

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2016-0031
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 Environmental Document System (EDS)
Internal agency concurrences will be provided No

Background Information

AR 200-1 Environmental Protection and Enhancement implements Federal, State, and local environmental laws and DOD policies for preserving, protecting, conserving, and restoring the quality of the environment. In accordance with AR 200-1, the Assistant Chief of Staff for Installation Management establishes priorities, guidance, and procedures for installation operations, real property management, and environmental stewardship for all activities and functions within Army garrisons.

In support of AR 200-1, the Army Materiel Command submits for disposition the Environmental Document System (EDS).

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-2016-0031

| Sequence Number | |
|-----------------|---|
| 1 | The Environmental Document System (EDS) Master File, RN 200a/1200C(6+) Disposition Authority Number: DAA-AU-2016-0031-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p data-bbox="362 421 1500 455">The Environmental Document System (EDS) Master File, RN 200a/1200C(6+)</p> <p data-bbox="362 474 1500 508">Disposition Authority Number DAA-AU-2016-0031-0001</p> <p data-bbox="362 527 1500 1932">The Environmental Document System (EDS) is an interactive storage and analysis tool developed to identify and mitigate maintenance related expendable materials and products. Specifically those containing Ozone Depleting Substances (ODS), Hazardous Chemicals and Toxic Substances as defined by Superfund Amendments and Reauthorization Act (SARA), Title III Emergency Planning and Community Right-to-Know (EPCRA) Act Section 302 and Section 313 hazardous material with the potential of harming personnel, equipment or the environment. EDS supports the Acquisition Center, ALC, PEO Aviation and PEO Missile & Space, Corpus Christi Army Depot, Letterkenny Army Depot and Warfighters during weapon system development, acquisition, fielding and sustainment. EDS serves as an analytical data source to AMCOM, AMC, and Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA)(ATL) Environmental Support Office (ESO) for developing command-level strategies for environmental compliance with state, federal and international environmental regulations. EDS does not interface with any other products. EDS creates records of potentially hazardous materials currently used and the recommended/ authorized replacements within process categories such as; bond or seal, cleaning, coating, corrosion prevention processes, lubricants, plating, solder, adhesives and sealants, cleaning compounds and solvents, energetics, functional fluids, paints and varnishes within Army and Original Equipment Manufacturers (OEM) documentation such as; Technical Manuals (TM), Depot Manuals (DM), Depot Maintenance Work Requirements (DMWR), Technical Bulletins (TB), Supply Bulletins (SB), Depot Maintenance Requirements List (DMRL), Boeing Helicopter Textron Manuals (BHT), Parts Lists (PL), Special Packing Instructions (SPI), Technical Orders (TO), Maintenance Work Order (MWO), Technical Drawing (DWG), manuals. 2: Hazardous material, recommended replacements, and concurrence/approval tracking for materials, procedures and processes evaluated. Environmental Document System (EDS) data records are kept for 50 years as a historical record of environmental mediation actions that were taken. Data records are moved from an active to archived status within the EDS when the document is rescinded or superseded by a more current version. This process allows "as needed" access to the records for research and analysis to determine future mitigation strategies. Source input is keyed into the system or electronically extracted and is approved 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 for the EDS system: Reports, printouts, tables, data queries, Excel spreadsheets, Maintenance Engineering Order (MEO) and, Recommended Changes to Publications and Blank Forms (DA Form 2028) in PDF</p> |

or Excel format. Automated system administration outputs and reports use RN 25-
jjjj/400B, Information Technology. Inclusive dates are from 1995 – Present.

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 (ARIMS) |

Disposition Instruction

Cutoff Instruction Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA. The RHA/AEA will destroy record when the record is 50 years old.

Retention Period Destroy immediately after 50 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 |
|------------|------------------------|---------------------|---|--|
| 04/18/2016 | Return to Submitter | Shirley KinsonJones | Management Analyst | Army - Records Management and Declassification Agency |
| 04/18/2016 | Certify | Shirley KinsonJones | Management Analyst | Army - Records Management and Declassification Agency |
| 08/10/2016 | Submit for Concurrence | Robyn Dexter | Appraisal Archivist | National Archives and Records Administration - RDTP2: Archives II Processing Section |
| 08/30/2016 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 09/02/2016 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 09/06/2016 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |