

Request for Records Disposition Authority	
(See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment) U S Department of State	
2 Major Subdivision Bureau of Overseas Buildings Operations	
3 Minor Subdivision Information Resource Management Division	
4 Name of Person with whom to confer Shelia A Prince	5 Telephone (include area code) (202) 261-8428

Leave Blank (NARA Use Only)	
Job Number	NI-059-09-24
Date Received	5/12/09
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
7/28/09	<i>Shelia Prince</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 2 page(s) are not now needed for the business of 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
 has been requested

Signature of Agency Representative Tasha M Thian <i>Tasha M Thian</i>	Title Agency Records Officer	Date (mm/dd/yyyy) 4/30/09
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See Attached Schedule for E-system Buildings Management Integrated System (BMIS)		

Bureau of Overseas Building Operations
Buildings Management Integrated System (BMIS)
Records Disposition Schedule

BMIS provides an integrated enterprise-wide solution that centralizes, coordinates and shares information between divisions over the course of the lifecycle of a building, supporting asset management, maintenance management, project management and real estate and space management. Information retained on BMIS is dated from 1998 to the present.

1a(1). Building Management Integrated System (BMIS)

Description: a. **System Input** – Copies of project information from the various OBO program areas and overseas posts include but not limited to digital photos, building specifications, construction cost, leasing information, financial spreadsheet, data entry and other project documentation as well as extracted electronically for RPA (Real Property Application) Information Resource Management System (IRMS), U.S. Costs Program, Web Work Order for Windows (WebWOW), Project Information Database (PID) regarding government owned and/or leased property.

(1) Paper

Disposition: Temporary. Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.

DispAuthNo: GRS 20, item 2a (4)

1a(2). Building Management Integrated System (BMIS)

Description: a. **System Input** – Copies of project information from the various OBO program areas and overseas posts include but not limited to digital photos, building specifications, construction cost, leasing information, financial spreadsheet, data entry and other project documentation as well as extracted electronically for RPA (Real Property Application), Information Resource Management System (IRMS), U.S. Costs Program, Web Work Order for Windows (WebWOW), Project Information Database (PID) regarding government owned and/or leased property.

(2) Electronic Input

Disposition: Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later.

DispAuthNo: GRS 20, item 2b

1b. Building Management Integrated System (BMIS)

Description: b. **Master Data Files:** Contains data regarding costs, leases, and other contracts associated with real estate and facilities; project management tracking; planning and budget data; maintenance, operations and planning management data; and other related data.

Disposition: Temporary. Destroy 7 years after the property is no longer owned/leased or when no longer needed, whichever is later.

DispAuthNo:

1c. Building Management Integrated System (BMIS)

Description: c. **System Output:** Reports included but limited to statistical reports, inventories, management reports, real estate reports, etc

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: Pending

~~**1d. Building Management Integrated System (BMIS)**~~

~~**Description:** d. **System Documentation:** Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications.~~

~~**Disposition:** Temporary. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.~~

~~**DispAuthNo:** GRS 20, Item 11a(1)~~

~~**1e. Building Management Integrated System (BMIS)**~~

~~**Description:** e. **Backup of Files:** Electronic copy, considered by the agency to be a Federal record, of the master copy of electronic record or file retained in case the master file or database is damaged or inadvertently erased. Incremental backup are done daily; full backups are done weekly and monthly to storage area network on disks.~~

~~**Disposition:** Temporary. Delete when the identical records have been deleted or when replaced by a subsequent backup file.~~

~~**DispAuthNo:** GRS 20, Item 8b~~