

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2016-0062
Schedule Status Approved

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

Background Information The functional category for records in this request is governed by AR 420-1, Army Facilities Management. The Monaco system provides a coordinated program of emergency response and rescue services for crashes and mishaps, disasters, ammunition explosives, dangerous articles, chemical, oils and lubricant fires, and similar incidents. The system is used by dispatchers, call-takers, and 911 operators in centralized, public-safety call centers.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2016-0062

Sequence Number	
1	Monaco Emergency Management System Master File, RN 420-1-r1/ACRS 200A/0 -6 Disposition Authority Number: DAA-AU-2016-0062-0001

Records Schedule Items

Sequence Number					
1	<p>Monaco Emergency Management System Master File, RN 420-1-r1/ACRS 200A/0-6</p> <p>Disposition Authority Number DAA-AU-2016-0062-0001</p> <p>A database of 911 emergency phone calls; include name, address, phone numbers, date, time, responding officer; SSN, and sponsor identification. Depending on the type of incident and response, information may include history of past incidents, services provided, and medical information. Other records are radio logs, field interviews, client information, and schedules; installation and utility maps and checklists, emergency response notification checklists, and other reference documentation necessary for effective operation; and, voice recordings of emergency calls and dispatch.</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="text-align: left;">Manual Citation</th> <th style="text-align: left;">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 end of fiscal year</p> <p>Retention Period Destroy 5 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 KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
07/18/2016	Certify	Shirley KinsonJones	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
10/24/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/24/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/25/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist