

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0059-2013-0004**  
Schedule Status                      **Approved**

Agency or Establishment      **Department of State**  
Record Group / Scheduling Group   **General Records of the Department of State**  
Records Schedule applies to      **Major Subdivision**  
Major Subdivision                  **Bureau of Diplomatic Security**  
Minor Subdivision                  **Office of Security Technology (DS/C/ST)**  
Schedule Subject                      **Records of Computerized Management Maintenance System (CMMS)**

Internal agency concurrences will be provided      **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0059-2013-0004

Sequence Number	
1	Computerized Management Maintenance System - CMMS
1.1	Master File Disposition Authority Number DAA-0059-2013-0004-0001

## Records Schedule Items

Sequence Number	
1	<b>Computerized Management Maintenance System - CMMS</b>
1 1	<b>Master File</b>
	Disposition Authority Number <b>DAA-0059-2013-0004-0001</b>
	<p><b>Computerized Management Maintenance System-CMMS provides enterprise-wide asset management capabilities focused on procurement, installation, inventory control, asset maintenance, and lifecycle monitoring on a global scale to compile comprehensive information on the Office of Security Technology's (ST) worldwide operations and the ability to analyze equipment operations CMMS is also used to track ST operations to ensure that all security equipment is accurately procured and inventoried, work orders related to the equipment and repairs are tracked with a concurrent lifecycle program for maintenance and replacement In addition, CMMS provides transparency and accurate accounting of security equipment located at posts throughout the world CMMS adds efficiency to performance tracking, both of personnel and of machinery, procurement efficacy, procurement discipline and historical analysis</b></p>
	Final Disposition <b>Temporary</b>
	Item Status <b>Active</b>
	Is this item media neutral? <b>Yes</b>
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>Yes</b>
	Do any of the records covered by this item exist as structured electronic data? <b>Yes</b>
	<b>Disposition Instruction</b>
	Cutoff Instruction <b>Cutoff when equipment is excess or retired</b>
	Retention Period <b>Destroy 6 year(s) and 3 month(s) after cutoff.</b>
	<b>Additional Information</b>
	GAO Approval <b>Not Required</b>

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
03/29/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
08/07/2013	Return for Revision	Andrea Shahmohammadi	Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Division
11/13/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
11/13/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
11/14/2013	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
11/14/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/18/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/20/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist