

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-075-07-2</i>	
1. FROM (Agency or establishment) Department of Interior		DATE RECEIVED <i>11-22-2006</i>	
2. MAJOR SUBDIVISION Bureau of Indian Affairs		<u>Notification to Agency</u> In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Dorothy Talayumptew (520) 723-6147			
5. TELEPHONE		DATE <i>7/24/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Wenzel</i>
6. 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 on the attached ___ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>10/6/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Director, Office of Trust Records
7. ITEM NO. 01	8. DESCRIPTION OF ITEM AND PROPOSED RETENTION Please See Attached Electronic Record Schedule for: San Carlos Irrigation Project Continental Billing System (CBS)		9. GRS OR SUPERSEDED JOB CITATION
<i>for</i> <i>Carla Casey Munder</i> Chief Information Officer Bureau of Indian Affairs		10. ACTION TAKEN (NARA USE ONLY)	
<i>10/6/06</i> Date		<i>7/30/07</i> <i>copies sent to Agency, NARA, NE</i>	

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, Attachment to SF 115
N1-075-07-2
September 30, 2006

San Carlos Irrigation Project Continental Billing System (CBS)

System Description:

The purpose of the system is to collect detailed customer data regarding the usage of and payment for electrical power as provided by the project to its customers.

The contents of the system are detailed customer records showing electrical usage, charges, billing history, locations of service, billing addresses, payments, social security numbers or other identification data. The records are sorted by account numbers, names, dates, service locations and revenue classifications. Data on customers dates from approximately January 1991.

Customer data is maintained for: customers' prior billing history for determining whether services will be provided, and determining if a deposit is required. Customer data is also maintained for customer accounts where customers no longer use services and abandon security deposits. These accounts are maintained with the goal of returning those security deposits. Finally, permission granted from the Secretary of the Interior allows for maintaining data on uncollectible accounts, either through the age of the account or other circumstances (death). Data is appended, not overwritten.

The database is in a Foxpro format in Windows NT. IBM Netfinity 5500 is the hardware for the system (two servers – one dial-in and one main server).

a. Inputs:

Data from Itron handheld devices used by meter readers and uploaded via interface files, payment detail input by tellers and accounting technicians to record customer payments received, and data input by billing clerks and accounting technicians to correct or adjust erroneous data.

Disposition: Apply disposition instructions approved for paper and microfilm records.

b. Master Data Files:

The master data files contains the following information including customer names, addresses, meter reading dates, billing dates, payment dates, kilowatt hours used, dollar amounts billed and paid, customer account balances, social security numbers and other identification data, service locations, service ID numbers, meter numbers, revenue classifications, demand recorded, route numbers, billing cycle, read sequence, meter size, installation date, and type of transaction.

ELECTRONIC RECORDS SCHEDULE

Disposition: PERMANENT. 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. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270.

Data restricted in accordance with Privacy Act Notice.

c. Outputs:

Case file specific queries, sorts, reports, tables and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

Disposition: Apply disposition instructions approved for paper and microfilm program records.

d. Documentation

System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database.

Disposition: PERMANENT. Transfer to the National Archives with Master Data File identified in item b above.

ELECTRONIC RECORDS SCHEDULE

Additional Information for: San Carlos Irrigation Project Continental Billing System (CBS)

BIA Series/System Number:

Users: San Carlos Agency, Western Regional Office

Program: San Carlos Irrigation Project

Function: Billing

Related Series/Systems:

Location: Billing Office of San Carlos Irrigation Project, Coolidge, Arizona

Points of contact: Dorothy Talayumtew – 520-723-6147