

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2015-0036
 Schedule Status Approved

 Agency or Establishment Department of the Army
 Record Group / Scheduling Group Army Undifferentiated
 Records Schedule applies to Agency-wide
 Schedule Subject Performance Review Interface for Managers and Employees (PRIME)
 Internal agency concurrences will be provided No

Background Information

The Performance Review Interface for Managers and Employees (PRIME) supports the automation of the Total Army Performance Evaluation System (TAPES). PRIME is a critical part of the process that results in pay raises and bonuses for over 3,000 government employees. Its data comes from the MODERN database (DCPDS) as well as from its users. Its outputs include performance reviews and ratings, bonus and salary action information, as well as numerous reports and management tools. This tool is utilized by personnel of the Software Engineering Center (SEC) and the Communications Electronic Research, Development, and Engineering Center (CERDEC). In February 2011, the Edgewood Chemical and Biological Center (ECBC) and the Natick Soldier Research and Development Center (NSRDEC) began using PRIME.

Inclusive dates are from 2011 to present.

Input data is covered by RN 25-1kkk, Input Source Records.

Outputs: Automated system administrative outputs and reports use RN 25-1lll, Information technology system administrative reports.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2015-0036

Sequence Number	
1	Performance Review Interface for Managers and Employees (PRIME) Master File RN 690-400m/ACRS 600B/6+ DAA-AU-2015-0036-0001 Disposition Authority Number: DAA-AU-2015-0036-0001

Records Schedule Items

Sequence Number					
1	<p>Performance Review Interface for Managers and Employees (PRIME) Master File RN 690-400m/ACRS 600B/6+ DAA-AU-2015-0036-0001</p> <p>Disposition Authority Number DAA-AU-2015-0036-0001</p> <p>PRIME contains employees' name, social security number and grade/salary information.</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>25-400-2</td> <td>Army Records Information Management System (ARIMS)</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction TE65. Event is after the information has been entered into the master file and verified, and then when no longer required for administrative, operational, audit, legal purposes, or to support reconstruction of/or serve as back-up to a master file; whichever is latest.</p> <p>Retention Period Destroy immediately after 65 years.</p> <p>Additional Information</p> <p>GAO Approval Not Required</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)				

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
07/16/2015	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
08/15/2016	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
08/17/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/17/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/18/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist