

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of the Interior

2. MAJOR SUBDIVISION
U.S. Bureau of Reclamation

3. MINOR SUBDIVISION
Reclamation Service Center

4. NAME OF PERSON WITH WHOM TO CONFER
Roy A. Wingate

5. TELEPHONE
303-236-0305
x430

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-115-97-2

DATE RECEIVED
4-1-97

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION

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 4 page(s) are not now needed 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.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3-26-97	<i>Roy A. Wingate</i>	Acting Manager - Records Management Team

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached		

Attachment to Job No. N1-115-97-2 Item 1
Department of the Interior, Bureau of Reclamation
Electronic Records Systems Disposition Schedule

Item 1. Reclamation Enterprise Maintenance Management System (REMMS) is a customized software package using MAXIMO. When fully implemented this system will be maintained Reclamation-wide. REMMS contains information and data regarding the operation and maintenance for most facilities and equipment owned by Reclamation. The system is used for planning and scheduling of maintenance work, generation and tracking of work orders, warehouse inventory, labor costs, and the costs of operating these facilities and equipment over decades of use. The primary sort for records management is by Work Order number, Equipment number, Employee number, Part number, etc.

1.a. Electronic data input - electronic input from Federal Financial System (FFS), Reclamation Integrated Time & Attendance (RITA), Federal Standard Requisitioning and Issue Procedures (FEDSTRIP), Data Warehouse, and eventually IDEAS - Interior Department Electronic Acquisitions System, and similar systems in the future.

Disposition: TEMPORARY. Delete when data has been downloaded into the master database identified in 1.b., and verified, or when the data is no longer needed to support reconstruction of or service the backup to the master file, whichever is later. (GRS 20, item 2b)

1.b. REMMS Master Data Files - maintenance work order tracking files from April, 1997.

Disposition: TEMPORARY. Delete master data files at the end of each fiscal year or when no longer needed for current business.

1.c. On-line Working Data Files and Hardcopy Outputs - various data extracts generated by queries against the REMMS Master Database, consisting of on screen and hardcopy reports and on-line lookup tables to track operation and maintenance.

Disposition: TEMPORARY. Delete on-line working data files and destroy hardcopy outputs when no longer needed for current business.

1.d. System Backup - daily backups of system, intended for restoration to its native environment in the event of system failure.

Disposition: TEMPORARY. Delete when no longer needed for current business or when replaced by subsequent security backup file. (GRS 20, item 8b)

1.e. Documentation - codebooks, record layouts, user manuals and/or system specifications, and any other documentation that assists in interpreting REMMS data files.

Disposition: TEMPORARY. Destroy when revised, superseded, or obsolete in accordance with system updates or migrations

Attachment to Job No. N1-115-97-2 Item 2
Department of the Interior, Bureau of Reclamation
Electronic Record Systems Disposition Schedule

Item 1. Resource Information System (RIS). This system is maintained Reclamation-wide. It contains an inventory and tracking of all local real property acquired from private parties or withdrawn from public domain, including rights reserved by others or rights granted to others. It also includes an inventory of all buildings and structures under Reclamation's jurisdiction such as dams, canals, irrigation works, and power plants. Data is entered into the system from source documents by authorized personnel at the Bureau's regional, area, or field offices. The primary sort for records management is by region, project, feature, year acquired, cost, etc. This system serves as a real time relational database for information contained in source documents found in N1-115-94-6 (LND) and N1-115-94-8 (PRJ).

1.a. Electronic data inputs - input from source documents.

1. a. (1) Forms with data that has been abstracted from original/source documents and used for data entry into the system..

Disposition: TEMPORARY. Destroy forms when data has been verified against the data entry forms.

1. a. (2) Data entered directly from original/source documents.

Disposition: Maintain original/source documents in accordance with approved disposition instructions for the records listed in the Information Management Handbook under Land and Project breakouts.

1. b. RIS Master Data File - abstracted index of all data pertaining to real property, facilities, buildings, irrigation works and associated features owned or controlled by Reclamation from 1895 to the present.

Disposition: PERMANENT. Close file at the end of the fiscal year and transfer data files to NARA in annual increments.

Note: All transfers of data will be done in accordance with 36 CFR Section 1228.188 - 190 and in conjunction with NARA retention schedule N1-115-94-6 (LND) and N1-115-94-8 (PRJ).

1. c. On-Line Working Data Files and Hardcopy Outputs - extracts generated by queries against the RIS Master Database, consisting of on screen and hardcopy reports and on-line look-up tables to research various data.

Disposition: TEMPORARY. Delete on-line working data files and destroy hardcopy outputs when no longer needed for current business.

1. d. System Backup - weekly backups of system, intended for restoration to its native environment in the event of system failure.

Disposition: TEMPORARY. Delete when no longer needed for current business or when replaced by a subsequent backup file. (GRS 20, item 8a)

1. e. Documentation - codebooks, record layouts, user manuals and/or system specifications, and any other documentation that assist in interpreting RIS data files.

Disposition: PERMANENT. Transfer to NARA along with corresponding RIS Master Data Files with each transfer of data files. (see item 1.b.).