

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2016-0042

Schedule Status Approved

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. The EMM system is used in the creation and production of advertising in support of recruiting efforts. Records date from 2009 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2016-0042

Sequence Number	
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1	Enterprise Marketing Management System (EMM) Master File, RN 601-210-n/ACR S 600A/0-6 Disposition Authority Number: DAA-AU-2016-0042-0001
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Records Schedule Items

Sequence Number						
1	Enterprise Marketing Management System (EMM) Master File, RN 601-210-n/ ACRS 600A/0-6					
	Disposition Authority Number	DAA-AU-2016-0042-0001				
	Contents include statistical and financial information and reports; marketing estimates and actual costs; copies of proposal data; vendor name, address, telephone; asset and product description, requirement, schedules and locations.					
	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?	No				
	<table border="1" style="width: 100%;"> <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>The Army Records Information Management System</td> </tr> </tbody> </table>		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					
	GRS or Superseded Authority Citation	N1-AU-00-31, RN 601-208b				
	Disposition Instruction					
	Cutoff Instruction	Cutoff when superseded or obsolete				
	Retention Period	Destroy 6 year(s) after cutoff				
	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
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
03/07/2017	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/09/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/09/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/10/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist