

Request for Records Disposition Authority

Records Schedule Number **DAA-AU-2015-0012**
Schedule Status **Approved**

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

Background Information **AR 750-43, Army Test, Measurement, and Diagnostic Equipment, establishes policies and procedures, assigns responsibilities, and establishes goals and objectives applicable to the development, selection, acquisition, management, sustainment, and support of Army test, measurement, and diagnostic equipment (TMDE), test program sets (TPSs), embedded diagnostics (ED), embedded prognostics (EP), electronic technical manuals (ETMs) and interactive electronic technical manuals (IETMs). Assigns responsibilities for planning, directing, managing, and executing the TMDE program and establishes policy for the development, acquisition, and maintenance of calibration standards to provide direct measurement traceability to the National Institute of Standards and Technology (NIST).**

The proponent of this regulation is the Deputy Chief of Staff, G-4. In support of AR 750-43, the Army Aviation and Missile Life Cycle Management Command (AMCOM), U.S. Army Materiel Command, submits for disposition the TMDE Integrated Materiel Management System (TIMMS) system. TIMMS is the Army's unique Test, Measurement, and Diagnostic Equipment (TMDE) Integrated Materiel Management system. The application maintains automated customer calibration recall including TMDE scheduling and delinquency reporting, tracks status of TMDE through the lab, and has the capability to launch automated calibration procedures. TMDE also provides local supply as well as interface to Army supply systems.

The inclusive dates of TIMMS records are from 1997 to present.

Source input is data entry via client forms and is approved for disposition under RN 25-1kkk/400B. System documentation includes

record layouts, specifications, and code books which are covered under RN 25-1mmm/400B.

Output: Automated system administrative outputs and reports use RN 25-ijjjj/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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-AU-2015-0012

Sequence Number	
1	TMDE Integrated Materiel Management System (TIMMS) Master File/RN 750-43k/ ACRS700A Disposition Authority Number: DAA-AU-2015-0012-0001

Records Schedule Items

Sequence Number					
1	<p>TMDE Integrated Materiel Management System (TIMMS) Master File/RN 750-43k/ACRS700A</p> <p>Disposition Authority Number DAA-AU-2015-0012-0001</p> <p>Records included are calibration data, preventive maintenance service and checks (PMCS) reports, radiation calculations, inspection dates, precision electronic and mechanical measurements, progress reports, and technical specifications.</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> <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>The Army Records Information Management System (ARIMS)</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then delete.</p> <p>Retention Period Destroy immediately after 6 years.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	AR 25-400-2	The Army Records Information Management System (ARIMS)
Manual Citation	Manual Title				
AR 25-400-2	The Army Records Information Management System (ARIMS)				

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
01/12/2015	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
05/20/2015	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
05/20/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/21/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/22/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist