

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2016-0052
Schedule Status Approved

Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Agency-wide
Schedule Subject Inventory Management
Internal agency concurrences will be provided Yes

Background Information The functional category for records in this request is governed by AR 710-2, Supply Policy Below the National Level. The AMCATS is used to track purchases, orders, storage, issue, receipt, turn-in and demilitarization of ammunition and explosives drawn from an arsenal ammunition supply point.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2016-0052

Sequence Number

1

Ammunition Accountability Tracking Master File, RN 710-2-pp/ACRS 700A/0-6 Disposition Authority Number: DAA-AU-2016-0052-0001
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Records Schedule Items

Sequence Number					
1	<p>Ammunition Accountability Tracking Master File, RN 710-2-pp/ACRS 700A/0-6</p> <p>Disposition Authority Number DAA-AU-2016-0052-0001</p> <p>The system contains supply and customer transactions, issue and turn-in, explosive materials catalog data, inventory reports and similar related information.</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? No</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>The Army Records Information Management System</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the of the calendar year in which transaction is complete.</p> <p>Retention Period Destroy 6 year(s) after cutoff</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				

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