

SF-115 Attachment
NARA Job No N1-48-08-14

System Name: Capstone – Facilities Management System (FMS) (aka MAXIMO-Advantage)

System Record Description:

7562 The FMS is a relational database used to track work request orders. It tracks repair requests, repair expenses, labor hours and related information. This system also contains information such as the type, size, location and purpose of equipment and systems. The Prime Key is the project, structure or equipment that is the subject of the case file. FMS allows multiple users simultaneous access to update open work orders with labor hours, materials, and tool usage and closeout the work orders when completed per project, structure or equipment. This system can generate reports and provide summaries of data tools for facilities management senior personnel. It schedules preventative maintenance for all equipment based on frequency and level of effort established by the General Services Administration (GSA) and provides reports on the status of completion, labor used and cost.

Records:

1. 7562 0 Master Data Files

Disposition: TEMPORARY. Cut off case file for project, building or equipment when sold, destroyed or otherwise no longer Federal property and place in an inactive file. Destroy or delete 10 years after cutoff or when no longer needed for reference, whichever is later.

Additional Information:

Establishing Authority:

Restrictions: None

Superseded Records and Authorities: New system, unscheduled

Related Records and Authorities:

Inventory Files, GRS 3/Item 9,
Motor Vehicle Operating and Maintenance Files, GRS 10/Item 2,
Building and Equipment Service Files, GRS 11/Item 5,
Inputs, GRS 20/Item 3b1
Outputs, GRS 20/Item 6,
System Documentation, GRS 20/Item 11a1
OST FMS Schedule, N1-75-09-1/Item b

Supplementary System Description:

FMS uses the IBM-MAXIMO software as the platform for this open system.

SF 115 SUPPLEMENTARY COVER SHEET

SUMMARY:

This Action establishes one new Office of the Secretary series entitled
“Maximo Advantage”

Reason for submission:

- (1) This action provides for the disposition of records maintained in the Maximo Advantage, a previously unscheduled system used for tracking work request orders, repair request, repair expenses and labor hours
- (2) This action also incorporates the series in to the numbering pattern of the Office of the Secretary’s new records schedule