

Request for Records Disposition Authority

Records Schedule Number: DAA-AU-2016-0018
 Schedule Status: Approved
 Agency or Establishment: Department of the Army
 Record Group / Scheduling Group: Army Undifferentiated
 Records Schedule applies to: Agency-wide
 Schedule Subject: CORPS OF ENGINEERS PLANNING
 Internal agency concurrences will be provided: No

Background Information

Engineer Regulation (ER) 1105-2-100 PLANNING GUIDANCE NOTEBOOK; This regulation provides the overall direction by which Corps of Engineers Civil Works projects are formulated, evaluated and selected for implementation. It contains a description of the Corps of Engineers planning process, Corps of Engineers missions and programs, specific policies applicable to each mission and program, and analytical requirements. Its fundamental purpose is to describe the planning process in a straightforward, plain-language manner. While that is not always possible in a technical policy document, every effort will be made to make this process understandable not only to planners but to the entire project delivery team, project partners, and the general public. Just as the planning process must reflect reason and common sense; this regulation also shall reflect that same approach.

This information concerns formulation and evaluation of plans, projects, and programs for the development of water resources and related activities (Civil Works); also for military construction projects, including pre-authorization, post authorization, and modification activities during planning before detailed design and implementation. It includes preliminary, feasibility, and definite scope studies and reports, master planning, and flood plain management. Specific aspects include engineer planning, economics and evaluation, environmental considerations, non-Federal responsibilities and cost sharing, reports' preparation and processing, and pertinent coordination and information activities. The proponent for this regulation is the Army Corps of Engineers. Inclusive date range of records stored is 1900 to present.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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
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GAO Approval

Outline of Records Schedule Items for DAA-AU-2016-0018

Sequence Number

1	Economic data/RN 1105-2-40a/ACRS 1200A/6+ Disposition Authority Number: DAA-AU-2016-0018-0001
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Records Schedule Items

Sequence Number						
1	<p>Economic data/RN 1105-2-40a/ACRS 1200A/6+</p> <p>Disposition Authority Number DAA-AU-2016-0018-0001</p> <p>Information pertaining to crop values and distribution and flood plain areas by acres (that is, computation sheets of crop and structural losses, crop and structural curves, and specific economic flood backup data and maps).</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>AR-25-400-2</td> <td>Army Records Information Management System (ARIMS)</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction TE25. Event is after completion of project or after information has been summarized, whichever is sooner. Keep until event occurs and then until no longer needed for conducting business, then destroy 25 years after the event.</p> <p>Retention Period Destroy 25 year(s) after Completion of project or after information has been summarized, whichever is sooner.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>		Manual Citation	Manual Title	AR-25-400-2	Army Records Information Management System (ARIMS)
Manual Citation	Manual Title					
AR-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
12/29/2015	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
06/21/2016	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/30/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/30/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist