

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2014-0034
Schedule Status Approved

Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Agency-wide
Schedule Subject Post Laundry Program (PLP)
Internal agency concurrences will be provided No

Background Information

AR 210-130, Laundry and Dry Cleaning Operations, establishes policy and responsibilities for the Army's Installation and Dry Cleaning (L&DC) Operations, which furnishes services to authorized patrons and agencies. The proponent of this regulation is Assistant Chief of Staff for Installation Management.

The Fort Benning Post Laundry Program is used to input organizational laundry items and provides cost reports. The Laundry Services contractor uses it daily to put in organizational laundry tickets. Data collected on the system is used to complete ISR requirements and report to DRM the monthly charges for customers that have a MIPR for Laundry Support. The Post Laundry Program collects data that allows the user to track all incoming and outgoing items that were cleaned for the supported units and the corresponding prices of the cleaning services. This enables the COR to cross reference the data within the system against laundry tickets submitted by the contractor to ensure the contractor is billing accordingly. The PLP provides a means of investigating discrepancies of laundry that has been dropped off. The system is used primarily at Fort Benning by the Fort Benning Laundry Services contractor.

The data contains information reflecting laundry usage and associated charges, by the customer and by timeframe. While not classified, other than distribution of the data to the customer and budget personnel for the charges in question, it can only be distributed to those with a bona fide need to know and would need clearance from the KO and /or COR of the Post Laundry Contract. The PLP was initially a Microsoft Access data base, originating February 13, 2008. It was converted to a web-based application and put into production on December 19, 2012. Record data from 2010 to present is still accessible with the current web-based version.

The data contains information reflecting laundry usage and associated charges, by the customer and by timeframe.
Input: Source input data is covered under RN 25-1kkk, Input Source Records, ACRS 400B/0-6
Outputs: Automated system administrative outputs and reports use RN 25-III, Information technology system administrative reports, ACRS 400B/0-6

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-2014-0034

Sequence Number

1

Post Laundry Program (PLP) Master File - RN 210-130h - ACRS 200A/0-6 Disposition Authority Number: DAA-AU-2014-0034-0001

Records Schedule Items

Sequence Number		
1	Post Laundry Program (PLP) Master File - RN 210-130h - ACRS 200A/0-6 Disposition Authority Number DAA-AU-2014-0034-0001 Systems contains type and quantity of items to be cleaned, keeps track of items that are cleaned for individual units and the corresponding price to clean the items, UICs and CLINs that are added or modified as needed, reports based on invoices and Unit reports. 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
	25-400-2	The Army Records Information Management System (ARIMS)
	Disposition Instruction Cutoff Instruction Keep until no longer needed for conducting business, but not longer than 6 years, then delete. Retention Period Destroy when no longer needed 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
09/08/2014	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
12/23/2014	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
01/20/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/20/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/21/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist