

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Sequence Number		
1	<p>Recruiting Files – Korean Nationals, Korean National Recruitment System (KNRS) Master File/RN 690g/ACRS 600B/0-6.</p> <p>Disposition Authority Number      DAA-AU-2016-0033-0001</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                      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>	
	Manual Citation	Manual Title
	AR-25-400-2	Army Records Information Management System (ARIMS)
	Disposition Instruction	
	Cutoff Instruction	KE2. Destroy 2 years after the vacant position has been filled.
	Retention Period	Destroy 2 year(s) after vacant position has been filled
	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	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