REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER N1-075-09-1

DATE RECEIVED 10/27/08

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
Department of Interior

2. MAJOR SUBDIVISION
Assistant Secretary of Indian Affairs

3. MINOR SUBDIVISION
Office of the Chief Information Officer

Notification to Agency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
John Anevski	202-208-5480	8 Jly 10	

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/17/08		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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	Please See Attached Schedule for: MAXIMO _John S. Anevski_ 9/29/2008 Chief, Division of Irrigation, Power, and Safety of Dams Date _[signature]_ 9-30-08 Chief Information Officer – Indian Affairs Date		

SF-115 Update, Page 1a
Update changes approved by Ms. Yolanda Montoya via e-mail on April 29, 2010.

Department of Interior / Office of the Special Trustee for American Indians
Job No. N1-75-09-1
MAXIMO-Capstone Facilities Management System (FMS)

Item b. Data Files:

The data is stored in Oracle 9i data tables. Data maintained within the system includes maintenance history on irrigation canals and structures, dams in the Safety of Dams Program, and motor vehicles and heavy equipment located at the irrigation projects. System data dates from 2002 to present.

Disposition: PERMANENT. Create duplicate copy of records 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 to between DOI and NARA, as specified in NARA standards applicable at the time of transfer.

Item c2. System Generated Documents Organized by Program.

System Generated Documents organized by Program, Regional, Agency or Field Offices. Records include 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 cannot be easily separated and filed in case specific files. Records may be filed by system report name, program, region, agency or field office, job run date, and fiscal year.

Disposition: PERMANENT. Cut off at end of fiscal year. Transfer paper records to the records center and electronic records to the National Archives 2 years after cutoff or when no longer needed for current business operations, whichever is less. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer.

ELECTRONIC RECORDS SCHEDULE

Request for Records Disposition Authority, attachment to SF 115
N1-075-08-
September 23, 2008

MAXIMO™ – Facility Management System

The Capstone Facilities Management System (FMS) is an Automated Maintenance Management System which tracks materials, labor, and tools estimated dollars for maintenance performed against Irrigation canals and structures, motor vehicles and heavy equipment at 15 BIA Irrigation Projects. Data captured is tracked and reported in accordance with BPRA goals to OMB.

MAXIMO™ addresses deficiencies noted in previous IG Reports relating to BIA irrigation, power and safety of dams' projects. This computerized maintenance management program has been proposed to answer deficiencies such as: lack of comprehensive and accurate inventories of projects facilities and equipment, and to address the minimal scheduling of work.

   a. **Inputs**:

      Work orders for maintenance to be performed are created, planned, and scheduled and data is encoded into the system. Source records include maintenance work orders against Irrigation Project Canals and Structures, Irrigation Project Motor Vehicle and Heavy Equipment.

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

   b. **Data Files**:

      The data is stored in Oracle 9i data tables: Data maintained within the systems includes maintenance history on irrigation canals and structures, dams in the Safety of Dams Program, motor vehicles and heavy equipment located at the irrigation projects. Data maintained within this includes data from 2002 to present.

      Disposition: PERMANENT. Create duplicate copy of records 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 to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270.
superseded by 4/28/10 version

   c. System Generated Documents/Outputs

      1. Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g.,

management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. *filing instruction*

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 Instructions: PERMANENT: File 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 office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of Interior and the National Archives and Records Administration.

superseded by 4/29/10 version

d. Documentation   *GRS 20/Item II a(2)*

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 Instructions: PERMANENT. Transfer to the National Archives with Master Data file as identified above.

Additional Information for: Maximo™ - Facility Management System

BIA Series/System Number: TR-4916a-P5 - Irrigation Work Order Files
                            TR-4916a-P5 - Power Work Order Files

Users: Bureau of Indian Affairs

Program: BIA - Office of Trust Services – Division of Irrigation, Power and Safety of DAMS (IPSOD)

Location: Washington, DC

Points of contact: John Anevski (202) 208-5480

System Information:

Location:	Application and Database Servers located in Albuquerque Data Center
Software:	IBM MAXIMO™, BEA Weblogic, Actuate Report Software (Server and Report Designer), Oracle 9i Database
System Software:	Window Server and Oracle 9i Database Server
Size:	As of 07/10/2008 Application Software: 1.37 GB Actuate Report Server Software: 191 MB BEA Weblogic Webserver Software: 3.37 GB Oracle Database (Maximo™ Schema Only): 300MB – this does not include software
Life Cycle:	The BIA installation of Maximo™ will be rolled into the DOI-mandated Single Platform Maximo™ in 2010 (or thereabouts) to accommodate the single interface to FBMS
Imaging System:	N/A
System Description:	Asset Management Software, Web Server, and Report Server Design Software
Annual Growth:	100 MB or more
Update Process:	Users update open work order(s) with labor hours, materials and tool usage. Work order(s) is then completed and closed.
Date of Records:	2002 to Present

Program Office(s) that utilizes the system:

- Colorado River Irrigation Power
- Flathead Irrigation Project
- Blackfeet Irrigation
- Fort Peck Irrigation Project
- Wind River Irrigation Project
- Fort Hall Irrigation Project
- Navajo Irrigation Project
- Pine River Irrigation Project
- San Carlos Indian Irrigation Project (Indian Works)
- San Carlos Indian Irrigation Project (Joint Works) – Projected
- Wapato Irrigation Project