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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-AU-2012-0006

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2012-0006
Schedule Status Returned Without Action
Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Major Subdivision
Major Subdivision Office of the Administrative Assistant to the Secretary of the Army
Minor Subdivision Records Management and Declassification Agency
Schedule Subject Army Regulation 385-10, The Army Safety Program
Project Status Report (PSR) System Master File
Internal agency concurrences will be provided No

Background Information The Project Status Report (PSR) is a data warehouse for tracking low level radiation waste projects from the point of generation to recycle or ultimate disposal.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Outline of Records Schedule Items for DAA-AU-2012-0006

Sequence Number	
1	Project Status Report (PSR) System Master File
1.1	Project Status Report (PSR) System Master File Disposition Authority Number: DAA-AU-2012-0006-0001

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Records Schedule Items

Sequence Number	
1	Project Status Report (PSR) System Master File
1.1	Project Status Report (PSR) System Master File
	Disposition Authority Number DAA-AU-2012-0006-0001
	<p>System contains information accumulated in controlling the receipt, transfer, use, storage, and disposal of radiation sources required by the U.S. Nuclear Regulatory Commission licenses, Army radiation authorizations, or Army reactor permits. Included are records of material movements, instructions concerning movements, registers, issue receipts, inventory and material accounting records, damaged shipment reports, waste disposal reports, and similar information. This system was developed to replace the hard copy records and manual filing system. Inputs: Includes the project information, project status updates, contract information, and financial information for projects. Outputs: System generated reports that provide current/historical project and financial information. Also, customized reports on individual project and overall financial, administrative, and contract information. In addition, the system produces zip files for each project containing all records in that project. All outputs are produced on demand. The system was developed to replace hard copy records and manual filing system, which is scheduled by the NARA Authority Number N!-AU-01-25, file number (FN) 11-9g1, Ionizing Radiation Source Accounting records. Records prior to 2006 mainly exist in paper form but some files as old as 1994 have been scanned into the system. Waste manifests are housed in the electronic Waste Management Information System but duplicate copies may appear in the Project Status Report. Authorizations and receipts for the local consolidation facility are issued in the RadMat system but are also copied into the Project Status Report to be included in the individual project files. Note: Use record number (RN) 25-1kkk for source input records, RN 25-1lll for automated system administrative reports, RN 25-1mmm for system documentation and RN 25-1nnn for backup files. Also, please note that the previously used Army Records Management Information System (ARMIS) RN: 385-10 (Safety) has been replaced with the new Record Series: 900A (Emergency and Safety) under the new Army Consolidated Records Schedule (ACRS).</p>
	Final Disposition Temporary
	Item Status Withdrawn
	Is this item media neutral? Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
Army Regulation 385-10	The Army Safety Program

GRS or Superseded Authority Citation NA

Disposition Instruction

Cutoff Instruction Keep until no longer needed for conducting business.

Transfer to Inactive Storage Retire to the AEA. The AEA will delete record when the record is 75 years old.

Retention Period Destroy immediately after 75

Additional Information

GAO Approval Not Required

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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
03/12/2012	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
09/23/2016	Return Without Action	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services

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