

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-AU-2016-0054

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2016-0054
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 - General
Internal agency concurrences will be provided Yes

Background Information

The functional category for records in this request is governed by AR 600-8-22, Military Awards. The ADB is the awards and decorations case management system. Award types include, military awards, awards to members of the public, non-career government officials, private institutions, and non US citizens. Military awards are used for individuals and units during wartime and peacetime. Awards are recorded through military orders.

Non-military award data originate from various sources such as members of Congress. The ADB system is used by unit and battalion, installation command and staff, personnel support organizations, support work centers and personnel actions branch. A final record of each recommendation and the resulting decision is maintained for historical purposes.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	1

GAO Approval

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Records Schedule: DAA-AU-2016-0054

Outline of Records Schedule Items for DAA-AU-2016-0054

Sequence Number

1

Awards Database Master File, RN 600-22-m/ACRS 600A/Perm Disposition Authority Number: DAA-AU-2016-0054-0001
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Records Schedule Items

Sequence Number					
1	<p>Awards Database Master File, RN 600-22-m/ACRS 600A/Perm</p> <p>Disposition Authority Number DAA-AU-2016-0054-0001</p> <p>The ADB system include peacetime and wartime military award case files, and public award cases. Included in each case file is identifying information such as recipient name, address and unit information; approved or disapproved requests, recommendations and certificates. Processing information retained for administrative purposes such as award requested or recommended, requestor contact information; status, and similar matters. The system also contain documents relating to statistical information on the number of awards issued.</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>GRS or Superseded Authority Citation NC1-AU-81-2, RN 600-8-22b1, 600-8-22b2, and 600-8-22b3 NC1-AU-85-17, RN 600-8-22e1 and 600-8-22e2 RN 600-8-22f NC1-AU-83-12, RN 600-8-22i</p> <p>Disposition Instruction</p> <p>Retention Period Military awards (approval authority): Permanent. Transfer to NARA when 25 years old. Disapprovals: Destroy when 25 years old. Military awards (all other offices): Delete when 2 years old. Public award cases (approval authority) Destroy after 56 years. Award statistics: Destroy when 10 years old. Administrative files: Delete 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				

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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
09/10/2018	Return Without Action	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4

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