

## Request for Records Disposition Authority

Records Schedule Number DAA-AU-2016-0021  
Schedule Status Approved  
Agency or Establishment Department of the Army  
Record Group / Scheduling Group Army Undifferentiated  
Records Schedule applies to Department-wide  
Schedule Subject Industrial Wastewater Treatment Plant (IWTP) Control System  
Internal agency concurrences will be provided No

### Background Information

AR 420-1, Army Facilities Management. The proponent of this regulation is Assistant Chief of Staff for Installation Management. This regulation provides policies and responsibilities for conduct and management of facilities engineering, housing, fire and emergency services, and environmental support. The Industrial Wastewater Treatment Plant (IWTP) Control System monitors the control and equipment associated with the treatment process operations of the Industrial Waste Treatment Plant and archive associated data. It is an application used by the ANAD Army Depot to supports the depot and its production user community with a variety of capabilities and functions. Benefits are facilitating the monitoring, data tracking, reporting and control of the General Waste, Steam Clean, Common Waste Water Streams and other processes throughout the Wastewater treatment Plant, the tracking of individual equipment, the direct/indirect monitoring of processes, and the visibility of overall program flow and performance. IWTP Control System facilitates tracking of processes throughout production. It is a control system that physically operates the plant equipment and provides feedback to operators for monitoring and control. The system is required for the facility to remain functional. The treatment plant is required to process wastewater from depot production operations in order to meet Clean Water Act permit requirements before discharging into the receiving water body. The control system allows a higher level of treatment and also improves the efficiency of the process by directly controlling things such as chemical dosage, mixing, flow/level control, etc. Information is made available to authorized government/contractor personnel-via the depot's intranet-based on roles associated with user-entered I&A. This information is made available to authorized users by processing applications against databases and by an Intranet which uses Web technology. Authorized depot users have been given access to the various IWTP

Control System resources. At the highest level, IWTP Control System users are working over a secure, firewalled network employing encrypted connections, strong passwords and embedded windows authentication mechanisms.

Source input is inputted into the system through devices that monitor and control the plant equipment and is approved for disposition under RN 25-1kkk/400B(0-6). System documentation includes record layouts, specifications, and code books which are covered under RN 25-1mmm/400B (0-6). Output includes direct/indirect monitoring of processes, and the visibility of overall program flow and performance output reports and is covered under RN 25-1jjjj/400B(0-6). The inclusive dates are 2011 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

**GAO Approval**

## Outline of Records Schedule Items for DAA-AU-2016-0021

Sequence Number

1

Anniston Army Depot (ANAD) Industrial Wastewater Treatment Plant Control System Master File/RN420-1yyy/200A/0-6  
Disposition Authority Number: DAA-AU-2016-0021-0001

## Records Schedule Items

Sequence Number						
1	<p><b>Anniston Army Depot (ANAD) Industrial Wastewater Treatment Plant Control System Master File/RN420-1yyy/200A/0-6</b></p> <p>Disposition Authority Number      DAA-AU-2016-0021-0001</p> <p>Operational data regarding flow, pH, water levels, plant alarms, operational parameter changes and other various equipment 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?      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%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>AR 25-400-2</td> <td>The Army Records Information Management System (ARIMS)</td> </tr> </tbody> </table>		Manual Citation	Manual Title	AR 25-400-2	The Army Records Information Management System (ARIMS)
Manual Citation	Manual Title					
AR 25-400-2	The Army Records Information Management System (ARIMS)					
	<p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      K6. Keep until no longer needed for conducting business, but not longer than 6 years, then delete.</p> <p>Retention Period                        Destroy immediately after 6 years.</p> <p><b>Additional Information</b></p> <p>GAO Approval                            Not Required</p>					

## 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	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
01/27/2016	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
11/09/2016	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/10/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist