

## Request for Records Disposition Authority

Records Schedule Number      DAA-AU-2015-0006  
Schedule Status                Approved  
  
Agency or Establishment        Department of the Army  
Record Group / Scheduling Group    Army Undifferentiated  
Records Schedule applies to        Department-wide  
Schedule Subject                Facilities and Equipment Maintenance System (FEMS) - AMC  
Internal agency concurrences will be provided      No

### Background Information

AR 735-5, Property Accountability Policies. This publication contains concepts and guidelines for establishing and maintaining the Command Supply Discipline Program (CSDP). The CSDP addresses supervisory and/or managerial responsibilities within the supply system from the user to the Army command (ACOM), Army service component command (ASCC), and/or direct reporting unit (DRU) level. The proponent of this regulation is the Deputy Chief of Staff, G-4. In support of AR 700-80, the U.S. Army Materiel Command, submits for disposition the Facilities and Equipment Maintenance System (FEMS) - AMC. FEMS-AMC is a multi-faceted maintenance application used for ordering work orders, asset tracking, inventory, planning RESET, sustaining and scheduling life-cycle asset requirements, plant & mobile equipment depreciation, repair/maintenance and physical location of equipment, and planned and scheduled maintenance. FEMS-AMC supports the maintenance, use and accountability of IPE/PPE, facilities, mobile equipment, tracked/wheeled vehicles, rotor & fixed wing, CBRNE and installation protection. Source input data is keyed into the system from the user's desktop using CAC authentication. Customer orders generate a job or work order ticket, scheduled maintenance of plant equipment or safety equipment would also generate a work order and is approved for disposition under 25-1kkk. Output for the FEMS system includes work orders and scheduled maintenance and are covered under RN25-1jjjjj. System documentation includes record layouts, specifications, and code books which are covered under RN 25-1mm. The inclusive dates of FEMS-AMC records are from 1998 to present.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

## Outline of Records Schedule Items for DAA-AU-2015-0006

Sequence Number	
1	Facilities and Equipment Maintenance System (FEMS) - AMC Master File, RN: 735 -5bb/ACRS 700A/0-6 Disposition Authority Number: DAA-AU-2015-0006-0001

Records Schedule Items

Sequence Number					
1	<p><b>Facilities and Equipment Maintenance System (FEMS) - AMC Master File, RN: 735-5bb/ACRS 700A/0-6</b></p> <p>Disposition Authority Number      <b>DAA-AU-2015-0006-0001</b></p> <p>Records in the FEMS-AMC contains work orders/job orders, equipment maintenance (scheduled and unscheduled), equipment repair tickets, assets (equipment (plant equipment, wheeled/tracked vehicles, mobile equipment, tools, inventory, etc), facilities (maintenance required to work area, replacement fixtures), CBRN equipment used for containment, security and safety checklists, contracts for scheduled work, forms templates, and labor reports.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></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>Army Records Information Management System</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction                      <b>Event is after termination of account. Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then delete.</b></p> <p>Retention Period                        <b>Destroy immediately after 6 years.</b></p> <p>Additional Information</p> <p>GAO Approval                             <b>Not Required</b></p>	Manual Citation	Manual Title	AR 25-400-2	Army Records Information Management System
Manual Citation	Manual Title				
AR 25-400-2	Army Records Information Management System				

### 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	Certify	Shirley Kinson Jones	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