

## Request for Records Disposition Authority

Records Schedule Number      **DAA-AU-2015-0030**  
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 Food Service Management Program (FSMP)**  
Internal agency concurrences will be provided    **No**

### Background Information

The Food Service Management Program (FSMP) AR 30-22, Army Food Program prescribes policies, responsibilities, objectives, and standards for the implementation and management of Army subsistence and food service programs in garrison, field, and contingency operations.

The proponent of this regulation is the DCS, G-4. In support of AR 30-22, the Army Materiel Command, Ft Benning, GA submits for disposition the Food Service Management Program (FSMP). The FSMP application is used to inspect dining facilities, record results on handheld tablet computers and upload data to a master database. The program provides the user with a means of entering the results of a dining facility inspection and storing the data. The application generates and schedules random dining facility inspections.

The inclusive dates of FSMP records are from 2001 to present. Source input is manually entered on handheld tablets by government quality assurance evaluators (QAE) via typed entry and is approved for disposition under RN 25-1kkk/400B. System documentation includes record layouts, specifications and code books which are covered under RN 25-1mmm/400B.

Output: the Food Services Management Program produces a plethora of reports indicating the quality of the performance of the Food Services contractor, as rated by the evaluation of Government QAE's. Individual inspection reports, monthly quarterly and yearly summary reports are generated by the system and are used by the COR to compute the contractors performance rating. Automated system administrative outputs and reports use RN 25jjjj/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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2015-0030

Sequence Number	
1	The Food Service Management Program (FSMP) Master File, RN 30-22gg/ACRS 200D/0-6 Disposition Authority Number: DAA-AU-2015-0030-0001

### Records Schedule Items

Sequence Number		
1	<p><b>The Food Service Management Program (FSMP) Master File, RN 30-22gg/ACRS 200D/0-6</b></p> <p>Disposition Authority Number      <b>DAA-AU-2015-0030-0001</b></p> <p><b>This system contains checklists of predetermined criteria to conduct inspections, schedules and inspection reports.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>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>	
	<b>Manual Citation</b>	<b>Manual Title</b>
	<b>AR 25-400-2</b>	<b>The Army Records Information Management System</b>
	<b>Disposition Instruction</b>	
	Cutoff Instruction	<b>K6: Keep until no longer needed for conducting business, but not longer than 6 years, then delete.</b>
	Retention Period	<b>Destroy immediately after 6 years.</b>
	<b>Additional Information</b>	
	GAO Approval	<b>Not Required</b>

## 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
06/08/2015	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
09/02/2015	Submit for Concurrence	Tony Williams	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