

## Request for Records Disposition Authority

Records Schedule Number      DAA-AU-2016-0053  
 Schedule Status                Approved  
 Agency or Establishment       Department of the Army  
 Record Group / Scheduling Group   Army Undifferentiated  
 Records Schedule applies to    Agency-wide  
 Schedule Subject                Deserter Verification Information System (DVIS) Master File  
 Internal agency concurrences will be provided      Yes

**Background Information**

The functional category for records in this request is governed by AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings. The Human Resources Command exercise staff supervision of the absentee and deserter program, provide absentee and desertion statistics to headquarters; and, coordinate and approve attachment of soldiers pending civilian court proceedings.

The DVIS is used to generate and maintain information on deserter soldiers, escaped prisoner and parole violators. For law enforcement purposes, the system maintains historical files for escaped prisoners and parole violators returned to military control. Information in the system originates from the source documents DD Forms 553 and 616, which are generated by the soldier's parent unit, the Army deserter information point and the installation Provost Marshal office. The system is used locally within the Personnel Information Systems Directorate. Records exist in the system dating from 1945 to present. Active files are maintained as long as the soldier remains in deserter status. Historical files are maintained for 50 years to provide desertion history and criminal history requirements.

**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2016-0053

Sequence Number

1	Deserter Verification Information System (DVIS) Master File, RN 630-10-b/ACRS 6 00A/0-6 Disposition Authority Number: DAA-AU-2016-0053-0001
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## Records Schedule Items

Sequence Number

1. Deserter Verification Information System (DVIS) Master File, RN 630-10-b/ACRS 600A/0-6

Disposition Authority Number DAA-AU-2016-0053-0001

Soldier identifying information including name, SSN, date of birth; absent without leave and dropped from strength dates; unit name and contact information, station name; military police and US Army Criminal Investigation Command information such as criminal history and traffic violation reports; documents used to provide statistical data concerning military personnel absent without leave include feeder reports, letters, forms, and related documents.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

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

### Disposition Instruction

Cutoff Instruction Cutoff when warrant is satisfied.

Transfer to Inactive Storage Transfer to Historical File

Retention Period Destroy 50 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 KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
07/18/2016	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
02/01/2018	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/07/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/07/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/08/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist