

Request for Records Disposition Authority

Records Schedule Number **DAA-AU-2015-0020**
Schedule Status **Approved**

Agency or Establishment **Department of the Army**
Record Group / Scheduling Group **Army Undifferentiated**
Records Schedule applies to **Department-wide**
Schedule Subject **The Standard Army Maintenance System Enhanced (SAMS-E)**
Internal agency concurrences will be provided **No**

Background Information

AR 750-1, Army Materiel Maintenance Policy establishes policies and assigns responsibilities for the maintenance of Army materiel. It provides and defines requirements for performance and management of the materiel maintenance function. It relates to two levels of maintenance: field and sustainment. Field consists of maintenance functions formerly known as operator and/or crew (equipment operators and vehicle crews), unit, and direct support. Sustainment consists of maintenance functions formerly known as general support and depot operations of the Army maintenance system and Armywide program for commodity-unique maintenance. This regulation also applies to maintenance of all materiel owned or supported by the Army, except materiel purchased with nonappropriated funds (see AR 215-1), special intelligence property, real property, foreign materiel used for training, leased/rented materiel (unless the lease and/or rental agreement dictates otherwise), medical, materiel maintenance as implemented in AR 12-1, and those aspects of combat and materiel development that impact the materiel maintenance function. The provisions of this regulation are applicable to all Army and civil-funded property under the direct control of the U.S. Army Corps of Engineers.

The proponent of this regulation is the Deputy Chief of Staff, G-4. In support of AR 750-1, The U.S. Army Materiel Command submits for disposition the Standard Army Maintenance System Enhanced (SAMS-E).

SAMS-E is a decentralized tactical Logistics Information System operated and maintained at the unit level. SAMS-E provides automated maintenance and supply management of Class VII equipment and Class IX (and other) supplies. SAMS-E provides information to each level of command – from the user to the division

or corps, wholesale, and DA levels. SAMS-E is a maintenance management tool that contains a limited amount of PII (name, gender, and DOB) to assist front line managers with work scheduling, and dispatching of government equipment.

Source input is manually input by users, data is transferred from other Logistics Information System (LIS) via Secure File Transfer Protocol (SFTP) and are approved for disposition under RN 25-1jjjj. System documentation includes record layouts, specifications, and code books which are covered under RN 25-1mmm.

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-2015-0020

Sequence Number	
1	The Standard Army Maintenance System Enhanced (SAMS-E) Master File, RN 75 0-1s/ACRS 700A/0-6 Disposition Authority Number: DAA-AU-2015-0020-0001

Records Schedule Items

Sequence Number					
1	<p>The Standard Army Maintenance System Enhanced (SAMS-E) Master File, RN 750-1s/ACRS 700A/0-6</p> <p>Disposition Authority Number DAA-AU-2015-0020-0001</p> <p>SAMS-E system consists of generated hard copy reports that consist of record numbers: Maintenance Requests (750-8a), Preventive maintenance schedules (750-8d), Equipment inspection and maintenance worksheets (750-8e), Historical records or logbooks (750-8f), Equipment maintenance records (750-8h), Shop property accounts (750-8g), Oil Analysis Records (750-8n), and Equipment operation permits (600-55b) that are kept at the unit level CFA. Tables contain information on maintenance, equipment, parts records, maintenance fault status, and operator equipment permits.</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>Army Records Information Management System</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction K6. Keep in CFA until no longer needed for conducting business, then destroy when the record is 6 years old.</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	Army Records Information Management System
Manual Citation	Manual Title				
AR 25-400-2	Army Records Information Management System				

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	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
06/24/2015	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
06/29/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/01/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/06/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist