

## OECD Policy on Archiving Partial Dispositions/Demolitions in FIMS

**Definition:** A partial disposition/demolition with respect to FIMS is when a portion of a real property asset is demolished or disposed of and a new FIMS record is generated and archived to capture the portion of the real property asset that has been demolished or disposed of.

**Policy:** It is OECD's policy to allow new FIMS records to document partial dispositions/demolitions when the remainder of the real property asset will remain for five or more years.

### **Examples:**

1. In the case where a large building is being demolished over several years and one wing of the building is being demolished each year, it would not be appropriate to generate a new FIMS record each year and archive it to take credit for the square footage demolished in that year. The correct procedure would be to wait until the entire building is demolished and archive the FIMS record.
  - a. **FIMS Documentation:** If disposition/demolition of a real property asset will take multiple years, partial disposition/demolition documentation in FIMS is not appropriate. Sites should:
    - i. Retain the original GSF, RPV, etc. in FIMS during disposition/demolition and archive the record when disposition/demolition is complete. If during a FIMS data validation it is noted that the real property asset being disposed of/demolished does not have the same GSF, RPV, Etc. as the FIMS record, explain to the validation team that you will archive when the asset is completely demolished in accordance with OECD policy.
2. A building has three wings. Wing 1 is demolished. There are no plans on disposing of the other two wings. It would be appropriate to develop a new FIMS record for the demolished wing and archive the record. Another similar example would be if 100 acres of a 500 acre land parcel is being disposed of. There are no plans to dispose of the remaining 400 acres. It would be appropriate to develop a new FIMS record for the acreage that is being disposed of and archive the new record.
  - a. **FIMS Documentation:** Developing a FIMS record for the partial disposition/demolition is appropriate. Sites should:
    - i. Generate a new FIMS record, for the portion of the real property asset, after disposition/demolition is completed. The Property ID for the new record should be similar to the existing record (i.e. if a portion of Property ID 100 were disposed of/demolished, the Property ID of the new record documenting the disposition/demolition could be 100DEMO). Use the Notes field in FIMS to document the partial disposition on both the original and new records.
    - ii. It is important that once the new FIMS record is generated and archived, that both the source data and the FIMS data elements (such as GSF, Net Usable Sqft, RPV ...) for the original FIMS record be updated to reflect the partial disposition/demolition.

**Implementation:** This policy will be implemented through Appendix G, FIMS Administrative Guide, of the FIMS User's Guide. It will also be available on the FIMS website under the HQ Guidance page.