

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-08-18</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>7/1/08</i>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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 Finance Directorate			
4 NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4 TELEPHONE NUMBER 202-208-3909	DATE <i>1-13-2009</i>	ARCHIVIST OF THE UNITED STATES <i>Adrianne Thomas</i>
5 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 <u>1</u> 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 <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>6/27/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>		TITLE Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	7564 Quarters Management Information System (QMIS) 7564 1 Local System 7564 2 Interagency Database [See Attached List of Records Descriptions and Required Disposition Authority]	N/A	

SF 115 SUPPLEMENTARY COVER SHEET

SUMMARY:

This Action establishes one new Office of the Secretary series entitled:

“Quarters Management Information System”

Reason for submission:

- (1) This action provides for the disposition of records maintained in the Quarters Management Information System, a previously unscheduled system used for Calculating current rental rates for all government-owned or leased civilian housing.
- (2) This action also incorporates the series in to the numbering pattern of the Office of the Secretary’s new records schedule.

7564 Quarters Management Information System (QMIS). A rental rate setting application, with functions including: calculating current rental rates for all government-owned or leased civilian housing, in accordance with OMB Circular A-45; setting rental rates specific to any city in the U.S. or its territories; setting rates for government provided utilities, appliances and services; calculating isolation and other A-45 administrative adjustments; calculating rental rates to be paid by government employees through payroll deduction; providing a user interface to enable users to record all physical features of government housing; providing printed documents, such as government housing inventories, rent calculations, lease agreements, and current or historical tenant or rent reports for management; estimating heating and cooling costs where no utility meters exist; and updating rental and utility rates for annual inflation.

7564.1 Local System. Official record copy kept by individual bureaus/offices with the Local QMIS data. Local records include the QMIS database, Tenant Rent Notices, Quarters Assignment Agreements, payroll deduction forms, and related records. This schedule only covers Office of the Secretary records.

Disposition: Temporary. Cut off at end of calendar year. Destroy 6 years after cut-off.

7564.2 Interagency Database. Data is centralized and compiled on a yearly basis with voluntary participation from bureaus and office using QMIS systems. Data is used to create private rental market sampling plans, to determine the percentage each agency will contribute to the Quarters Operations Budget, and to fulfill other reporting requirements.

Disposition: Temporary. Cut off at the end of fiscal year. Destroy when superseded/obsolete.