

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-059-09-26	
Date Received 5/12/09	
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 7/28/09	Archivist of the United States <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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 Information Resource Management System (IRMS)		

**Bureau of Overseas Buildings Operations**  
**Information Resource Management System (IRMS)**  
**Records Disposition Schedule**

The Information Resource Management System (IRMS) supports OBO's oversight and management of its worldwide real property holdings. IRMS is an essential component of OBO's work processes. The Information Resource Management System (IRMS) consists of custom-developed software applications, as well as several commercial off the shelf (COTS) applications and an extranet used for collaborating with OBO's private sector business partners that support the Bureau of Overseas Buildings Operations core operations. Included in IRMS are custom software applications that generate allotment cables that distribute program funds to Department of State posts abroad, track requirements for maintaining and improving those posts. Also included within the Information Resource Management System are COTS software applications that store digital photographs of overseas facilities, maintain documents related to projects to build new embassies overseas, and track tasks associated with work at OBO. The COTS applications are integrated to varying degrees with the custom applications. Together, these applications comprise the core information systems that OBO relies on to manage its business. Information retained on IRMS is dated from 1998 to the present.

**1a(1) Information Resource Management System (IRMS)**

**Description:** a. **System Input:** Information obtained from copies of leases, title/deed documentation and information input electronically from post using the Web Real Property Application (RPA), Web Work Order for Windows (WebWOW), U.S. Cost and various COTS applications.

(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) Information Resource Management System (IRMS)**

**Description:** a. **System Input:** Information obtained from copies of leases, title/deed documentation, and information input electronically from post using the Web Real Property Application (RPA), Web Work Order for Windows (WebWOW), and various COTS applications.

(2) Electronic

**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. Information Resource Management System (IRMS)**

**Description:** b. **Master Data File:** Contains data regarding funding for facility maintenance projects and requirements; real property leases; fund disbursements; project performance; repository of non-capital project information; tracking information regarding shipments of residential and office furniture and furnishings to posts; fire equipment installations, fire prevention and incidents at post; real property holdings including cost, size, occupants, features and address, as well as, other project information.

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

**DispAuthNo:**

**1c. Information Resource Management System (IRMS)**

**Description:** c. **Output:** Real estate management reports, financial reports, lease waiver reports and various ad hoc reports are generated daily. Electronic reports are routinely sent to Federal Real Property Profile.

**Disposition:** Temporary. Cutoff end of fiscal year. Destroy 5 years after cutoff or when no longer needed, whichever is later.

**DispAuthNo:** Pending

**1d. Information Resource Management System (IRMS)**

**Description:** d. **Documentation:** Includes user requirements, design document, implementation procedures, testing documentations, installation procedures and software. The applications documentations are maintained electronically and paper.

**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. Information Resource Management System (IRMS)**

**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