

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2016-0063
Schedule Status Approved

Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Agency-wide
Schedule Subject Army Safety Management Information System (ASMIS)
Internal agency concurrences will be provided Yes

Background Information In accordance with AR 385-10, The Army Safety Program, the Army Safety Management Information System (ASMIS) supports the Army safety and occupational health program. This program provides much of the background data for the Risk Management Information System (RMIS).

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2016-0063

Sequence Number	
1	Army Safety Management Information System RN 385-10w1/ACRS 900A/6+
1.1	Army Safety Management Information System Master File, RN 385-10w2/ACRS 900A/6+ Disposition Authority Number: DAA-AU-2016-0063-0009

Records Schedule Items

Sequence Number	
1	<p>Army Safety Management Information System RN 385-10w1/ACRS 900A/6+ Army Safety Management Information System (ASMIS) Database feeds data to Risk Management Information System (RMIS). It includes but is not limited to reports of accidents, incidents and investigations involving motor vehicles, fires, explosives, missile systems, artillery misfires, marine equipment, occupational injuries, illnesses or death of military, civilian, or contractor personnel, aviation accident and incidents, property damage, travel risk assessments, and similar information. Input records covered by DAA-GRS-2013-0001-0001 Item 10 for hard copy and analog, and by DAA-GRS-2013-0001-0004 Item 20 for electronic input/ source records. Output ad-hoc records are covered by DAA-GRS-2013-0001-0005 Item 30, and output data file records are covered by DAA-GRS-0001-0006 Item 31.</p>
1.1	<p>Army Safety Management Information System Master File, RN 385-10w2/ACRS 900A/6+</p> <p>Disposition Authority Number DAA-AU-2016-0063-0009</p> <p>Data points contain name, social security number, age, gender, pay grade, job title, date and type of injury, exposures, location of accident, personal protective equipment usage, alcohol and medication usage, wreckage distribution diagrams, maintenance and material data, board findings, recommendations, witness statements, travel data, and hazards and inspections.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction TE 50 years after event. Event is end of product lifecycle. Keep until the event occurs, and no longer needed for conducting business, and then delete 50 years after the event.</p> <p>Retention Period Destroy 50 year(s) after the end of product lifecycle and no longer needed for business use.</p>

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
07/05/2016	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
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
03/09/2017	Submit for Concurrence	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2
03/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist