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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-AU-2016-0039

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2016-0039
Schedule Status Returned Without Action

Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Agency-wide
Schedule Subject Reserve Officers' Training Corps
Internal agency concurrences will be provided Yes

Background Information The functional category for records in this request is governed by AR 145-1, Senior Reserve Officers' Training Corps Program. The CCIMM system automates the Reserve Officer Training Corps program operations; serves as a central database of potential prospects for ROTC and Senior ROTC programs; and supports cadet training, commissioning and financial assistance. Source data is supplied by recruiting systems. CCIMM feeds data to Defense Finance and Accounting System (DFAS), Total Army Personnel Database (TAPDB), The Officer Personnel Management Information System (TOPMIS), and Army Training Requirements and Resources Systems Files (ATRRS). Records exist dating from 1997 to present.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	4

GAO Approval

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Outline of Records Schedule Items for DAA-AU-2016-0039

Sequence Number	
1	Cadet Command Information Management Module (CCIMM) Master File, RN 145-1-s1/ACRS 600E/6+ Disposition Authority Number: DAA-AU-2016-0039-0001
2	Partnership for Youth Success (PaYS) Master File, RB 145-1s2/ACRS 600E/6+ Disposition Authority Number: DAA-AU-2016-0039-0002
3	Army Cadet Portal (CP-Army) Master File, RB 145-1-s3/ACRS 600E/6+ Disposition Authority Number: DAA-AU-2016-0039-0003
4	Scholarship Processing (SP) Master File, RN 145-1s4/ACRS 600E/6+ Disposition Authority Number: DAA-AU-2016-0039-0004

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Records Schedule Items

Sequence Number					
1	<p>Cadet Command Information Management Module (CCIMM) Master File, RN 145-1-s1/ACRS 600E/6+</p> <p>Disposition Authority Number DAA-AU-2016-0039-0001</p> <p>The system contains cadet identifying information and branch designation; scholarship application; offer, acceptance and contract; training, medical examination, interview board results, photographs, and related information; copies of appointment, commissions and initial assignment orders; school program information; and statistical reports.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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? No</p> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>AR 25-400-2</td><td>The Army Records Information Management System</td></tr></tbody></table> <p>Disposition Instruction</p> <p>Retention Period Commissioned cadet records. Forward to commandant of basic branch school. Non-graduate records. Delete 5 years after cadet leaves the program.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	AR 25-400-2	The Army Records Information Management System
Manual Citation	Manual Title				
AR 25-400-2	The Army Records Information Management System				
2	<p>Partnership for Youth Success (PaYS) Master File, RB 145-1s2/ACRS 600E/6+</p> <p>Disposition Authority Number DAA-AU-2016-0039-0002</p> <p>The PaYS program offers soldiers and ROTC cadets the opportunity to interview for a job with a PaYS corporate partner at the end of the first term of service or on completion of ROTC requirements. Records exist in the system dating from 2001 to present. Includes application and related contact information.</p> <p>Final Disposition Temporary</p>				

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Item Status Withdrawn

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? No

Manual Citation	Manual Title
AR 25-400-2	The Army Records Information Management System

Disposition Instruction

Retention Period Destroy when no longer needed for business purposes.

Additional Information

GAO Approval Not Required

Army Cadet Portal (CP-Army) Master File, RB 145-1-s3/ACRS 600E/6+

Disposition Authority Number DAA-AU-2016-0039-0003

The CP is a web page used by ROTC cadets to apply for partnership for youth success (PAYS), cultural understanding and language proficiency program. Records exist in the system dating from 2011 to present. Applicant data including name, place of birth, address, email, social security number, contact information, date of birth; education information including school name, grade, and test result; language information; military information such as deployment regions, scheduling, contract date, physical fitness training and security clearance; and applicant medical condition.

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
AR 25-400-2	The Army Records Information Management System

Disposition Instruction

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Retention Period Destroy 1 year(s) after graduation or cadet leaves the program.

Additional Information

GAO Approval Not Required

Scholarship Processing (SP) Master File, RN 145-1s4/ACRS 600E/6+

Disposition Authority Number DAA-AU-2016-0039-0004

Applicants use the system to register and apply for scholarships. The cadet command uses the system to administer the scholarship program. Records exist dating from 2000 to present. Applicant identifying information; graduation information including test results, and scores and similar related information; scholarship interview worksheets and reports; selection board results, evaluation score sheets, and related documents.

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
AR 25-400-2	The Army Records Information Management System

GRS or Superseded Authority Citation N1-AU-00-13, RN 145-1j and 145-1k

Disposition Instruction

Retention Period Destroy 1 year(s) after graduation or cadet leaves the program.

Additional Information

GAO Approval Not Required

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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
07/13/2016	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
07/15/2016	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
08/23/2016	Return for Revision	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2: Archives II Processing Section
09/07/2016	Return for Revision	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2: Archives II Processing Section
07/06/2017	Return Without Action	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2

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