

Request for Records Disposition Authority

Records Schedule Number **DAA-AU-2015-0004**
 Schedule Status **Approved**

Agency or Establishment **Department of the Army**
 Record Group / Scheduling Group **Army Undifferentiated**
 Records Schedule applies to **Department-wide**
 Schedule Subject **Financial Management Information System (FMIS)**
 Internal agency concurrences will be provided **No**

Background Information **AR 690-200, General Personnel Provisions. The proponent of this regulation is DCS, G-1. In support of AR 690-200, the U.S. Army Materiel Command submits for disposition the Financial Management Information System (FMIS). FMIS is an integrated data mining, business intelligence tool that enables Army organizations to rapidly compile operational data from disparate legacy financial, acquisition and personnel systems. Source input extracts data from legacy systems via automated and manual data feeds and is approved for disposition under RN25-1kkk, Input Source Records. System documentation includes record layouts, specifications, and code books which are covered under RN 25-1mm. Output includes a variety of formats to include: Analysis Cubes, Crystal Reports and Microsoft Excel and are covered under RN 25-1jjjj. FMIS also provides a variety of customer services through our Customer Support portal to include: training, technical support, report building and database support. Automated system administrative outputs and reports use RN 25-1lll, Information technology system administrative reports. The inclusive dates of FMIS records are from 1997 to present.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2015-0004

Sequence Number

1	Financial Management Information System (FMIS) Master File, RN: 690-200o/ACR S 600/6+ Disposition Authority Number: DAA-AU-2015-0004-0001
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Records Schedule Items

Sequence Number		
1	<p>Financial Management Information System (FMIS) Master File, RN: 690-200o/ACRS 600/6+</p> <p>Disposition Authority Number DAA-AU-2015-0004-0001</p> <p>FMIS contains financial and personnel data that is consolidated and provided to customers through the web in a reporting format.</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>	
	Manual Citation	Manual Title
	AR 25-400-2	Army Records Information Management System
	Disposition Instruction	
	Cutoff Instruction	T10. Financial files are kept until no longer needed for conducting business, then retire to AEA. The AEA will delete record 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
10/30/2014	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
11/03/2014	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
02/02/2015	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
02/03/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist