

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)

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

JOB NUMBER  
*NI-075-09-1*  
DATE RECEIVED  
*10/27/08*  
Notification to Agency

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

4 NAME OF PERSON WITH WHOM TO CONFER  
John Anevski

5. TELEPHONE  
202-208-5480

DATE  
*8 July 08*  
ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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 \_\_\_ 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  
*10/17/08*

SIGNATURE OF AGENCY REPRESENTATIVE  
*[Signature]*

TITLE  
Director, Office of Trust Records  
9 GRS OR SUPERSEDED JOB CITATION      10 ACTION TAKEN (NARA USE ONLY)

ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED RETENTION

1 Please See Attached Schedule for:  
MAXIMO

*[Signature]*  
Chief, Division of Irrigation, Power, and Safety of Dams  
Date *9-30-08*

*[Signature]*  
Chief Information Officer - Indian Affairs  
Date *9-30-08*

RECEIVED  
OCT 02 2008  
Office of the Special Trustee  
for American Indians  
OFFICE OF TRUST RECORDS  
(OTR)  
Director's Office

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.,

# ELECTRONIC RECORDS SCHEDULE

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

*GRS20/Item 1(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

# ELECTRONIC RECORDS SCHEDULE

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

# ELECTRONIC RECORDS SCHEDULE

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