

MM5002 - Buildings and Improvements Other Than Buildings Screens

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Selection Screen

Use the Buildings and Improvements Other Than Buildings - Selection Screen to add, change, display, or manage the disposition of building inventory records.

From this screen, you can access the following Buildings and Improvements Other Than Buildings screens: Master Record, Investments/Improvements, Building Heating, Attributes, and Disposal.

User Function Keys

| | | |
|----|---------|--|
| F1 | REFRESH | Redisplays the screen. Any additions or changes you made since you last pressed Enter will disappear. |
| F2 | ADD | Displays the Buildings and Improvements Other Than Buildings - Master Record Screen and allows you to add a new record. |
| F3 | CHANGE | Displays the Buildings and Improvements Other Than Buildings - Master Record Screen and allows you to change an existing record. |
| F4 | INQUIRY | Displays the Buildings and Improvements Other Than Buildings - Master Record Screen and allows you to view an existing record. |
| F5 | DISPOSE | Displays the Buildings and Improvements Other Than Buildings - Disposal Screen and allows you to manage the disposition of an existing record. |
| F8 | MENU | Redisplays the FMS System Menu. |

Data Fields

| | |
|---|----------------------------|
| COLLEGE (key; required) | WING (key) |
| BUILDING NUMBER (key; required) | |

College

| | |
|-------------------|--|
| Definition | Key field; entry required. A code identifying a college. |
| Length | 3 characters |

Building Number

| | |
|-------------------|--|
| Definition | Key field; entry required. A code identifying a specific college building. |
| Length | 3 characters |

Wing

| | |
|-------------------|--|
| Definition | Key field. A code identifying a specific wing within a college building. |
| Length | 1 character |

Master Record Screen

Use the Buildings and Improvements Other Than Buildings - Master Record Screen to establish and maintain specific information about buildings.

User Function Keys

| | | |
|----|-----------------|--|
| F1 | REFRESH | Redisplays the screen. Any additions or changes you made since you last pressed Enter will disappear. |
| F4 | SELECT FUNCTION | Redisplays the Buildings and Improvements Other Than Buildings - Selection Screen with the college and building number you entered. |
| F6 | NEXT SCREEN | Displays the Buildings and Improvements Other Than Buildings - Investment/Improvements Screen and allows you to view or change a record. |
| F8 | MENU | Redisplays the FMS System Menu. |

Data Fields

| | |
|--|---|
| RVSN DATE (display only) | GEN ADMIN LEASE# (required) |
| COLLEGE (display only) | BLD CONDITION (required) |
| BUILDING NUMBER (display only) | COMMODITY GROUP (required) |
| WING (display only) | HISTORICAL SITE (required) |
| BUILDING ABBR (required) | AIR CONDITION (required) |
| BUILDING NAME (required) | CONTROL STATUS (required) |
| UTILIZATION CD (required) | HANDICAP ACCESS (required) |
| COUNTY CODE (required) | ON/OFF CAMPUS (required) |
| USEFUL LIFE (required) | TOT CAPTL INVESTMT (display only) |
| OWNERSHIP STAT (required) | RENOVATION DATE (optional) |
| CONSTRUCT TYPE (required) | SMS BUILDING NUMBER (optional) |
| LEGIS DISTRICT CD (required) | JANITORIAL SERVICES |
| GROSS SQ FT (required) | RENTED ELECTRICAL |
| DATE CONSTRUCTED (required) | INTERIOR MAINTENANCE (%) |
| SITE CODE (required) | RENTED FUEL |
| ASSIGNBL SQ FT (display only) | EXTERIOR MAINTENANCE (%) |
| DATE OCCUPIED (required) | DORMITORY CAPACITY |

Revision Date

| | |
|-------------------|--|
| Definition | Display only. A date assigned by the system indicating when the current record was added or changed. |
| Length | 6 digits |
| Format | YYMMDD |

College

| | |
|-------------------|---|
| Definition | Display only. A code identifying a college. |
| Length | 3 characters |

Building Number

| | |
|-------------------|---|
| Definition | Display only. A code identifying a specific college building. |
| Length | 3 characters |

Wing

| | |
|-------------------|---|
| Definition | Display only. A code identifying a specific wing within a college building. |
| Length | 1 character |

Building Abbreviation

| | |
|-------------------|--|
| Definition | Entry required. An abbreviated name of a college building. |
| Length | 6 characters |

Building Name

| | |
|-------------------|---|
| Definition | Entry required. A name of a college building. |
| Length | 25 characters |

Utilization Code

| | |
|-------------------|---|
| Definition | Entry required. A code indicating a typical usage pattern for a building. |
| Length | 1 digit |
| Values | Valid Codes: <ul style="list-style-type: none">1 Used on a full-time basis (default)2 Used on a part-time basis3 Excess to the particular location but still needed by the agency4 Excess to the needs of the agency and should be surplusd5 Surplused |

County Code

| | |
|-------------------|--|
| Definition | Entry required. A code identifying the county where a building is located. |
| Length | 2 characters |
| Edits | Must be valid on the County Table (ZX0040). |

Useful Life

| | |
|-------------------|---|
| Definition | Entry required. A number indicating the estimated life, in years, of a particular commodity. Used for computing depreciation. |
| Length | 2 digits |

Ownership Status

| | |
|-------------------|---|
| Definition | Entry required. A code indicating ownership of land. |
| Length | 1 digit |
| Values | Valid codes: <ul style="list-style-type: none"> 1 Owned by the college (default) 2 Leased or purchased by the college 3 Leased or owned by the federal government 4 Leased or rented by the college 5 Other 6 Not owned, but available to the college at little or no cost 7 Trust-owned by another college or state agency |

Construction Type

| | |
|-------------------|---|
| Definition | Entry required. A code classifying a building by the type of primary materials used in its construction. |
| Length | 1 digit |
| Values | Valid codes: <ul style="list-style-type: none"> 1 Steel frame 2 Masonry or concrete block 3 Wood frame 4 Greenhouse 5 Portables 6 Pre-engineered metal building 7 Concrete 8 Residential 9 Trailer or container |

Legislative District Code

| | |
|-------------------|--|
| Definition | Entry required. A code identifying the legislative district where a piece of land is located. |
| Length | 3 digits |
| Edits | Valid codes <ul style="list-style-type: none"> 001-049 as defined by the state 099 out-of-state |

Gross Square Feet

| | |
|-------------------|--|
| Definition | Entry required. A number indicating the total area, to the nearest square foot, of all floors in a building. |
| Length | 6 digits |

Date Constructed

| | |
|-------------------|---|
| Definition | Entry required. The date a structure was built and was ready for occupancy. |
| Length | 4 digits |
| Format | YYMM |

Site Code

| | |
|-------------------|--|
| Definition | Entry required. A code identifying a particular site at a college. |
| Length | 1 character |
| Edits | Must be valid on the Location Code Table (MM2010). |

Assignable Square Feet

| | |
|-------------------|--|
| Definition | Display only. A number indicating the total square feet of all floors in a building that is assigned, or available for assignment, to an occupant or for functional use. Note: Rooms with a Room Use Code of 109 and below are not included in this total. |
| Length | 6 digits |

Date Occupied

| | |
|-------------------|---|
| Definition | Entry required. A date indicating when a college or state agency occupied a building. |
| Length | 4 digits |
| Format | YYMM |

General Administrative Lease Number

| | |
|-------------------|--|
| Definition | Entry required. A number assigned to a lease in the State Lease Information System (LIS), which is tracked by the Property Development Division of the Department of General Administration (GA). Leases are managed by the GA or delegated to the colleges. Note: Only include leases for space that colleges have control of 24 hours a day. Casual leases should not be included in Facilities and Equipment (FAE). |
| Length | 6 digits |

Building Condition

| | |
|-------------------|---|
| Definition | Entry required. A code indicating a building's physical status at the time of inventory. |
| Length | 1 digit |
| Values | <p>Valid codes:</p> <ul style="list-style-type: none"> 1 Satisfactory: Suitable for continued use with normal maintenance. 2 Remodeling A: Requires restoration to current acceptable standards without major room use changes or modernization. The remodeling cost is not greater than 25% of the building's estimated replacement cost. 3 Remodeling B: Requires major updating or modernization. The remodeling cost is greater than 25% of the building's estimated replacement cost. 4 Remodeling C: Requires major remodeling. The remodeling cost is greater than 50% of the building's estimated replacement cost. 5 Demolition: Should be demolished or abandoned because the building is unsafe or structurally unsound, despite the need for the space or the availability of funds for a replacement. <p>Note: This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for demolition, it's condition is recorded as "demolition" regardless of its condition at the time of inventory.</p> <ul style="list-style-type: none"> 6 Termination: Planned termination or relinquishment of occupancy of the building for reasons other than the building is unsafe or structurally unsound. For example, abandoning temporary units or vacating leased space. <p>Note: This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for termination, it's condition is recorded as "termination" regardless of its condition at the time of inventory.</p> <ul style="list-style-type: none"> 9 No assessment of condition has been made. <p>Note: If selected, then plan to do the assessment prior to the next Facility Inventory update.</p> |

Commodity Group

| | |
|-------------------|---|
| Definition | Entry required. A code used to group commodities into general categories in accordance with the Office of Financial Management (OFM). |
| Length | 4 characters |
| Values | Valid codes: 0200 Work in progress 0300 Infrastructures 0500 Building 06xx Improvements other than buildings |

Historical Site

| | |
|-------------------|--|
| Definition | Entry required. A code indicating whether a facility is a historical site and is on the historical register. Note: There are limitations on what can be done to a facility on the historical register. |
| Length | 1 character |
| Values | Valid codes: Y Yes, the facility is on the historical register. N No, the facility is not on the historical register. |

Air Condition

| | |
|-------------------|---|
| Definition | Entry required. A code indicating whether more than half of a building is air-conditioned. |
| Length | 1 character |
| Values | Valid codes: Y Yes, more than half of the building is air-conditioned. N No, less than half of the building is air-conditioned. |

Control Status

| | |
|-------------------|---|
| Definition | Entry required. A code indicating whether a college has scheduling control over the facility on a 24-hour basis. |
| Length | 1 character |
| Values | Valid codes: Y Yes, the college has scheduling control over the facility on a 24-hour basis. (default) N No, the college has scheduling control over the facility for a portion of the day. |

Handicap Access

| | |
|-------------------|---|
| Definition | Entry required. A code indicating whether a facility is handicap accessible. |
| Length | 1 character |
| Values | Valid codes: Y Yes, the facility is handicap accessible. N No, the facility is not handicap accessible. Blank Unknown |

On/Off Campus

| | |
|-------------------|---|
| Definition | Entry required. A code indicating the location of a building in relation to the primary campus. |
| Length | 1 digit |
| Values | Valid codes: 1 On campus, contiguous: the building is located on the main campus. (default) 2 On campus, noncontiguous: the building is located within normal walking distance of the main campus. 3 Off campus: the building is not located on the main campus or within normal walking distance of the main campus. |

Total Capital Investment

| | |
|-------------------|--|
| Definition | Display only. A number indicating the cost of an initial investment and all capitalized improvements for a building and improvements other than for buildings. |
| Length | 11 digits |

Renovation Date

| | |
|-------------------|--|
| Definition | Optional field. A date indicating the last major renovation to a facility or building. |
| Length | 6 digits |
| Format | YYMMDD |
| Edits | The renovation amount must be at least 60% of the replacement cost for the facility or building. |

SMS Building Number

| | |
|-------------------|---|
| Definition | Optional field. A Student Management System (SMS) number assigned to a building. Note: Because SMS and FMS use different numbering conventions, it is difficult to coordinate the FMS and SMS building numbers. |
| Length | 3 characters |

Janitorial Services

| | |
|-------------------|--|
| Definition | A code indicating whether maintenance for a leased facility is the college's responsibility. |
| Length | 1 character |
| Values | Valid codes: Y Yes, the college provides maintenance. N No, the property owner provides maintenance. |

Rented Electrical

| | |
|-------------------|--|
| Definition | A code indicating whether electricity for a leased facility is the college's responsibility. |
| Length | 1 character |
| Values | Valid codes: Y Yes, the college pays for electricity. N No, the property owner pays for electricity. |

Interior Maintenance Percentage

| | |
|-------------------|---|
| Definition | The percentage of interior maintenance for a leased facility that is the college's responsibility. Note: If the property owner is responsible for all the interior maintenance, leave this field blank. |
| Length | 3 digits |

Rented Fuel

| | |
|-------------------|--|
| Definition | A code indicating whether the fuel cost for a leased facility is the college's responsibility. |
| Length | 1 character |
| Values | Valid codes: Y Yes, the college pays the fuel cost. N No, the property owner pays the fuel cost. |

Exterior Maintenance Percentage

| | |
|-------------------|---|
| Definition | The percentage of exterior maintenance for a leased facility that is the college's responsibility. Note: If the property owner is responsible for all the exterior maintenance, leave this field blank. |
| Length | 3 digits |

Dormitory Capacity

| | |
|-------------------|--|
| Definition | The maximum number of occupants allowed in a dormitory. Note: Building records with data in this field will be excluded from all capital planning reports. |
| Length | 4 digits |

Investments/Improvements Screen

Use the Buildings and Improvements Other Than Buildings - Investments/Improvements Screen to establish and maintain investment and improvement information for buildings.

User Function Keys

| | | |
|----|-----------------|---|
| F1 | REFRESH | Redisplays the screen. Any additions or changes you made since you last pressed Enter will disappear. |
| F2 | PREVIOUS PAGE | Redisplays the Buildings and Improvements Other Than Buildings - Master Record Screen and allows you to view or change an existing record. |
| F3 | NEXT PAGE | Displays the Buildings and Improvements Other Than Buildings - Building Heating Screen and allows you to view or change a existing record. |
| F4 | SELECT FUNCTION | Redisplays the Buildings and Improvements Other Than Buildings - Selection Screen with the college and building number you entered. |
| F5 | PREVIOUS SCREEN | Redisplays the Buildings and Improvements Other Than Buildings - Master Record Screen and allows you to view or change an existing record. |
| F6 | NEXT SCREEN | Displays the Buildings and Improvements Other Than Buildings - Building Heating Screen and allows you to view or change an existing record. |
| F8 | MENU | Redisplays the FMS System Menu. |

Data Fields

| | |
|--|---|
| RVSN DATE (display only) | VALUATION |
| COLLEGE (display only) | FUND |
| BUILDING NUMBER (display only) | DATE OF INVESTMENT |
| WING (display only) | CAPITAL INVESTMENT AMOUNT |
| PROJECT NUMBER | USEFUL LIFE (optional) |

Revision Date

| | |
|-------------------|--|
| Definition | Display only. A date assigned by the system indicating when the current record was added or changed. |
| Length | 6 digits |
| Format | YYMMDD |

College

| | |
|-------------------|---|
| Definition | Display only. A code identifying a college. |
| Length | 3 characters |

Building Number

| | |
|-------------------|---|
| Definition | Display only. A code identifying a specific college building. |
| Length | 3 characters |

Wing

| | |
|-------------------|---|
| Definition | Display only. A code identifying a specific wing within a college building. |
| Length | 1 character |

Project Number

| | |
|-------------------|---|
| Definition | An identification number assigned to grants, contracts, and capital projects. |
| Length | 4 characters |
| Edits | If the investment was made after August 31, 1985, a project number is required. |

Valuation Method

| | |
|-------------------|--|
| Definition | A code indicating the method used to set cost. |
| Length | 1 digit |
| Values | Valid codes: <ol style="list-style-type: none">1 Purchased items—purchase cost plus installation, freight, and sales tax2 Lease purchase—present value cost if item was purchased3 Donate assets—fair market value at time of acquisition4 Self-constructed—direct costs of construction |

Fund

| | |
|-------------------|---|
| Definition | A code indicating a source of funds used to acquire a building. |
| Length | 3 characters |
| Edits | Must be valid on the Fund Table (GA1022). |

Date of Investment

| | |
|-------------------|---|
| Definition | A date indicating when a capital investment was made. |
| Length | 6 digits |
| Format | YYMMDD |

Capital Investment Amount

| | |
|-------------------|---|
| Definition | A number indicating the amount of a capital investment. <ul style="list-style-type: none">• For initial capital investment amounts, include all initial expenditures necessary to purchase or build a building.• For capital improvement amounts, include the value of a work in progress or of a finished project as it applies to an improvement of a building. |
| Length | 10 digits |

Useful Life

| | |
|-------------------|---|
| Definition | Optional field. A number indicating the estimated life, in years, of a commodity used for computing depreciation. |
| Length | 2 digits |

Building Heating Screen

Use the Building and Improvements Other Than Buildings - Building Heating Screen to establish and maintain heating information for buildings.

User Function Keys

| | | |
|----|-----------------|---|
| F1 | REFRESH | Redisplays the screen. Any additions or changes you made since you last pressed Enter will disappear. |
| F4 | SELECT FUNCTION | Redisplays the Buildings and Improvements Other Than Buildings - Selection Screen with the college and building number you entered. |
| F5 | PREV SCREEN | Redisplays the Buildings and Improvements Other Than Buildings - Investments/Improvements Screen and allows you to view or change a record. |
| F6 | NEXT SCREEN | Displays the Buildings and Improvements Other Than Buildings - Attributes Screen and allows you to view or change a record. |
| F8 | MENU | Redisplays the FMS System menu. |

Data Fields

| | |
|--|-----------------------------|
| RVSN DATE (display only) | GAS |
| COLLEGE (display only) | FUEL OIL #2 |
| BUILDING NUMBER (display only) | ELECTRIC |
| WING (display only) | OTHER |

Revision Date

| | |
|-------------------|--|
| Definition | Display only. A date assigned by the system indicating when the current record was added or changed. |
| Length | 6 digits |
| Format | YYMMDD |

College

| | |
|-------------------|---|
| Definition | Display only. A code identifying a college. |
| Length | 3 characters |

Building Number

| | |
|-------------------|---|
| Definition | Display only. A code identifying a specific college building. |
| Length | 3 characters |

Wing

| | |
|-------------------|---|
| Definition | Display only. A code identifying a specific wing within a college building. |
| Length | 1 character |

Gas Net Square Feet

| | |
|-------------------|--|
| Definition | A number indicating the net square footage of an area heated by gas. |
| Length | 6 digits |

Fuel Oil #2 Net Square Feet

| | |
|-------------------|---|
| Definition | A number indicating the net square footage of an area heated by fuel oil and steam. |
| Length | 6 digits |

Electric Net Square Feet

| | |
|-------------------|--|
| Definition | A number indicating the net square footage of an area heated by electricity. |
| Length | 6 digits |

Other Net Square Feet

| | |
|-------------------|--|
| Definition | A number indicating the net square footage of an area heated by a method other than gas, fuel oil, steam or electricity. |
| Length | 6 digits |

Attributes Screen

Use the Buildings and Improvements Other Than Buildings - Attributes Screen to establish and maintain the types, quantities, and descriptions of attributes, or characteristics, of buildings.

User Function Keys

| | | |
|----|-----------------|--|
| F1 | REFRESH | Redisplays the the screen. Any additions or changes you made since you last pressed Enter will disappear. |
| F4 | SELECT FUNCTION | Redisplays the Buildings and Improvements Other Than Buildings - Selection Screen with the college and building number you entered. |
| F5 | PREVIOUS SCREEN | Redisplays the Buildings and Improvements Other Than Buildings - Building Heating Screen and allows you to view or change an existing record. |
| F6 | NEXT SCREEN | Displays the Buildings and Improvements Other Than Buildings - Disposal Screen and allows you to view an existing record. This function key only appears if you pressed F4 (Inquiry) in the selection screen. |
| F8 | MENU | Redisplays the FMS System Menu. |

Data Fields

| | |
|--|--|
| RVSN DATE (display only) | CODE |
| COLLEGE (display only) | QUANTITY |
| BUILDING NUMBER (display only) | DESCRIPTION (display only) |
| WING (display only) | |

Revision Date

| | |
|-------------------|--|
| Definition | Display only. A date assigned by the system indicating when the current record was added or changed. |
| Length | 6 digits |
| Format | YYMMDD |

College

| | |
|-------------------|---|
| Definition | Display only. A code identifying a college. |
| Length | 3 characters |

Building Number

| | |
|-------------------|---|
| Definition | Display only. A code identifying a specific college building. |
| Length | 3 characters |

Wing

| | |
|-------------------|---|
| Definition | Display only. A code identifying a specific wing within a college building. |
| Length | 1 character |

Facilities Attribute Code

| | |
|-------------------|---|
| Definition | A code identifying a specific facility attribute, for example, the type of roof or interior lighting. |
| Length | 4 digits |
| Edits | Must be valid on the Facilities Attribute Table (MM5004). |

Facilities Attribute Quantity

| | |
|-------------------|---|
| Definition | The quantity, if applicable, of a specific facility attribute, for example, the number of fire extinguishers in a building. |
| Length | 5 digits |

Facilities Attribute Description

| | |
|-------------------|---|
| Definition | Display only. A descriptive title of a facility attribute derived from the facility attribute code and the Facilities Attribute Table (MM5004). |
| Length | 30 characters |

Disposal Screen

Use the Buildings and Improvements Other Than Buildings - Disposal Screen to remove building records or to identify building records that were disposed from the Inventory database.

User Function Keys

| | | |
|----|-----------------|--|
| F1 | REFRESH | Redisplays the screen. Any additions or changes you made since you last pressed Enter will disappear. |
| F3 | REMOVE DISPOSAL | Removes the disposal status applied to a record. |
| F4 | SELECT FUNCTION | Redisplays the Buildings and Improvements Other Than Buildings - Selection Screen with the college and building number you entered. |
| F5 | PREV SCREEN | Redisplays the Buildings and Improvements Other Than Buildings - Attributes Screen and allows you to view an existing record. This function key only appears if you pressed F4 (Inquiry) in the selection screen. |
| F8 | MENU | Redisplays the FMS System Menu. |

Data Fields

| | |
|--|--|
| RVSN DATE (display only) | TOT CAPTL INVESTMT (display only) |
| COLLEGE (display only) | DATE CONSTRUCTED (display only) |
| BUILDING NUMBER (display only) | ASSIGNABLE SQ FEET (display only) |
| WING (display only) | DISPOSED STATUS (entry required or press F3 [Remove Disposal]) |
| BUILDING ABBR (display only) | DATE DISPOSED (entry required or press F3 [Remove Disposal]) |
| GROSS SQ FT (display only) | GA AUTHORITY NUMBER |

Revision Date

| | |
|-------------------|--|
| Definition | Display only. A date assigned by the system indicating when the current record was added or changed. |
| Length | 6 digits |
| Format | YYMMDD |

College

| | |
|-------------------|---|
| Definition | Display only. A code identifying a college. |
| Length | 3 characters |

Building Number

| | |
|-------------------|---|
| Definition | Display only. A code identifying a specific college building. |
| Length | 3 characters |

Wing

| | |
|-------------------|---|
| Definition | Display only. A code identifying a specific wing within a college building. |
| Length | 1 character |

Building Abbreviation

| | |
|-------------------|--|
| Definition | Display only. An abbreviated name of a college building. |
| Length | 6 characters |

Gross Square Feet

| | |
|-------------------|--|
| Definition | Display only. The total area, to the nearest square foot, of all floors in a building. |
| Length | 6 digits |

Total Capital Investment

| | |
|-------------------|--|
| Definition | Display only. A number indicating an initial investment and all capitalized improvements for a building and improvements other than buildings. |
| Length | 11 digits |

Date Constructed

| | |
|-------------------|---|
| Definition | Display only. A date indicating when a basic structure was built and was ready for occupancy. |
| Length | 4 digits |
| Format | YYMM |

Assignable Square Feet

| | |
|-------------------|--|
| Definition | Display only. A number indicating the total square feet of all floors in a building that is assigned, or available for assignment, to an occupant or for functional use. Note: Rooms with a Room Use Code of 109 and below are not included in this total. |
| Length | 6 digits |

Disposed Status

| | |
|-------------------|--|
| Definition | Entry required or press F3 (Remove Disposal) to remove the disposal status applied to a record. A code indicating the status of a building which has been disposed of. |
| Length | 1 digit |
| Values | Valid codes: 1 Released—sale or exchange 2 Lost 3 Stolen 4 Consumed 5 Other 6 Delete—physically removes the record from the Inventory database. |

Date Disposed

| | |
|-------------------|--|
| Definition | Entry required or press F3 (Remove Disposal) to remove the disposal status applied to a record. A date indicating when a building was disposed of. |
| Length | 6 digits |
| Format | YYMMDD |

GA Authority Number

| | |
|-------------------|---|
| Definition | A General Administration Department (GA) authority number assigned to a land parcel for surplus. Although this field is usually numeric, it can contain alphabetic characters. |
| Length | 10 characters |