

<b>Request for Records Disposition Authority</b> (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

<b>Leave Blank (NARA Use Only)</b>	
Job Number <i>NI-059-09-27</i>	
Date Received <i>5/12/09</i>	
<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>7/28/09</i>	Archivist of the United States <i>Abigail Sherman</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 <i>Tasha M Thian</i>	Title Agency Records Officer	Date (mm/dd/yyyy) <i>4/30/09</i>
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 Facilities Environmental Tracking System (FACETS)		

**Bureau of Overseas Buildings Operations**  
**Facilities Environmental Tracking System (FACETS)**  
**Records Disposition Schedule**

The Facilities Environmental Tracking System (FACETS) database is used to gather and display environmental information on OBO owned and leased buildings overseas. The information is gathered by maintenance engineers that visit posts to obtain measurements, samples, pictures and other pertinent data. The database contains specific asbestos data and drawings but is expanding to contain, water quality, underground storage tanks and indoor air quality data.

- 1a. Facilities Environmental Tracking System (FACETS)**
- Description:** a. **System Input:** Data entry, measurements, drawings, surveys, inspections, sample analysis and abatements/repairs conducted on government owned and/or leased property regarding asbestos and other environmental issues.
- Disposition:** Temporary. Destroy when the information and/or data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.
- DispAuthNo:** GRS 20, Item 2b
- 1b. Facilities Environmental Tracking System (FACETS)**
- Description:** b. **Stored Data File:** Contains data from surveys, inspections, air sampling, bulk sample analysis, drawings and abatement/repairs regarding Asbestos and other environmental data.
- Disposition:** Temporary. Cutoff when property no longer owned/leased. Destroy 30 years after cutoff or when no longer needed for reference, whichever is later.
- DispAuthNo:**
- 1c. Facilities Environmental Tracking System (FACETS)**
- Description:** c. **System Output:** Reports such as but not limited to management reports, comparison reports, inspection reports, executive summaries, etc.
- Disposition:** Temporary. Destroy when no longer needed.
- DispAuthNo:**

**1d. Facilities Environmental Tracking System (FACETS)**

**Description:** d. **System Documentation:** Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, operations and maintenance guide.

**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. Facilities Environmental Tracking System (FACETS)**

**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 disc.

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

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