

Request for Records Disposition Authority

Records Schedule Number **DAA-AU-2014-0029**
 Schedule Status **Approved**

Agency or Establishment **Department of the Army**
 Record Group / Scheduling Group **Army Undifferentiated**
 Records Schedule applies to **Agency-wide**
 Schedule Subject **Army Military Human Resource Records Management, AR 600-8-104**
 Internal agency concurrences will be provided **No**

Background Information

AR 600-8-104, Army Military Human Resource Records Management prescribes Army policy for the creation, administration, maintenance, and disposition of the Army Military Human Resource Record (AMHRR). AMHRR is an umbrella term encompassing human resource (HR) records for Soldiers, retirees, veterans, and deceased personnel. The AMHRR includes, but is not limited to the official military file (OMPF), finance related documents, and non-service related documents deemed necessary to store by the Army. The AMHRR, excluding the OMPF, is a collection of nonpermanent documents with various retention periods. Additional folders within AMHRR (non-official military personnel files) are contained in iPERMS to assist the Army in preserving valid information on a Soldier for a specific period of time. These documents/folders are stored in iPERMS until the end of the retention, and will not be transferred to NPRC.

The proponent for this regulation is the Deputy Chief of Staff, G-1, Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5402. The inclusive dates of these records are from 2002 to present.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-AU-2014-0029

Sequence Number	
1	Administrative, Record Number (RN) 600-8-104x/Army Consolidated Record Schedule (ACRS) 600A/0-6 Disposition Authority Number: DAA-AU-2014-0029-0001
2	Deployment/Mobilization Folder, Record Number (RN) 600-8-104y/Army Consolidated Record Schedule (ACRS) 600A/0-6 Disposition Authority Number: DAA-AU-2014-0029-0002
3	Finance Restricted Folder/Finance/Finance Record Review/ Personnel Record Review, Record Number (RN) 600-8-104z/Army Consolidated Record Schedule (ACRS) 600A/6+ Disposition Authority Number: DAA-AU-2014-0029-0003
4	DA Photograph, Record Number (RN) 600-8-104cc/Army Consolidated Record Schedule (ACRS) 600A/0-6 Disposition Authority Number: DAA-AU-2014-0029-0004
5	Official Military Personnel File (OMPF) Documents that cannot be Associated to a Specific Soldier, Record Number (RN) 600-8-104dd/Army Consolidated Record Schedule (ACRS) 600A/6+ Disposition Authority Number: DAA-AU-2014-0029-0005

Records Schedule Items

Sequence Number					
1	<p>Administrative, Record Number (RN) 600-8-104x/Army Consolidated Record Schedule (ACRS) 600A/0-6</p> <p>Disposition Authority Number DAA-AU-2014-0029-0001</p> <p>Contains administrative documents deemed appropriate for filing in iPERMS by Department of the Army, but that do not meet the definition of an OMPF document. The records include but are not limited to, tattoo memorandums, transferrable flags, uniform grooming exceptions to policy, pregnancy documentation and other temporary administrative documents.</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? No</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>AR 25-400-2</td> <td>The Army Records Information Management System (ARIMS)</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction KEN. Event is separation. Keep until event occurs and then until no longer needed for conducting business, but no longer than 6 years after separation, then delete. Upon expiration, documents contained in these folders will be purged and a destruction certificate issued.</p> <p>Retention Period Destroy 6 year(s) after after separation</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	AR 25-400-2	The Army Records Information Management System (ARIMS)
Manual Citation	Manual Title				
AR 25-400-2	The Army Records Information Management System (ARIMS)				
2	<p>Deployment/Mobilization Folder, Record Number (RN) 600-8-104y/Army Consolidated Record Schedule (ACRS) 600A/0-6</p> <p>Disposition Authority Number DAA-AU-2014-0029-0002</p>				

Folder contains active duty, USAR, and National Guard deployment/mobilization documents in accordance with DA Personnel Policy Guidance for Overseas Contingency Operations.

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 25-400-2	The Army Records Information Management System

Disposition Instruction

Cutoff Instruction KE6. Event is after separation/retirement/discharge from service. Keep until event occurs, then destroy. Upon expiration, documents contained in these folders will be purged and a destruction certificate issued

Retention Period Destroy 6 year(s) after after separation/retirement/discharge from service

Additional Information

GAO Approval Not Required

Finance Restricted Folder/Finance/Finance Record Review/ Personnel Record Review, Record Number (RN) 600-8-104z/Army Consolidated Record Schedule (ACRS) 600A/6+

Disposition Authority Number DAA-AU-2014-0029-0003

Finance Restricted contains Article 15s for E-4 and below for the sole purpose of auditing finance records and supporting pay transactions, documents (personnel or pay) that substantiate pay entitlements for Soldiers. All other folders are designed for the specific purpose of conducting record audits and are not part of the permanent records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

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electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
25-400-2	The Army Records Information Management System

Disposition Instruction

Cutoff Instruction KE6.25. Event is the effective date of the document. .
Keep until event occurs, then destroy. Upon
expiration, documents contained in these folders will
be purged and a destruction certificate issued

Retention Period Destroy 6 year(s) and 3 month(s) after effective date
of the document

Additional Information

GAO Approval Not Required

DA Photograph, Record Number (RN) 600-8-104cc/Army Consolidated Record
Schedule (ACRS) 600A/0-6

Disposition Authority Number DAA-AU-2014-0029-0004

Maintain official electronic photographs for all Soldiers authorized by AR 640-30.

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 25-400-2	The Army Records Information Management System

Disposition Instruction

Cutoff Instruction KE5. Event is the effective date of the document.
Keep until event occurs, then destroy. Upon
expiration, documents contained in these folders will
be purged and a destruction certificate issued

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Retention Period Destroy 5 year(s) after the effective date of the document

Additional Information

GAO Approval Not Required

Official Military Personnel File (OMPF) Documents that cannot be Associated to a Specific Soldier, Record Number (RN) 600-8-104dd/Army Consolidated Record Schedule (ACRS) 600A/6+

Disposition Authority Number DAA-AU-2014-0029-0005

These documents are OMPF documents intended for filing in iPERMS but do not contain enough information to be associated with a specific Soldier (lack of SSN and/or has a common name).

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 25-400-2	The Army Records Information Management System (ARIMS)

Disposition Instruction

Cutoff Instruction T10. Keep until no longer needed for conducting business, then retire to the Army Electronic Archive (AEA). The AEA will delete the records when the record is 10 years old.

Retention Period Destroy immediately after 10 years

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
08/12/2014	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
09/25/2015	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
09/28/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/28/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/01/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist