

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-075-07-45</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Chet Eagleman 202-513-7622</b> <b>Mike Smith</b>	5. TELEPHONE	DATE <i>1/4/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. Smith</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 <b>Director, Office of Trust Records</b>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED RETENTION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<b>01</b>	<b>Please See Attached Electronic Record Schedule for:</b>  <b>Social Services Automated System (SSAS)</b>   <div style="text-align: right;"> <i>[Signature]</i>            Chief Information Officer            Bureau of Indian Affairs         </div> <div style="text-align: right;"> <i>12-28-00</i>            Date         </div>		

*SA 7/30/07 copies sent to Agency, Nune, NR*

# ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115  
N1-075-07-15  
December 22, 2006

## Social Services Automated System (SSAS)

### System Description:

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. Inputs:

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

#### 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.

# ELECTRONIC RECORDS SCHEDULE

**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.~~

*Re-accessioning policy revoked 4/19/2022*  
Data restricted in accordance with Privacy Act Notice: Indian Individual Monies Trust Funds-OS-02 (previously Individual Indian Monies—Interior, BIA—3); Indian Social Services Case Files-Interior, BIA-8.

c. Outputs:

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

d. Documentation

System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or data base.

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

# ELECTRONIC RECORDS SCHEDULE

Additional Information for: Social Services Automated System (SSAS)

BIA Series/System Number:

Users: Department of Interior  
Bureau of Indian Affairs  
All BIA Offices except Eastern, Navajo, and Midwest.

Program: Office of Tribal Services

Function: Social Services

Related Series/Systems:

- 3601 General Assistance Case Files
- 3602 Child Welfare Case Files
- 3603 Indian Child Adoption Records
- 3604 Social Service Reports
- 3605 Services Only (Non-case Assistance) Files
- 3606 ICWA Application Review Files

Location: BIA – Reston, VA is the location of the system managers  
BIA – Denver, CO is the physical location of the system

Points of contact: Chet Eagleman.