

Request for Records Disposition Authority

Records Schedule Number **DAA-AU-2015-0026**
Schedule Status **Approved**

Agency or Establishment **Department of the Army**
Record Group / Scheduling Group **Army Undifferentiated**
Records Schedule applies to **Department-wide**
Schedule Subject **Unmanned Aircraft System - Initiative (UAS-I)**
Internal agency concurrences will be provided **No**

Background Information **DA Pam 738-751, The Army Maintenance Management System – Aviation - UAS-I implements DA Pam 738-751 for UAS units. DA Pam 738-751 provides instruction, direction and guidance for use, preparation, and disposition of electronic aviation data, and/or paper aviation forms and records and the use of equipment logbooks and maintenance historical files for Army aircraft. These records begin at time of delivery by the manufacturer and are identified and travel with the equipment until it is dropped from the Army inventory. These records provide commanders with up-to-date information on the readiness and condition of Army aircraft. DA Pam 738-751 lists the various forms constituting the historical record. In support of DA PAM 738-751, ASA(ALT) PEO AV submits for disposition the Unmanned Aircraft System – Initiative (UAS-I).**

The inclusive dates of UAS-I are from 2003 – present.

Source input is migrated and keyed. Data originates from multiple sources including individual keyed inputs, common access cards, migration files from the system developer, which includes system and parts data from the product manager and original equipment manufacturer and is approved for disposition under RN 25-1kkk./400B. System documentation include records layouts, specifications, and code books that are covered under RN 25-1mm/400B. Automated system administration outputs and reports use RN 25jjjj/400B, Information Technology.

Output: The UAS-I provides an automated process for maintenance and supply operations, maintenance management, decision support functions, data management and records keeping for airworthiness and flight operations.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2015-0026

Sequence Number	
1	Unmanned Aircraft System – Initiative (UAS-I) Master File, RN 738-751m/ACRS 70 0A/6+ Disposition Authority Number: DAA-AU-2015-0026-0001

Records Schedule Items

Sequence Number					
1	<p>Unmanned Aircraft System – Initiative (UAS-I) Master File, RN 738-751m/ACRS 700A/6+</p> <p>Disposition Authority Number DAA-AU-2015-0026-0001</p> <p>Records in UAS-I contain Soldier's names, DoD Electronic Identification Number, email addresses, organization information, including unit identification code, location, contact information, unmanned aircraft system materiel and maintenance data.</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; margin-top: 10px;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Manual Citation</th> <th style="width: 50%; padding: 5px;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">AR 25-400-2</td> <td style="padding: 5px;">The Army Records Information Management System</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction KEN. Event is requirements of DA Pam 738-751 are met. Keep in CFA until event occurs and then until NLN, but not longer than six years after the event, then delete.</p> <p>Retention Period Destroy 6 year(s) after requirements of DA Pam 738-751 are met.</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
Manual Citation	Manual Title				
AR 25-400-2	The 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
04/16/2015	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