

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2200

Bureau of Indian Education (BIE)

2200-CAMS [Comprehensive Academic Management System \(CAMS\)](#)

The CAMS enterprise system is an application that provides Haskell Indian Nations University with functionality that allows students to sign-up for courses and enter student information. The Admissions Module is designed to track information for prospective students, applicants, and attending students. Data is entered during the recruitment process and can be copied over to the student's official records when enrolled. Along with the Admission Module, there is the Communications Management function that helps to quickly and effectively reach prospective students through electronic mail, and mail merge process. The Registration Module allows the University to track the registration process of both Unofficial (Pre-Registration) and Official Registration, which creates a course listing and billing for students. The system also has the capability of providing building and room information for class assignments, as well as scheduling meeting rooms in all of the buildings across the University campus.

SOME RECORDS MAY BE SUBJECT TO AND MAINTAINED IN ACCORDANCE WITH THE PRIVACY ACT OF 1974. SENSITIVE PII MUST BE SAFEGUARDED.

A. Source Records/Inputs

1. Source Records (Paper): Data inputs to the system about each student and applicant are performed manually by keying in information from forms and other data collection sources.

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 or Digital): PDF images uploaded into the system. Refer to the dispositions instructions in D.1. of this schedule regarding input files, work files, valid transaction files

Disposition Instructions: PERMANENT. Apply disposition instructions approved for the Master Data File, to PDF images. (DAA-0075-2014-0003-0001)

B. Master Data File

The master data contains, but is not limited to: Student Information which includes student name, addresses, high school information, test scores, tribal affiliation, tribal census number, degree of Indian blood, date of birth, and social security number; Student Academic History includes awards for financial Aid, Tribal scholarships awarded or returned, PELL Grants awarded or returned, payments of fines or fees, ID replacement payments, and parent(s)/guardian(s) financial information exported from EdExpress; Housing Information includes residential room assignments, housing fees, and damage fees; Student Parking Information includes vehicle year, vehicle make, vehicle model, vehicle color, license plate number, tags from state registered, tag expiration date, parking violations, violations fines, parking permit replacement fees; Building and Room Information includes classroom size or meeting room/capacity, location, setup for specific

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use and scheduling. The system also holds information on faculty/staff of Haskell University, which includes room size/capacity, location, instructor certifications, parking permits, parking citations, and class/meeting room assignments.

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 1235. **(DAA-0075-2014-0003-0001)**

C. Master File/Database Documentation

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to the master file or database and are sent to NARA with the initial copy of the database. **(DAA-0075-2014-0003-0001)**

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

D. System Generated Documents/Outputs

1. System Generated Document-Specific to Student and Applicants: Student and applicant case file specific queries, sorts, reports, tables, and related records and data compilation reports regarding applicant, student, and student recruitment, filed in student case files or subject 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-Specific to School Administration: Statistical, financial, and factual queries, sorts, reports, tables, and related records and data compilation reports used for managerial and program planning, filed in subject or program files.

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

E. System Operation Records

1. System Maintenance and Use Records: These records include: Error reports, ticklers, system operation reports; tests and reports of system performance; Input files, work files, valid transaction files; system usage monitoring files (log-in, password files, audit trail, cost-back files, etc.); system backups; Inventories of IT assets and equipment; user IDs, profiles, authorizations, etc.; computer Security Incident handling, reporting, and follow-up records; workload schedules,

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run reports, schedules of maintenance and support activities; problem reports and related decision documents relating to software infrastructure of an individual system; and help desk and customer assistance files, including logs, problem response, monitoring and clearance.

Disposition Instructions: TEMPORARY. Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off. **(DRS 1.4.0013)**

2. System Planning and Design: These records include: data system specifications, codebooks, record layouts, user guides, output specifications, and final reports; system security plans and disaster recovery plans; documents identifying IT risks and analyzing their impact, risk measurements and assessments used by Information Technology (IT) System Administrators and programming staff; actions to mitigate risks, implementation of a risk action plan, service test plans, and test files/data; agreements formalizing performance criteria for quantity and quality of service, including responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements; managing third-party services, including control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance; IT management and service operations documents for identifying and allocating charges and tracking payments for computer usage, data processing, and other IT services (EXCLUDING the agency's cost accounting system); data and reports on implementation of a system or application; resource and demand management for a system; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting changes; and documentation of software distribution and version management.

Disposition Instructions: TEMPORARY. Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off. **(DRS 1.4.0014)**