

## Request for Records Disposition Authority

Records Schedule Number DAA-AU-2016-0033

Schedule Status Approved

Agency or Establishment Department of the Army

Record Group / Scheduling Group Army Undifferentiated

Records Schedule applies to Department-wide

Schedule Subject CIVILIAN PERSONNEL

Internal agency concurrences will be provided No

**Background Information** These records concern the administration of the civilian personnel program under the prescribing directive 690. Specifically for this Record Number, this regulation (USFK 690-1) is for the establishment of policies and procedures for the uniform administration and management of Korean National (KN) employees of the United States Forces Korea (USFK). It assigns responsibility for implementation of the policies and procedures. System input records are covered under Record Number (RN) 25-1kkk and system output records are covered under RN 25-1jjjj. The proponent for this regulation is HQ USFK, (FKCP). Inclusive date range of records stored is 2010 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2016-0033

Sequence Number

1

Recruiting Files – Korean Nationals, Korean National Recruitment System (KNRS)  
Master File/RN 690g/ACRS 600B/0-6.  
Disposition Authority Number: DAA-AU-2016-0033-0001

**Records Schedule Items**

<b>Sequence Number</b>						
1	<p><b>Recruiting Files – Korean Nationals, Korean National Recruitment System (KNRS) Master File/RN 690g/ACRS 600B/0-6.</b></p> <p>Disposition Authority Number      <b>DAA-AU-2016-0033-0001</b></p> <p>Information accumulated in the electronic job application by Korean Nationals and submitted resumes are in response to posted vacancy announcements. Applications are posted and processed electronically in the Korean National Recruitment System (KNRS) system.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>Yes</b></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>AR-25-400-2</td> <td>Army Records Information Management System (ARIMS)</td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>KE2. Destroy 2 years after the vacant position has been filled.</b></p> <p>Retention Period                        <b>Destroy 2 year(s) after vacant position has been filled</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></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
04/18/2016	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
09/13/2016	Submit for Concurrence	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2: Archives II Processing Section
09/15/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/19/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/20/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist