INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-048-08-014

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by DAA-0048-2013-0001-0011

Listed as superseded on crosswalk

Date Reported: 04/09/2021

REQUE	ST FOR RECORDS DISPOSIT	JOB NUMBER N/- 048-08-14		
	IONAL ARCHIVES & RECORDS A ADELPHI ROAD COLLEGE PARK		Date Received	123/08
FROM (Agency or establishment)			NOTIFICATION TO AGENCY	
Department of the Interior				
2 MAJOR SUBDIVISION National Business Center			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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	
3 MINOR SUBDIVISION Facilities Management				
4 NAME OF PERSON WITH WHOM TO CONFER		4 TELEPHONE NUMBER	DATE ARCHIVIST	OF THE UNITED STATES
Pamala R Quallich		202-208-3909	2 010166	both
Solution 1 AGENCY INFORMATION 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 1 page(s) are not needed now 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, or □ has been requested				
	y]is not required	is attached, or	nas been rec	quested
DATE SIGNATURE OF AGENCY REPRESENTATIVE			TITLE	
6/17/08	amala	I Gualle	Office of the S	Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND P	ROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	7562 Maximo Advantage [See Attached List of Records Describing Disposition Authority]	uptions and Requested	N/A	

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

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

System Record Description:

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 <u>new Office</u> of the Secretary series entitled "Maximo Advantage"

Reason for submission:

- (1) This action provides for the disposition or 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