

## Request for Records Disposition Authority

Records Schedule Number DAA-AU-2015-0014  
Schedule Status Approved  
Agency or Establishment Department of the Army  
Record Group / Scheduling Group Army Undifferentiated  
Records Schedule applies to Agency-wide  
Schedule Subject Arlington National Cemetery and the United States Soldiers' & Airmen's Home National Case Files  
Internal agency concurrences will be provided No

### Background Information

Arlington National Cemetery (ANC), our nation's most hallowed ground, is the final resting place for more than 400,000 active duty service members, veterans and their families. This historic cemetery bears witness to our American heritage and the military service and sacrifices of men and women in uniform throughout our nation's history. The Cemetery conducts between approximately 27 to 30 funeral services each weekday and between 6 to 8 funeral services on Saturday. Army Regulation 290-5 (Army National Cemeteries) establishes regulations for Arlington National Cemetery, to include but not limited to, eligibility for interment (ground burial), inurnment (columbarium/niche wall placement) and disinterment (removal of casketed or inurned human remains) processes.

The United States Soldiers' & Airmen's Home National Cemetery (USS&AHNC) is another of our nation's oldest national cemeteries which marks the final resting place for more than 14,000 veterans, including those that fought in the Civil War. The cemetery is one of two national cemeteries maintained by the Department of the Army which offers a final resting place (interment only) for residents of the Armed Forces Retirement Home.

This schedule includes records documenting both approved and disapproved disinterments and approved or disapproved exception to policy with regard to interment or inurnment of decedents. Requests for disinterment of a decedent interned or inurned at ANC or USS&AHNC must be submitted in writing by the primary next-of-kin or person(s) authorized to direct disposition of remains in accordance with the Code of Federal Regulations (32 CFR, Part 553). Disinterment is an exception that is only approved for those requestors whose facts merit extraordinary circumstances and if approved, is accomplished without expense to the United States government.

Exception to policy pertains to decedents that do not meet the eligibility requirements for interment or inurnment for the respective cemetery they are requesting to be placed in (i.e., ANC or USS&AHNC). Historically, exceptions have uniformly been approved or denied based on the nature of the relationships involved, service to the country and to the military and the underlying humanitarian rationale detailed in the request. Ineligible decedent descriptors are defined in 32 CFR, Part 553.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	2	0	0

GAO Approval

## Outline of Records Schedule Items for DAA-AU-2015-0014

Sequence Number	
1	Cemetery Disinterment Case Files 290-5(h) Disposition Authority Number: DAA-AU-2015-0014-0001
2	Exception to Policy Interment/Inurnment Case Files 290-5(g) Disposition Authority Number: DAA-AU-2015-0014-0002

## Records Schedule Items

Sequence Number	
1	<p data-bbox="349 389 1539 431"><b>Cemetery Disinterment Case Files 290-5(h)</b></p> <p data-bbox="349 442 1539 485">Disposition Authority Number      <b>DAA-AU-2015-0014-0001</b></p> <p data-bbox="349 495 1539 921">Records documenting approved and disapproved disinterments in Arlington National Cemetery (ANC) and the United States Soldiers' &amp; Airmen's Home National Cemetery (USS&amp;AHNC). Records include, but are not limited to: statement of reasons for the proposed disinterment; notarized statements by all close living relatives of the decedent interposing no objection to the proposed disinterment; a sworn statement by a person who knew that those who supplied affidavits comprise all the living close relative of the deceased, including the person who directed the initial interment; letter of approval from the Executive Director, Army National Military Cemeteries and any operational burial documents pertaining to subject request (i.e., original interment documents). In some cases, in lieu of the documents required, an order of a court of competent jurisdiction will be submitted.</p> <p data-bbox="349 942 1539 985">Final Disposition                      <b>Permanent</b></p> <p data-bbox="349 995 1539 1038">Item Status                                <b>Active</b></p> <p data-bbox="349 1049 1539 1091">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="349 1102 1539 1240">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> <p data-bbox="349 1272 1539 1315"><b>Disposition Instruction</b></p> <p data-bbox="349 1325 1539 1368">Cutoff Instruction                      <b>Cutoff at the end of the CY</b></p> <p data-bbox="349 1378 1539 1506">Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives immediately after approval of this schedule. Thereafter, every 2 years transfer all validated data to NARA.</b></p> <p data-bbox="349 1538 1539 1581"><b>Additional Information</b></p> <p data-bbox="349 1591 1539 1634">First year of records accumulation      <b>1998</b></p> <p data-bbox="349 1644 1539 1751">What will be the date span of the initial transfer of records to the National Archives?      <b>From 1998 To 2014</b></p> <p data-bbox="349 1761 1539 1868">How frequently will your agency transfer these records to the National Archives?      <b>Every 2 Years</b></p>

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**Exception to Policy Interment/Inurnment Case Files 290-5(g)**

Disposition Authority Number      DAA-AU-2015-0014-0002

Records document approved and disapproved requests for exception to policy with regard to interment or inurnment in Arlington National Cemetery and the United States Soldiers' & Airmen's Home National Cemetery. Records include, but are not limited to: name of deceased; reason(s) why the decedent should be favorably considered for exception to policy (all relevant information regarding military service or service to the nation); if interment or inurnment is to be in the same gravesite or niche as someone already interred or inurned; full name of the previously interred or inurned decedent, to include section and grave numbers or columbarium court, section, column and niche numbers; if known, relationships of the deceased to the previously interred or inurned person(s); POC and next-of-kin information and notarized signature(s) of the requestor(s).

Final Disposition                      Permanent

Item Status                              Active

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

**Disposition Instruction**

Cutoff Instruction                      Cutoff at the end of the

Transfer to the National Archives for Accessioning      Transfer to the National Archives immediately after Approval of this schedule. Thereafter, every 2 years transfer all validated data to NARA

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 1967 To 2014

How frequently will your agency transfer these records to the National Archives?      Every 2 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5.68 MB	
Paper	10 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
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## 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
01/07/2015	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
07/30/2015	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
08/10/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/11/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/12/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist