

Request for Records Disposition Authority

Records Schedule Number **DAA-AU-2015-0013**
 Schedule Status **Approved**

Agency or Establishment **Department of the Army**
 Record Group / Scheduling Group **Army Undifferentiated**
 Records Schedule applies to **Agency-wide**
 Schedule Subject **Army Career Tracker (ACT)**
 Internal agency concurrences will be provided **No**

Background Information **AR 350-1, Army Training and Leader Development prescribes policies, procedures, and responsibilities for developing, managing, and conducting Army training and leader development.**

The proponent of this regulation is the Deputy Chief of Staff, G-3/5/7. In support of AR 350-1, the Institute for NCO Professional Development, U.S. Army Training and Doctrine Command, submits for disposition the Army Career Tracker (ACT) system. ACT is a web-based application that allows individuals to obtain a single view of all scheduled career activities, such as enrollments, personal and professional goals, training and education events, and sponsorship.

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

Source input originates from users, their leaders/supervisors and proponent schools (for PDMs/Career Maps) and is approved for disposition under RN25-1kkk/400B, Input Source Records. System documentation includes record layouts, specifications, and code books which are covered under RN 25-1mmm/400B.

Output for the ACT system is a view of all scheduled career activities such as enrollments, personal and professional goals, training and education events, and sponsorship. Automated system administrative outputs and reports use 25-1jjjjj/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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2015-0013

Sequence Number

1

Army Career Tracker (ACT) Master Files/RN350-1aaa/ACRS 600e/0-6
Disposition Authority Number: DAA-AU-2015-0013-0001

Records Schedule Items

Sequence Number		
1	<p>Army Career Tracker (ACT) Master Files/RN350-1aaa/ACRS 600e/0-6</p> <p>Disposition Authority Number DAA-AU-2015-0013-0001</p> <p>Records consist of training, education, experiential learning, sponsorship, personal and biological data from several Army information systems to present a comprehensive and personalized view of enlisted soldier, Officer, Army Civilian and Army Cadet Career history, course enrollment, course completion, and course catalog information.</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	The Army Records Informatoin Management System (ARIMS)
	<p>Disposition Instruction</p> <p>Cutoff Instruction KN: Records on local training, individual goals, and leader recommendations are maintained 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>	

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 KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
09/08/2015	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
09/09/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/11/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/15/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist