

## Request for Records Disposition Authority

Records Schedule Number      **DAA-AU-2013-0014**  
 Schedule Status                      **Approved**

Agency or Establishment      **Department of the Army**  
 Record Group / Scheduling Group   **Army Undifferentiated**  
 Records Schedule applies to      **Agency-wide**  
 Schedule Subject                      **Individual Deceased Personnel Files (IDPF)**  
 Internal agency concurrences will be provided      **Yes**

Background Information      **Army Regulation (AR) 600-8-1, Army Casualty Program, prescribes the policies, procedures, and responsibilities for casualty operations functions. Casualty operations functions include casualty reporting, notification, and assistance. Casualty Assistance Centers (CACs) are responsible for accounting for, reporting, and documenting all casualties. CACs are required to maintain an Individual Deceased Personnel File (IDPF) on all individuals for whom the Army provides a mortuary affairs benefit. The Casualty and Memorial Affairs Operations Center (CMAOC), U.S. Army Human Resources Command (AHRC-PEZ), has technical supervision over CACs worldwide and serves as the Office Performing Army-wide responsibility for IDPFs. Currently, IDPFs held by the Office Performing Army-wide responsibility are scheduled for long-term temporary retention under NARA Job NC1-AU-81-25, Item 1a. Army submits this schedule to supersede the previously approved temporary authority and to propose the records for permanent retention. This schedule is intended to cover a discrete set of records that are held at WNRC.**

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-AU-2013-0014

Sequence Number
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1
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Individual Deceased Personnel Files (Paper Based) Disposition Authority Number: DAA-AU-2013-0014-0001
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## Records Schedule Items

Sequence Number					
1	<p><b>Individual Deceased Personnel Files (Paper Based)</b></p> <p>Disposition Authority Number      <b>DAA-AU-2013-0014-0001</b></p> <p>Documents on caring for the remains of decedents, relating to death, recovery or nonrecovery, identification or nonidentification, preparation, and disposition. Included are photographs of skeletal structure, record of identification processing effects and physical data, record of identification processing, dental comparison chart, trip reports, race determination, receipts for skeletal remains.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>The National Personnel Records Center has requested that the paper-based records be retained in their original format.</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>Army Regulation 25-400-2</b></td> <td><b>Army Records Information Management System (ARIMS)</b></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>NC1-AU-81-25, Item 1a</b></p> <p><b>Disposition Instruction</b></p> <p>If this item has multiple sections, indicate here records to which this section apply      <b>Non-electronic Textual Records</b></p> <p>Cutoff Instruction                        <b>N/A</b></p> <p>Transfer to Inactive Storage              <b>Records are already in inactive storage (WNRC).</b></p> <p>Transfer to the National Archives for Accessioning      <b>Upon approval of this schedule, transfer all records that were not selected for scanning (pre-WWII and post Korean War) and those that have been scanned and verified to the National Archives. Thereafter, annually transfer all records that have been scanned and verified to the National Archives.</b></p>	Manual Citation	Manual Title	<b>Army Regulation 25-400-2</b>	<b>Army Records Information Management System (ARIMS)</b>
Manual Citation	Manual Title				
<b>Army Regulation 25-400-2</b>	<b>Army Records Information Management System (ARIMS)</b>				

**Additional Information**

First year of records accumulation **1918**

End year of records accumulation **1976**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**Depends on the rate of scanning.**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	12000 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

## 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
11/26/2013	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
03/18/2014	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
04/01/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/02/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/02/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist