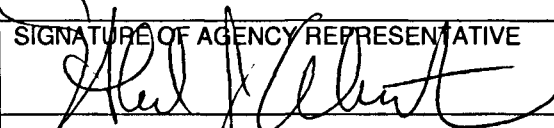
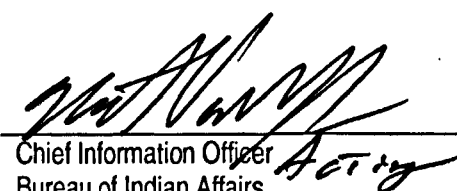
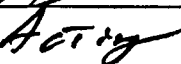


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
		JOB NUMBER <i>NI-075-07-12</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		DATE RECEIVED <i>1/4/07</i>	
1. FROM (Agency or establishment) <b>Department of Interior</b>		<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION <b>Bureau of Indian Affairs</b>			
3. MINOR SUBDIVISION <b>Office of Information Security and Privacy (OISP)</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Joan Tyler 703-735-4387 and Ted McGlohn 703-735-4232</b>	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>12/22/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE <b>Director, Office of Trust Records</b>
7. ITEM NO. <b>01</b>	8. DESCRIPTION OF ITEM AND PROPOSED RETENTION <b>Please See Attached Electronic Record Schedule for:  Identity Information System (IIS)</b>		9. GRS OR SUPERSEDED JOB CITATION
	 Chief Information Officer Bureau of Indian Affairs		10. ACTION TAKEN (NARA USE ONLY)
	 Acting		
	<i>12-28-06</i> Date		

# ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115  
N1-075-07- 12  
December 22, 2006

## Identity Information System (IIS)

**System Description:** The Identity Information System is a central repository composed of three sub-systems that provide an automated tool for human resources to track data and action to fill a position, and for security officers to track the security screening action for new hire. System users of BIA, AS-IA, and contractors use IIS to request system access, and system managers respond to and process requests. IIS is also used to track a position announcement opening and closing, human resource activities, security officer's activities, revoke system access privileges, training, office and location data on employees and contractors. Data is manually entered by individual employees, their supervisors, COTRs, and the Office of Information Security & Privacy User Administration Group. Information that is maintained about individuals includes contact information, employee personal identification, office of assignment, office location, badge information, supervisor name, training taken, and information system access requests. Requests for access to BIA information systems are initiated and processed using IIS eProfile which replaced the Electronic Computer Access Request (e-CAR) form process. Each BIA government employee and contractor will have a record in the IIS eProfile system.

### a. Inputs:

Data inputs are Human Resource activity, Security Officers activities, manager and employee activities such as position announcements, position closing, date hire, date terminated, receiving of security screen packages, package status, screening activities, system access request and responses including approval and disapproval, employee name, social security number, mother's maiden name, types and dates of training, assigned office and location, badge information, supervisor, IIS system roles, system approval information and other security information collected on BIA, AS-IA, contractors and some tribal members who access BIA IT systems.

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

### b. Data Files:

IIS generates a sequential Person ID number used to associate to other records in other tables, when the employee information is originally entered into the system. Information can be sorted by many different units such as first or last name, office, or system. Records are dynamic; they are created when an employee is hired and updated throughout his/her employment. The records are stored in an Oracle database as tables and the database was created from a data dump from the FPPS system in January 2004. Individual records predate the system because the FPPS system database was generated in the 1990's.

# ELECTRONIC RECORDS SCHEDULE

Actual data entry for IIS spans from 2004 to the present. Data is updated on a daily basis and does not save superseded information. A full backup of the system is performed every other week and followed by incremental backups for two weeks. The database, approximately 2 gigabytes, is backed up Monday through Friday with both a hot and a cold backup and the backup tapes, an 160/320 GB SDLT format, are stored on site for two weeks and copies are also shipped to alternate sites in Albuquerque, NM. The business need for data retention is maintenance until the employee is terminated, however, copies of data offsite are retained indefinitely due to legal restrictions. The IIS application was developed in-house using ColdFusion Studio 4.5, and Oracle HEMLDB 1.5 and installed on a Dell server running on a Microsoft Windows 2000 operating system with Active Director. The system interface is via Microsoft Internet Explorer. The Identity Information System is not linked to any other system and does not produce a public version of the data. Release of data is subject to Privacy Act restrictions.

**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 and search results, tables, print screens and related records, all IIS Operational reports, data compilation reports that are created for case files, studies, inquiries, inspections, and related program files, program reports and queries.

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

d. Documentation

System Data specifications, data dictionary, file specifications, code books, record layouts, IIS System Design document, IIS User Guide, IIS Operational Reports Guide, output specifications, testing scenarios, final reports, regardless of medium, relating to the relational files or database.

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

# ELECTRONIC RECORDS SCHEDULE

Additional Information for: Identity Information System

BIA Series/System Number:

Users:

Program: BIA, Office of Information Security and Privacy (OISP)

Function: Security Screening for Hire and System Access

Related Series/Systems:

Location: Bureau of Indian Affairs, Office of Information Security and Privacy, 626 Herndon Parkway, Herndon, VA 20170

Points of contact:

Joan Tyler, Director of the Office of Information Security & Privacy, 703-735-4387

Ted McGlohn, System Manager, Office of Information Operations, 703-735-4232