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REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)
	JOB NUMBER N1-075-07-9
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	DATE RECEIVED 1/4/07

1 FROM (Agency or establishment) **Department of Interior**	Notification to Agency
2 MAJOR SUBDIVISION **Bureau of Indian Affairs**	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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	

4 NAME OF PERSON WITH WHOM TO CONFER **Boyd Robinson** 505-563-5102	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES

6 AGENCY CERTIFCATION

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 _____ page(s) are not needed now for the business for 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

DATE 12|22|06	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE **Director, Office of Trust Records**

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED RETENTION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
01	**Please See Attached Electronic Record Schedule for:** **Facilities Management Information System (FMIS)** Chief Information Officer *ACT(ng)* *12-28-06* Bureau of Indian Affairs Date		

115-109   PREVIOUS EDITION NOT USABLE   STANDARD FORM 115 (REV 3-91)

Prescribed by NARA 36 CFR 1228

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115
N1-075-07-9
Revision Date: 03/27/08

Facilities Management Information System (FMIS)

System Description: The Facilities Management Information System (FMIS) functions as centralized database for Bureau of Indian Affairs' (BIA) owned/maintained building and ground assets. It is the primary system that maintains inventory records for Indian Tribes and the BIA, supporting all BIA Facility Management programs that are granted, contracted or compacted. FMIS is used to support the Federal responsibility to record, maintain and report information that affects operations and maintenance (O&M) funding to Indian tribes.

FMIS contains modules to support data management pertaining to Asset Inventories, Deferred Maintenance Backlogs, Safety Management Inspections/Abatements, Construction Project Management, Budget Development and Tracking, Field Work Tickets, Field Work Planning, Environmental, Surveys, and Ad Hoc Reports.

a. Inputs:

   Inputs to the system include: asset inventories, maintenance backlogs, budget and funding information, safety management inspections/abatements, construction project management documents, field works tickets, field work planning documents, and environmental and survey records.

   Disposition: Apply disposition instructions approved for paper and microfilm records.

b. Master Data Files:

   The master data file contains Inventory data: detailed information on Bureau funded structures (schools, jails, housing, offices, etc) and site data. This data is used to generate Operations and Maintenance funds for each location and provides life cycle status of inventory and condition of the inventory. Backlog data: detailed information on deferred maintenance deficiencies and improvements for all buildings and sites. Also provides detailed health & safety inspection reports. This data is used to prioritize and create construction projects and is also used to fund supplemental programs and to fund emergencies. Project Management data: detailed information on construction projects, including new school construction, major facilities Improvement and repair, portables, and roofing. This data is used to track construction projects through all their phases. Budget data: detailed information on budget allotments, allocations, and expenditures for facility funding programs. This data is used record budget allotments and allocations generate Funding Documents, and to track where the money has been expended. Work Ticket data: detailed information on day to day

ELECTRONIC RECORDS SCHEDULE

routine, unscheduled, and preventive maintenance tasks performed at locations. This data provides facility manager ability to schedule staff and is used to provide historical maintenance repair data for planning. PDF documents of drawing and plans can be captured within this system. Within this system, the capability to store and manage computer aided design documents is available but not used at this time. This capability maybe implemented in future enhancements.

Disposition: PERMANENT. Create duplicate copy of data off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed between DOI and NARA, in accordance with regulations currently cited in 36 CFR ~~1228.270.~~

1235 Subpart C

c. Outputs:

1. Case file specific queries, sorts, reports, tables and related records that are created for case files, studies, inquiries, inspections, and related program files.

Disposition: Apply disposition instructions approved for paper and microfilm program records.

2. System Generated documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files.

Disposition: PERMANENT: Printed Report Files. Files by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in the office of record for maximum of 2 years after cut off or when no longer needed for current business operations; and then retire to federal record center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United Stated Department of Interior and the National Archives and Records Administration.

d. Documentation: *GRS 20/item 11*

System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database.

Disposition: PERMANENT. Transfer to the National Archives with system data as identified in item b.1 above.

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Additional Information for: Facilities Management Information System (FMIS)

BIA Series/System Number:

Users: Agency wide

Program: Office of Facilities Management and Construction (OFMC)

Function: Facilities Management

Related Series/Systems: 2400 Facilities Management Series

Location: BIA2 Building, 12th Street, Albuquerque, NM 87102

Points of contact: Boyd Robinson, Deputy Director, OFMC 505-563-5102