

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2012-0010

Schedule Status Approved

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 380-40, Policy for Safeguarding and Controlling Communications Security (COMSEC) Material

Communications Security Logistics Activity Missions Applications (CSLA Mission Apps) System Master File - A two part sub-system which consist of two items Item 1 Communications Security (COMSEC) Incident Management Monitoring System (CIMMS) and Item 2 Secure File Management System (SFMS)

Internal agency concurrences will be provided No

Background Information Item 1 The Communications Security (COMSEC) Incident Management Monitoring System (CIMMS) application is a web-based SIPRNET database system The purpose and function of the Communications Security (COMSEC) Incident Management Monitoring System (CIMMS) application is to automate the reporting, processing, and disposition of Communications Security (COMSEC) incidents

Item 2 Secure File Management System (SFMS) allows the Communications Security (COMSEC) community to share and distribute classified (up to Secret) Communications Security (COMSEC) related documents and files

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-AU-2012-0010

Sequence Number	
1	Item 1 Communications Security (COMSEC) Incident Management Monitoring System (CIMMS) Disposition Authority Number DAA-AU-2012-0010-0001
2	Item 2 Secure File Management System (SFMS) Disposition Authority Number DAA-AU-2012-0010-0002

Records Schedule Items

Sequence Number

1

Item 1 Communications Security (COMSEC) Incident Management Monitoring System (CIMMS)

Disposition Authority Number DAA-AU-2012-0010-0001

Each record contains contact information such as name, phone number, SIPRNET e-mail, rank/grade, organization information, and details pertaining to the Communications Security (COMSEC) incident type, location, dates, description of events, list of material involved with material details such as serial number. Outputs consist of e-mails with a portable document format (PDF) version of the incident report as an attachment and statistical reports for internal Communications Security Logistics Activity Mission Applications (CSLA Mission Apps) use in analyzing incident report data. Inclusive date of records are from October 1, 2010 to present. The Army Materiel Command (AMC) is the proponent of the Communications Security Logistics Activity Mission Applications (CSLA Mission Apps). Please note that the previously used Army Records Information Management System (ARIMS) RN 380-40 has been replaced with the new Records Series 300A "Security and Statistics" under the new Army Consolidated Records Schedule (ACRS).

Final Disposition Temporary

Item Status Active

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? No

Manual Citation	Manual Title
AR 380-40	Policy for Safeguarding and Controlling Communications Security (COMSEC) Material

Disposition Instruction

Cutoff Instruction Keep until no longer needed for conducting business

Retention Period Destroy immediately after 6 years

Additional Information

GAO Approval Not Required

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Item 2 Secure File Management System (SFMS)

Disposition Authority Number **DAA-AU-2012-0010-0002**

System contains basic user information such as name, user name, password, phone number, and e-mail address. The system also contains information related to each file posted such as file name, description, and size. Outputs Consists of the file up-loaded by one user and subsequently down-loaded by another user. Inclusive date of records are from July 2006 to present. The Army Materiel Command (AMC) is the proponent of the Communications Security Logistics Activity Mission Applications (CSLA Mission Apps). Please note that the previously used Army Records Information Management System (ARIMS) RN 380-40 has been replaced with the new Records Series 300A "Security and Statistics" under the new Army Consolidated Records Schedule (ACRS).

Final Disposition **Temporary**

Item Status **Active**

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? **No**

Manual Citation	Manual Title
AR 380-40	Policy for Safeguarding and Controlling Communications Security (COMESC) Material

Disposition Instruction

Cutoff Instruction **Event is until the document's expiration date is reached and the document is flagged for deletion in the Secure File Management System (SFMS). Keep until the event occurs and then until no longer needed for conducting business but not longer than 1 year after the event.**

Retention Period **Destroy 1 year(s) after Event**

Additional Information

GAO Approval **Not Required**

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
07/17/2012	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
05/31/2013	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
06/05/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/06/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/07/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist