

RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-AU-2016-0041

Request for Records Disposition Authority

Records Schedule Number: DAA-AU-2016-0041
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: Personnel Procurement
Internal agency concurrences will be provided: Yes

Background Information

The functional category for records in this request is governed by AR 601-210, Active and Reserve Components Enlistment Program. ARISS is a series of modules concerning testing and examining individuals for military service. ARISS feeds the Military Entrance Processing Command (MEPC) training requirements, and Bureau of Labor Statistics employment data. Records exist in the system dating 2000 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	7

GAO Approval

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Outline of Records Schedule Items for DAA-AU-2016-0041

Sequence Number	
1	Army Recruiting Information Support System (ARISS) Master File, RN: 601-210-n1/ACRS 600A/0-6 Disposition Authority Number: DAA-AU-2016-0041-0001
2	Future Soldiers Portal (FSP) Master File, RN 601-210-n2/ACRS 600A/0-6 Disposition Authority Number: DAA-AU-2016-0041-0002
3	Hometown Recruiter Assistance Program (HRAP) Master File, RN 601-210-n3/ACRS 600A/0-6 Disposition Authority Number: DAA-AU-2016-0041-0003
4	Army Referral System - Sergeant Major of the Army Recruiting Team (ARS Smart) Master File, RN 601-210-n4/ACRS 600A/0-6 Disposition Authority Number: DAA-AU-2016-0041-0004
5	Army Career Explorer (ACE) Master File, RN 601-210-n5/ACRS 600A/0-6 Disposition Authority Number: DAA-AU-2016-0041-0005
6	Congressional and Special Actions Application (CASAA) Master File, RN 601-210-n6/ACRS 600A/0-6 Disposition Authority Number: DAA-AU-2016-0041-0006
7	Recruiting Impropriety (RI) Master File, RN 601-210-n7/ACRS 600A/0-6 Disposition Authority Number: DAA-AU-2016-0041-0007

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Records Schedule Items

Sequence Number					
1	<p>Army Recruiting Information Support System (ARISS) Master File, RN: 601-210-n1/ACRS 600A/0-6</p> <p>Disposition Authority Number DAA-AU-2016-0041-0001</p> <p>Includes applicant identifying and contact information; entrance application; video-taped interview; consent forms, medical prescreening and examination reports; aptitude scores, related records, reports and correspondence.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</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 Destroy when no longer needed</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>Future Soldiers Portal (FSP) Master File, RN 601-210-n2/ACRS 600A/0-6</p> <p>Disposition Authority Number DAA-AU-2016-0041-0002</p> <p>FSP is a website used by Army Human Resources Command in its recruiting operations. Records in the system date from 2005 to present. Include pre-training and qualification test scores.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p>				

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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 **Delete when 2 years old.**

Additional Information

GAO Approval **Not Required**

Hometown Recruiter Assistance Program (HRAP) Master File, RN 601-210-n3/ACRS 600A/0-6

Disposition Authority Number **DAA-AU-2016-0041-0003**

The HRAP system is used to manage recruiter applications. Records exist dating from 1999 to present. Copies of MPRJ documents; recruiter identification, duty station preference, current assignment and reporting date; and similar relevant information.

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

Retention Period **Delete when 3 years old.**

Additional Information

GAO Approval **Not Required**

Army Referral System - Sergeant Major of the Army Recruiting Team (ARS Smart) Master File, RN 601-210-n4/ACRS 600A/0-6

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Disposition Authority Number DAA-AU-2016-0041-0004

A web-based system used to track enlistment referrals and associated incentives. Information exist in the system from 2006 to present. Soldier contact data including name, social security number, email address and similar information; name and contact information of referred individual.

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

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Army Career Explorer (ACE) Master File, RN 601-210-n5/ACRS 600A/0-6

Disposition Authority Number DAA-AU-2016-0041-0005

A web application used by the general public to initiate an enlistment application. Contains applicant contact information; career-related interests and preferences; enlistment eligibility and qualification information; and related information. Records exists dating from 2005 to present.

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

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Disposition Instruction

Retention Period Delete when 2 years old.

Additional Information

GAO Approval Not Required

Congressional and Special Actions Application (CASAA) Master File, RN 601-210-n6/ACRS 600A/0-6

Disposition Authority Number DAA-AU-2016-0041-0006

The system is used to manage and track congressional and special inquiries concerning matters relating to the recruitment process. Information exists in the system dating from 2001 to present. Contents include copies of congressional inquiries and responses.

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

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Disposition Instruction

Retention Period Delete when 3 years old.

Additional Information

GAO Approval Not Required

Recruiting Impropriety (RI) Master File, RN 601-210-n7/ACRS 600A/0-6

Disposition Authority Number DAA-AU-2016-0041-0007

The RI system tracks recruiter impropriety cases. Statistical information is used as a basis for modifying recruiting policies and practices. Records exist in the system dating from 2012 to present. Contents include soldier/recruiter name, social security number, duty station; report of impropriety or misconduct; report of investigation, finding, and recommendations; decision documents; personnel actions such as reassignment, military occupational specialty reclassification; disciplinary measures; statistical reports; and similar relevant documents.

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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
Retention Period Destroy when no longer needed
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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 Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
07/18/2016	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
10/12/2017	Return for Revision	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2
02/21/2018	Return Without Action	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2

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