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2200 -SSAS   Social Services Automated System (SSAS)

The function of the Social Services Automated System (SSAS), an adabase file format, is to provide monetary assistance for families in need. The data spans from 1995 to the present. The SSAS is a system that contains financial, budgetary, and statistical data used to generate Treasury checks for public assistance, and maintain individual files for authorized reporting purposes. The system provides support to social workers and clients for general assistance and child welfare payments. Other activities include a direct Federal Finance System (FFS) interface to produce checks, Agency/Tribal authorization of payments, for Regional Offices that wish to delegate the authority, Bureau-wide cross-reference of clients by Social Security Number, to prevent duplicate payments and to accurately identify all clients, automatic warning letters and cut-off of payments to clients that have exceeded their review dates and grace period, historical tracking of payments, for audit and review purposes, a standard method for calculating monthly budget/grant amounts, a multi-fiscal year capability. All BIA Regions use this system.

The SSAS resides on an IBM 7060-H30 mainframe computer in Denver, Colorado, with remote access through 3720 terminal emulation software at over 80 locations to support operational interface.

A. Source Records/Inputs

1. Source Records (Paper): The inputs to SSAS system include: Applications for assistance, family profiles, certificates of Indian blood, address, assurance of residence, case plans, court orders, correspondence and narratives of entries of contacts with clients.

Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific)

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 Files:

The master data files contains information on cases including the data fields persons served, payee/head of household, address line, city, state, zip code, on reservation, client tribe code, client first name, social security number, client last name, client birth date, sex case worker number, case status, case worker number, case status, cost code, payment type, application date, effective date, and fiscal year. There is a master file for storing data on foster care, payment, institutions and workers. The primary key unit of analysis for the payment data is the area, agency, tribe, case type and last name.

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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. **(N1-075-07-15)**

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 Records Schedule record series for specific)

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. **(N1-075-07-15)**

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.

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.

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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. **(N1-075-07-15)**

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. .

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.