

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-075-07-10</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) Department of Interior		<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Bureau of Indian Affairs			
3. MINOR SUBDIVISION Western Regional Office, Colorado River Agency			
4. NAME OF PERSON WITH WHOM TO CONFER John Scott Sutliff	5. TELEPHONE 928-669-7126	DATE <i>1/4/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Hancock</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 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 <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: Colorado River Electrical Utility Management System (CREUMS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>[Signature]</i> Chief Information Officer Bureau of Indian Affairs		<i>12-2806</i> Date	
<i>SA 7/30/07 copies sent to Agency, NWME, NR</i>			

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115
N1-075-07- 10
December 22, 2006

Colorado River Electrical Utility Management System (CREUMS)

System Description: The CREUMS system is designed to provide billing and collections, service orders, meter reading, managing customer accounts, accounting, and tracking service/customer history at the Colorado River Indian Reservation. CREUMS enables the Colorado River Agency, as an electric utility provider, to meet its responsibility of supplying reliable electric utility service to the Colorado River Indian Reservation

a. Inputs:

Inputs to the system include manually keyed data and uploaded meter data such as: meter reading information, customer data, property information, power connect and disconnect orders, equipment change orders, and other service data.

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

b. Data Files:

Users from the Power Billing office manually key in customer information data, power connect and disconnect orders, equipment change orders and meter information is manually migrated from a standalone Meter reading computer that periodically queries the installed electric meters. Meter readings obtained by handheld meter reading devices are also uploaded on a daily basis. Customer account records are maintained in a customer number sequence as a primary key. Information is also available by customer name, Service Location, Property Number, Meter Number, Phone Number, and Social Security Number. Data from CREUMS is subject to the Privacy Act.

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:

All system outputs including: Utility bills, Collection Reports, Meter Read Reports, Statistical Reports, Payment Receipts, Billing Reports, Work Orders and all other

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reports. Print screen shots, queries, sorts, tables and related records and data compilation reports 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, data dictionary, file specifications, code books, record layouts, CREUMS System Design document, CREUMS User 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 Relational Data Files identified in item b above.

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Additional Information for: Colorado River Electrical Utility Management System (CREUMS)

BIA Series/System Number:

Users: Power Billing Office

Program: Bureau of Indian Affairs, Western Regional Office, Colorado River Agency

Function: Electrical Service Utility

Related Series/Systems:

TR-4901-P5	River Basin Studies
TR-4902-P5	Irrigation Project Planning Case File
TR-4907-P5	Irrigation Forecast File
TR-4908-P5	Irrigation Reports
TR-4909-P5	Power Meter Records
TR-4911-P5	Indian Electrical Power Utilities File
TR-4912-P5	Power Reports
TR-4913-P5	Irrigation and Power Customer Billing File
TR-4916a-P5	Irrigation Work Order Files
TR-4919b-P5	Power Work Order Files
TR-4921-P5	Irrigation Assessment Order Modifications

Location: Bureau of Indian Affairs, Colorado River Agency, Parker, AZ 85344

Points of contact: John Scott Sutliff, Acting Power Manager
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