

Request for Records Disposition Authority

Records Schedule Number **DAA-0075-2015-0003**
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 **Major Subdivision**
Major Subdivision **Assistant Secretary Indian Affairs**
Minor Subdivision **Bureau of Indian Education**
Schedule Subject **Student Admissions and Reporting System (STARS)**
Internal agency concurrences will be provided **Yes**

Background Information **The Student Admissions and Reporting System (STARS) is a student information system (SIS) that captures and processes student data as part of Southwestern Indian Polytechnic Institute (SIPI) community college operations. It is designed to provide student life-cycle tracking for all students accepted (past and present) into SIPI, covering all aspects of student life on campus. Student information is provided by SIPI students, faculty, staff, and administrators, which is keyed into the system to create the official student record.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0075-2015-0003

Sequence Number	
1	Master Data File for the Student Admissions and Reporting System Disposition Authority Number: DAA-0075-2015-0003-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 414 1503 457">Master Data File for the Student Admissions and Reporting System</p> <p data-bbox="365 457 1503 500">Disposition Authority Number DAA-0075-2015-0003-0001</p> <p data-bbox="365 500 1503 1106">The master data contains, but is not limited to (subject to institute data requirements), data from student applications (application, certificate of Indian blood, high school transcripts, college transcripts); student admissions status; student academic history (degree program enrollment; class enrollment, credit hours, midterm and final grades, enrollment status; academic probations; academic suspensions); student degree program planning; student course and school withdrawals, student accounts and financial aid history; student grade reports and transcripts; student tutoring sessions tracking; student counseling sessions tracking; trimester course schedules (course numbering, course titles, course descriptions, time and date of class, instructor, course pre-requisites); trimester calendar (start/end dates, add/drop and withdrawal deadlines); staff and student vehicle registration (vehicle make, model, year, license plate number); student identification (ID) card pictures, student housing assignments, food service, student violation and adjudication process; and system user security administration (user identification and passwords). Additional data elements may be added depending on the future data needs of the Institute.</p> <p data-bbox="365 1106 1503 1149">Final Disposition Permanent</p> <p data-bbox="365 1149 1503 1191">Item Status Active</p> <p data-bbox="365 1191 1503 1234">Is this item media neutral? No</p> <p data-bbox="365 1234 1503 1276">Explanation of limitation The records are electronic files only.</p> <p data-bbox="365 1276 1503 1319">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 data-bbox="365 1319 1503 1361">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="365 1361 1503 1404">Disposition Instruction</p> <p data-bbox="365 1404 1503 1489">If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p data-bbox="365 1489 1503 1574">Cutoff Instruction Cut off at school year end in which student graduates, leaves school, or transfers.</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).

Transfer to the National Archives for Accessioning

The initial transfer of STARS data should occur when this schedule is approved and include all records that have been closed for more than 15 years. Subsequent transfers to the National Archives should occur 15 years after 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 **1987**

What will be the date span of the initial transfer of records to the National Archives? **From 1987 To 2000**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	414 MB	30 MB
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
06/07/2016	Submit for Concurrence	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
06/07/2016	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/07/2016	Return for Revision	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
06/24/2016	Submit For Certification	Michelle Dragswolf	Records Management Specialist	BIA - BIA
06/27/2016	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
06/28/2016	Submit for Concurrence	Mark Ferguson	Archives Specialist	National Archives and Records Administration - Records Management Services

06/29/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/29/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/01/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist