

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2015-0009

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 Corps of Engineers Enterprise Management Information System (CEEMIS)

Internal agency concurrence will be provided No

Background Information

AR 67-49, Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities, prescribes the budgeting, funding, and reimbursement policies and responsibilities to be followed by Army activities in connection with intra-Army base operations support. The proponent of the regulation is the Assistant Secretary of the Army, Financial Management & Comptroller. In support of AR 67-49, the U.S. Corps of Engineers submits for disposition the Corps of Engineers Enterprise Management Information System (CEEMIS). CEEMIS is the Corps of Engineers Resource Management corporate-level financial data and reports consolidation system which provides single platform access to one common location for all financial reports execution data and managerial performance indicators. CEEMIS applies command-level edits and reconciliations ensuring data integrity and consistency in the preparation and submission of a variety of financial reports including Chief financial Officer Act reports and statements, Civil Automated Budget, DA Budget Execution Reports and Civilian Manpower Obligation Data, and Civil Works and Military program and project status reports.

The inclusive dates of CEEMIS records are 1997 to present.

Source input data includes input keyed into the system and obtained from other systems and is approved for disposition under RN 25-1kkk/400B. System documentation includes record layouts, specifications, and code books that are covered under RN 25-1mm/400B.

Output: CEEMIS applies command-level edits and reconciliations ensuring data integrity and consistency in the preparation and

submission of a variety of financial reports including Chief financial Officer Act reports and statements, Civil Automated Budget, DA Budget Execution Reports and Civilian Manpower Obligation Data, and Civil Works and Military program and project status reports. Automated system administrative outputs and reports use RN 25- jjjjj/400B, Information Technology.

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-2015-0009

Sequence Number	
1	Corps of Engineers Enterprise Management Information System (CEEMIS) Master File/RN 37-49d/ACRS 1100B/0-6 Disposition Authority Number: DAA-AU-2015-0009-0001

Returned Without Action

Records Schedule Items

Sequence Number		
1	Corps of Engineers Enterprise Management Information System (CEEMIS) Master File/RN 37-49d/ACRS 1100B/0-6	
	Disposition Authority Number	DAA-AU-2015-0009-0001
	CEEMIS contains personally identifiable information to include name, SSN, home address, bank account numbers, and Government issued credit card number to process payroll, record personnel costs and manage the Government issued credit card program. CEEMIS also contains Privacy Act data on other Federal employees (not USACE) to fill specific needs as requested by another Agency. Additionally, CEEMIS contains Privacy Act data on USACE contractor personnel assigned to USACE.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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	KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then delete.
	Retention Period	Destroy immediately after 6 years
	Additional Information	
	GAO Approval	Not Required

Retained 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
12/09/2014	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
02/12/2015	Return Without Action	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services

Returned Without Action