

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2014-0022

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 Automated Tool Inventory Control Tracking System (ATICTS) Master Files

Internal agency concurrences will be provided No

Background Information AR 710-2, Supply Policy Below the National Level, provides specific policy for the accountability and assignment of responsibility for property issued to a using unit. It also provides for the accountability and management of stocks being stored at direct, general, or installation supply support activities (SSAs) for issue to a customer. ATICTS is an Automated Tool Inventory Control and Tracking System used by Army Materiel Command's Red River Army Depot, Directorate of Public Works (DPE) to manage tool inventory, check out and check-in tools, parts and items via bar code, keyboard or mouse. The system controls multiple inventory locations providing real-time inventory control and can provide over 200 pre-programmed reports and unlimited custom reports. This schedule is for the master files, not the input and output.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-AU-2014-0022

Sequence Number	
1	Automated Tool Inventory Control Tacking System (ATICTS) - RN 710-2ss - ACRS 700A/06
1.1	Automated Tool Inventory Control Tacking System (ATICTS) Master Files Disposition Authority Number: DAA-AU-2014-0022-0001

Records Schedule Items

Sequence Number					
1	<p>Automated Tool Inventory Control Tacking System (ATICTS) - RN 710-2ss - ACRS 700A/06</p> <p>ATICTS is an Automated Tool Inventory Control and Tracking System used by Army Materiel Command's Red River Army Depot, Directorate of Public Works (DPE) to manage tool inventory.</p>				
1.1	<p>Automated Tool Inventory Control Tacking System (ATICTS) Master Files</p> <p>Disposition Authority Number DAA-AU-2014-0022-0001</p> <p>Data element fields consists of individual tool cribs, tool master maintenance, individual hand receipt inventory, receipt repository, purchasing and receiving, calibration records, employee master maintenance, and repair processing. Source input data is covered under RN 25-1kkk, Input Source Records. Outputs: Automated system administrative outputs and reports use RN 25-1lll, Information Technology System administrative reports. System documentation includes record layouts, standard operating procedures, specifications and code books which are covered under RN 25-1nnn/400B.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</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>Army Regulation 25-400-2</td> <td>The Army Records Information Management System</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction KE.25 Cutoff 3 months after equipment or system failure</p> <p>Retention Period Keep until event occurs, then delete 3 months after the event</p> <p>Additional Information</p>	Manual Citation	Manual Title	Army Regulation 25-400-2	The Army Records Information Management System
Manual Citation	Manual Title				
Army Regulation 25-400-2	The Army Records Information Management System				

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
07/18/2014	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
10/27/2016	Submit for Concurrence	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2: Archives II Processing Section
10/31/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/01/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/03/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist