REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
N1-075-09-7

To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

DATE RECEIVED
5/4/09

1 FROM (Agency or establishment)
Department of Interior

Notification to Agency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
Assistant Secretary of Indian Affairs

3 MINOR SUBDIVISION
Office of the Chief Information Officer

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Kevin Skenandore	202-208-3312		

6 AGENCY CERTIFCATION
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,

☒ is not required   ☐ is attached, or   ☐ has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/1/09		**Director, Office of Trust Records**

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED RETENTION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	**Please See Attached Schedule for:** **Native American Student Information System (NASIS)** Director, Date Bureau of Indian Education Chief Information Officer – Indian Affairs Date, 1/16/08		

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DATE
3/1/09

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
Director, Office of Trust Records

LEAVE BLANK (NARA use only)

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ARCHIVIST OF THE UNITED STATES

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED RETENTION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Please See Attached Schedule for Native American Student Information System (NASIS)		

Director,
Bureau of Indian Education

Date

Chief Information Officer – Indian Affairs   Date
1/16/08

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, SF-115 Revision approved by Ms Yolanda Montoya on July 13, 2012

System Name: Native American Student Information System (NASIS)

System Description:

NASIS is a Web based school and student information tracking system that captures student demographics, attendance, grades, tribal identification, medical and health information and other information   Data may be input directly or uploaded as a PDF scanned image (generally for health information)   The goal is for NASIS to serve as a student data management system used to improve student achievement and determine the number of eligible Indian School Equalization Program (ISEP) students for the equitable distribution of Congressional appropriated funds to meet their identifiable instructional and/or residential program needs   Through this system, BIE gathers the data necessary for required reporting under the No Child Left Behind Act of 2002 (NCLBA) and the Individuals with Disabilities Education Act (IDEA) as well as other funding programs   As a centralized system for supporting teachers, other school staff, students, parents and Central Office staff, NASIS contains the source data that provides the statistical reports for the various funding programs and analytical reports required by Federal and State agencies.

There is a District Edition and State Edition software application that users set up locally or regionally as applicable for NASIS access via the Web. Each BIE school, about 183 schools, has their own NASIS site (District Edition) database   Data entered on each district edition is stored in a corresponding database containing separate tables linked via primary and foreign keys   A subset of the District Edition data is synchronized to a centralized database (State Edition) for BIE reporting purposes. All of the NASIS District Editions and the State Edition databases are housed on the same database server in Albuquerque   Uploaded PDFs, such as Special Ed and Health Documents, are stored in separate folders on an application server, one for each district edition.   NASIS contains data from the legacy systems Web-ISEP and School Statistics Initiative (SSI)   This set of disposition authorities are functional and will apply to a superseding electronic system if function and record content generally remains the same

~~a. Input Files.~~
~~May contain original documents scanned and uploaded into NASIS   File to appropriate paper or electronic record series~~

~~Disposition.   Apply disposition instructions approved for paper or microfilm records~~

[Item a. Inputs, is not a request for disposition authority rather instructions to use existing disposition authorities without superseding them.]

b. District Edition Level Database.
NASIS/DE is a fully featured Student Information System which is used by public school districts across the country to manage student enrollments, attendance, behavior, grades, transcripts, census, parent portal, Special Ed IEPs, and many more functional areas of a student's career between pre-school and their graduation. Contains electronic data filed to the following paper record series 5401 Student Cumulative Files, 5409 Indian School Equalization Program (ISEP), 5410 Student Attendance Files, 5411 Student Enrollment/Attendance Report Files, 5413 Education and Statistics Report Files, 5418 Exceptional Child Case Files, 5419 Individual Education Program (IEP) Service Plan Files, 5426 Student Enrollment Files, 5427 Residential Logs Files, 5428 Residential Document Files, 5430 Student Health Files and other files. Each school district creates and maintains its own insular database housed on BIE servers in Albuquerque. There are approximately 183 schools and each school database serves as an index for the corresponding paper record series in its school.

1. District Edition Level Master Data Files. (New Item)

Disposition Instructions: 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, as specified in NARA standards applicable at the time of transfer

Data restricted in accordance with Privacy Act Notice as required.

2. NASIS/DE Archival Standard Scanned Images and Documents.
Uploaded PDFs, such as Special Ed and Health Documents, and corresponding metadata are stored in separate folders on an application server, one for each district edition. Each school using the system may not be scanning the documents at archival standard resolution (300-600 dpi) levels that insure permanent preservation. The documents are captured for permanent retention in the corresponding paper student files. (New Item.)

Disposition Instructions: 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, as specified in NARA standards applicable at the time of transfer

3. NASIS/DE Non-Archival Standard Scanned Images and Documents.
Uploaded PDFs, such as Special Ed and Health Documents, and corresponding metadata are stored in separate folders on an application server, one for each district edition. Each school using the system may not be scanning the documents at archival standard resolution (300 dpi) levels that insure permanent preservation. The documents are captured for permanent retention in the related paper student files. (New Item)

Disposition Instructions: **Temporary.** Cutoff at end of school year in which the student completes or terminates his/her school career Retain student data a minimum of 5 years and destroy/delete when no longer needed for reference, whichever is later.

Data restricted in accordance with Privacy Act Notice as required.

c. State Edition Level Database Master Data Files.
The NASIS/SE application captures data elements required by legislation for funding of Bureau Funded Schools. A number of programs such as ISEP as well as Special Education, Free and Reduced, Title 1, and other programs mandated by the US Department of Education (DOEd) are tracked. A subset of each school's (District Edition) data is synthesized at the State Edition level in an insular database that feeds the data to BIE for reporting purposes There are about 183 schools operated on 64 reservations in 23 states (New Item)

Disposition Instructions: **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, as specified in NARA standards applicable at the time of transfer

d. NASIS Master Data Files.
NASIS is a data warehouse that contains all data input via the NASIS/STATE through to the BIE Electronic Line Officers (ELO) to certify accuracy This system contains demographic and statistical data as well as personal student identifiers Also contains the data subject to analysis for report outputs (paper and electronic), tracking trends needed for DOEd school system, and the particulars for the BIE school system reporting (New Item)

Disposition Instructions: **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, as specified in NARA standards applicable at the time of transfer

e ~~System Generated Documents/Outputs~~

~~1~~ ~~System Generated Documents in Case Files - Queries, sorts, reports, tables and related records and data compilation reports (e g , management reports and plans), studies, inquiries, inspections and related program files- Records include outputs consisting of printable or exportable (electronic) statistical reports summarizing appraisal services workload by region and/or bureau and acreage appraised by month or quarter as well as completed and in-process appraisal services request summaries and copies of scanned images linked to requests. (Note- Those copies of completed appraisal services request summaries that are filed in Appraisal Services Case/Work Files (Trust) are covered by TR-6202-P5) Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications and supporting documentation~~

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

Data restricted in accordance with Privacy Act Notice as required.

[NOTE: Item e1, System Generated Documents in Case Files, is not a request for disposition authority rather instructions to use existing disposition authorities without superseding them.]

2 System Generated Documents Organized by Program, Regional, Agency or Field Office· Data compilation reports (e.g , management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly and annually. These reports cannot be easily separated and filed in case specific files Subject files filed by system report name, Program, Region, Agency or Field Office, job run date and fiscal year (New Item)

Disposition Instructions: PERMANENT. Cut off at end of fiscal year. Transfer paper records to the records center and electronic records to the National Archives 2 years after cutoff or when no longer needed for current business operations, whichever is less. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable the time of transfer

Data restricted in accordance with Privacy Act Notice as required.

f ~~System Documentation~~
~~Contents: Records include system data specifications, file specifications, code books, record layouts, user guides and manuals; output specifications, and final reports relating to the Indian Affairs Appraisal Request Systems~~

~~**Disposition Instructions:**~~ ~~PERMANENT. Transfer to the National Archives with data files identified in Item TR-6202-P5b, above~~ (Disposition Authority is GRS 20/Item 11a2)

Additional Information for: Native American Student Information System (NASIS)

Superseded Records and Authorities: None—new unscheduled electronic system.

Related Records:
BIA Series/System Number
IARS 5401 Student Cumulative Case Files. Permanent
(NARA Job No N1-75-05-5/Item 5401)

  5409 Indian School Equalization Program (ISEP), Permanent
(NARA Job No N1-75-05-5/Item 5409)

  5410 Student Attendance Files. Permanent (NARA Job No N1-75-05-5/Item 5410)

  5411 Student Enrollment/Attendance Report Files. Permanent
(NARA Job No N1-75-05-5/Item 5411)

  5413 Education and Statistical Report Files. Permanent
(NARA Job No N1-75-05-5/Item 5413)

  5418 Exceptional Child Case Files. Permanent (NARA Job No N1-75-05-5/Item 5418)

  5419 Individual Education Program (IEP) Service Plan Files, Permanent
(NARA Job No N1-75-05-5/Item 5419)

  5420 Intensive Residential Guidance (IRG) Program Files, Permanent
(NARA Job No. N1-75-05-5/Item 5420)

  5426 Student Enrollment Files. Permanent (NARA Job No N1-75-05-5/Item 5426)

  5427 Residential Log Files. Permanent (NARA Job No N1-75-05-5/Item 5427)

  5428 Residential Document Files. Permanent (NARA Job No. N1-75-05-5/Item 5428)

  5430 Student Health Files, Permanent (NARA Job No N1-75-05-5/Item 5430)

Supplementary System Description:

Users: Central Office Analysts and Planners. School Staff. OIEP Senior Management. Education
Line Offices/Officers, Parents, Students and the System Security Manager
Program: Office of Indian Education
Function: Student Data Management
Location: Albuquerque, New Mexico
Points of Contact:
- Kevin Moore, Business Owner, Acting Director OIEP
        Washington, DC – (202) 208-6123 and
- Thomas Dowd. Director BIE, Washington, DC – (202) 208-6123
- Denise Salyers, NASIS Implementation Specialist, Washington. DC – (202) 208-4781