail Report; Deed to Restricted Indian Land; Trust Assets and Accounting Management Systems (TAAMS) Invoices/Checks Query print screens; Department of Treasury Regional Financial Center (RFC) Cancellation Report, Form 1098 Schedule of Cancelled Checks, Accounting Summary Report for ALC 14210651, Customer StrataStation (CSS) Bulk load Report; CSS Approval Journal reports – Transaction Upload Summary Report, Posting Journal – Disbursement of Cash; Intra-Governmental Payment and Collection (IPAC) Report; SF 1081 Voucher and Schedule of Withdrawals and Credits; Daily TFAS TAAMS Reconciliation TAAMNONTRUST; BIA Bill for Collection; Data for Heirship Finding and Family History; Office of Hearing and Appeals (OHA) Probate Order, Estate account Distribution Spreadsheet, Estate Distribution Voucher, Daily Death Report, BIA Inventory of Decedents Report, Form 5-4216 Individual Indian Account Ledger, TFAS Routine File Maintenance (RFM) Audit Search print screens, Inventory of Decedent Report,</p>

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Indian Trust Systems Query Beneficiary Search, Deposit date spreadsheet, BIA Title Document Search Report, BIA Probate Transmittal Memorandum, Last Will and Testament, list of Real Property Assets, TAAMS print screens, ProTrac print screens; Historical Query; Optional Form 1017 Journal Voucher; BIA 4285 Intra Bureau Cash Transaction Authorization; TFAS IIM or Tribal account print screens; CSS IIM or Tribal account print screens; BIA Memoranda for IIM Account Closing; Offline Interest Calculations Review Checklist (Internal); Office of Trust Funds Management (OTFM) Interest Worksheet; One Time Disbursement Post Report; SF-1034 Public Voucher for Purchases and Services Other than Personal; Office of Historical Trust Accounting (OHTA) Special Deposit Account Distribution Project-Recommended Action Form (RAF); SF-1047 Public Voucher for Refunds; OHTA Special Deposit Account History-IRMS; BIA Individual/Tribal Interests Report-All Title Holdings; Tribal Resolution; Public Law document; Checklist for Tribal Accounts; Staff emails pertaining to IIM or Tribal account; Reject or Holdover Forms; Priority Process sheet. External log files to be incorporated into the system and not limited to the following: Checklist for Secure Payment System (SPS) Certification Process AM and PM; Certified SPS Payment report, SPS report-Schedules Summary List, End of Day Closing Reports, ACH void request form, Automated Clearing House (ACH) Summary Information to Treasury, SPS Report-Summary Miscellaneous Detail Report, Status of your PRF – Accepted email, ACH Reconciliation Report, and End of Day Reconciliation Reports. The data is grouped by date and batch number.

Final Disposition Permanent

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? No

Disposition Instruction

Cutoff Instruction Provide a copy to the National Archives and Records Administration (NARA) every three years from the date of last submission.

Transfer to Inactive Storage Transfer in accordance with NARA instructions and guidance currently cited in 36 CFR 1235-Transfer of Records to the National Archives of the United States.

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning immediately after approval, and in every 3 years from date of last submission.

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Transfer to the National Archives
for Accessioning

Transfer to the National Archives immediately after
15 years.

Additional Information

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

From 2015 To 2015

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

Every 3 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	GB	50 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

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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
08/25/2015	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
04/05/2016	Return for Revision	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
06/23/2016	Return Without Action	Mark Ferguson	Archives Specialist	National Archives and Records Administration - Records Management Services

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