

### Request for Records Disposition Authority

Records Schedule Number      DAA-AU-2015-0001  
Schedule Status                 Returned Without Action

Agency or Establishment        Department of the Army  
Record Group / Scheduling Group   Army Undifferentiated  
Records Schedule Applies to      Department-wide  
Schedule Subject                 Civilian Academic Papers  
Internal agency concurrences will be provided      No

Background Information      Army Regulations (AR) that covers the function: 621-5, Education, Army Continuing Education System. Establishes vision, mission, strategic goals, policies, and responsibilities for Army Continuing Education System (ACES). Delegates authority for managing Army Continuing Education System (ACES) programs and services.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-AU-2015-0001

Sequence Number

1

Civilian Academic Papers - Record Number 621-5j/ACRS 600A/6+  
Disposition Authority Number: DAA-AU-2015-0001-0001

**Returned Without Action**

Records Schedule Items

Sequence Number						
1	<p><b>Civilian Academic Papers - Record Number 621-5j/ACRS 600A/6+</b></p> <p>Disposition Authority Number      DAA-AU-2015-0001-0001</p> <p>Dissertations; final projects; capstone projects; and written contributions that are authored or co-authored by civilian government personnel or done under government contract, for academic purposes, while enrolled in educational institutions or educational programs.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                                Withdrawn</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%;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>25-400-2</td> <td>Army Records Information Management System (ARIMS)</td> </tr> </table>	Manual Citation	Manual Title	25-400-2	Army Records Information Management System (ARIMS)	
Manual Citation	Manual Title					
25-400-2	Army Records Information Management System (ARIMS)					
	<p>Disposition Instruction</p> <p>Cutoff Instruction                      T20. Keep in CEA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 20 years old.</p> <p>Retention Period                        Destroy immediately after 20 years.</p> <p>Additional Information</p> <p><input checked="" type="checkbox"/> GAO Approval                            Not Required</p>					

Returned Without Action

### 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
10/01/2014	Return to Submitte	Shirley KinsonJones	Management Analys t	Army - Records Management and Declassification Agency
10/01/2014	Cerify	Shirley KinsonJones	Management Analys t	Army - Records Management and Declassification Agency
02/11/2015	Return Without Action	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services

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