

# INDIAN AFFAIRS RECORDS SCHEDULE

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**SERIES: 2200**

## **Information Management and Information Technology Operations**

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**2200-CBS**

### **San Carlos Irrigation Project Continental Billing System (CBS)**

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. Source Records/Inputs**

1. Source Records (Paper): 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 Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

#### **B. Master Data File**

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.

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**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, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-07-2)**

Data restricted in accordance with Privacy Act Notice; Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies-Interior, BIA-3); Indian Land Records-Interior, BIA-4; Indian Land Leases-Interior, BIA-5; Integrated Records Management System Interior, BIA-25.

### **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files 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 Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: 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 can not be easily separated and filed in case specific files. **(N1-075-07-2)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of Interior and the National Archives and Records Administration.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

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b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

#### **D. Documentation**

1. 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. **(N1-075-07-2)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

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### **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.