

## Request for Records Disposition Authority

Records Schedule Number      DAA-AU-2015-0016  
Schedule Status                Approved  
  
Agency or Establishment        Department of the Army  
Record Group / Scheduling Group   Army Undifferentiated  
Records Schedule applies to     Department-wide  
Schedule Subject                Civilian Academic Papers  
Internal agency concurrences will be provided      No

### Background Information

Army Regulation (AR) that covers the function: 621-5, Education, Army Continuing Education System, 11 July 2006/RAR 6 September 2009. Office creating the records: Civilian and contract personnel assigned to all organizational offices. Office maintaining the records: Technical Information Center (TIC). Inclusive dates of records: 1980 - 2013. Volume number: 2 cubic feet. Tank Automotive Research Development Engineering Center (TARDEC) believes the academic papers identified for extended retention are beyond the scope of the general correspondence files addressed in disposition authority N1-AU-02-22. The academic papers contain significant information on problems and conditions that the organization has been tasked with solving. These papers are frequently used by the engineers, scientists, and researchers as resources for the continuation of computational analyses and further study of problems and issues in support of the Army ground vehicle fleet, both current and future. TARDEC provides engineering support for more than 2,800 Army systems and many of the Army's and DoD's top joint development programs, the extended retention of academic papers will allow the organization to maximize research activities to continue supporting development, transition, and sustainment of technologies and integration across ground systems.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2015-0016

Sequence Number

1

Civilian Academic Papers - RN 621-5k/ACRS 600A/6+  
Disposition Authority Number: DAA-AU-2015-0016-0001

### Records Schedule Items

Sequence Number					
1	<p>Civilian Academic Papers - RN 621-5k/ACRS 600A/6+</p> <p>Disposition Authority Number      DAA-AU-2015-0016-0001</p> <p>Dissertations; final projects; capstone projects and written contributions that are authored or co-authored by civilian government personnel or done under government contract, for academic purposes, while enrolled in educational institutions or educational programs. TARDEC believes the academic papers identified for extended retention are beyond the scope of the general correspondence files addressed in disposition authority N1-AU-02-22. The academic papers contain significant information on problems and conditions that the organization has been tasked with solving. These papers are frequently used by the engineers, scientists, and researchers as resources for the continuation of computational analyses and further study of problems and issues in support of the Army ground vehicle fleet, both current and future. TARDEC provides engineering support for more than 2,800 Army systems and many of the Army's and DoD's top joint development programs, the extended retention of academic papers will allow the organization to maximize research activities to continue supporting development, transition, and sustainment of technologies and integration across ground systems.</p> <p>Final Disposition                              Temporary</p> <p>Item Status                                      Active</p> <p>Is this item media neutral?                  No</p> <p>Explanation of limitation                  Paper</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; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 5px;">Manual Citation</td> <td style="width: 50%; padding: 5px;">Manual Title</td> </tr> <tr> <td style="padding: 5px;">25-400-2</td> <td style="padding: 5px;">Army Records Information Management System (ARIMS)</td> </tr> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction                              T20. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 20 years old.</p> <p>Retention Period                                Destroy immediately after 20</p>	Manual Citation	Manual Title	25-400-2	Army Records Information Management System (ARIMS)
Manual Citation	Manual Title				
25-400-2	Army Records Information Management System (ARIMS)				

Additional Information

GAO Approval

Not Required

### 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
04/13/2015	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
04/14/2015	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
04/14/2015	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
04/14/2015	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
03/27/2018	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/04/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/04/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/05/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist