

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2016-0008
Schedule Status Approved

Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Department-wide
Schedule Subject Non-Army Managed Item – Supply Discrepancy Report (NAMI-SDR)
System Master Files

Internal agency concurrences will be provided No

Background Information Army Regulation (AR) 710-1, Centralized Inventory Management of the Army Supply System prescribes Department of the Army (DA) policies, responsibilities, and procedures for integrated inventory management of Army materiel. In support of AR 710-1, The United States Army TACOM Life Cycle Management Command (LCMC), U.S. Army Materiel Command, submits for disposition the Non-Army Managed Item – Supply Discrepancy Report (NAMI-SDR) System.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2016-0008

Sequence Number	
1	The Non-Army Managed Item – Supply Discrepancy Report (NAMI-SDR) System
1.1	The Non-Army Managed Item – Supply Discrepancy Report (NAMI-SDR) Master Files, RN 710-1x/700A/0-6 Disposition Authority Number: DAA-AU-2016-0008-0001

Records Schedule Items

Sequence Number																	
1	<p>The Non-Army Managed Item – Supply Discrepancy Report (NAMI-SDR) System is a web based tool used by action officers to work shipping or packaging discrepancies attributable to shipper and to provide responses and resolutions. The system is used primarily to amend, cancel, or view an SDR. Inclusive dates of NAMI-SDR records are from 2011 to present. Source input is keyed into the system by SDR originators and keyed in from email and fax by NAMI action officers. SDR data originates from DLA's Web SDR system. Input is approved for disposition under RN 25-1kkk/400B. Output for the NAMI-SDR system: Discrepancy reports and user system access requests and are covered by 25-1jjjj/400B, Information Technology. System documentation includes record layouts, specifications, and code books which are covered under RN 25-1mmm/400B.</p>																
1.1	<p>The Non-Army Managed Item – Supply Discrepancy Report (NAMI-SDR) Master Files, RN 710-1x/700A/0-6</p> <p>Disposition Authority Number DAA-AU-2016-0008-0001</p> <p>The master files contain information used to report or resolve supply discrepancies to include discrepancy descriptions, billing and receipt data, responses, and actions taken.</p> <table><tbody><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr></tbody></table> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>AR 25-400-2</td><td>The Army Records Information Management System</td></tr></tbody></table> <p>Disposition Instruction</p> <table><tbody><tr><td>Cutoff Instruction</td><td>Keep in CFA until no longer needed for conducting business, then delete record when the record is 6 years old.</td></tr></tbody></table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Manual Citation	Manual Title	AR 25-400-2	The Army Records Information Management System	Cutoff Instruction	Keep in CFA until no longer needed for conducting business, then delete record when the record is 6 years old.
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Do any of the records covered by this item exist as structured electronic data?	Yes																
Manual Citation	Manual Title																
AR 25-400-2	The Army Records Information Management System																
Cutoff Instruction	Keep in CFA until no longer needed for conducting business, then delete record when the record is 6 years old.																

Retention Period	Destroy immediately after 6 years.
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
01/21/2016	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
08/07/2019	Submit for Concurrence	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
08/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/13/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/15/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist