

## Request for Records Disposition Authority

Records Schedule Number      DAA-AU-2016-0066  
Schedule Status                 Approved  
  
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      No

Background Information            Army Regulation (AR) 600-8-6 Personnel Accounting and Strength Reporting; These records concern subjects pertaining to military and civilian personnel not specifically provided for in other 600 series, or which contain procedures pertaining to more than one series. Generally, internal office personnel information relating strictly to military personnel is identified below with a 600-series number, information on civilian personnel within an office is identified with a 690-series number. The proponent for this regulation is the Deputy Chief of Staff, G-1. Inclusive date range of records stored is 1996 to present. The proponent for this regulation is the Deputy Chief of Staff, G-1. Inclusive date range of records stored is 1996 to present.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

### GAO Approval

## Outline of Records Schedule Items for DAA-AU-2016-0066

Sequence Number	
1	Deployed Theater Accountability System (DTAS) Masterfile/RN 600-8-6h/ACRS 60 0A/Perm Disposition Authority Number: DAA-AU-2016-0066-0001

## Records Schedule Items

Sequence Number						
1	<p><b>Deployed Theater Accountability System (DTAS) Masterfile/RN 600-8-6h/ACRS 600A/Perm</b></p> <p>Disposition Authority Number      <b>DAA-AU-2016-0066-0001</b></p> <p>The Deployed Theater Accountability System (DTAS) is an Army system that provides commanders and personnel specialists with near real time accountability data for military, civilian, and contractor personnel in a deployed theater. The information collected establishes and maintains a central personnel records repository for personnel accountability, strength management reporting, and compliance with deployment health policies and readiness reporting. Overall, DTAS consists of an Enterprise Server Suite, Theater Server Suite(s), and the unit Mobile System(s). DTAS consists of a system on the Non-secure Internet Protocol (DTAS NIPR) and a system on the military Secure Internet Protocol Router Network (DTAS SIPR).</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>Agency has no intentions of ever converting the data into any other media.</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>Yes</b></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 style="text-align: center;">AR-25-400-2</td> <td style="text-align: center;">Army Records Information Management System (ARIMS)</td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off upon termination of individual's final deployment.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 25 year(s) after cutoff (termination of individual's final deployment).</b></p> <p><b>Additional Information</b></p>		Manual Citation	Manual Title	AR-25-400-2	Army Records Information Management System (ARIMS)
Manual Citation	Manual Title					
AR-25-400-2	Army Records Information Management System (ARIMS)					

First year of records accumulation 1996

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Since the inclusive dates of the records are from 1996 to the present, none of the records will be eligible for transfer until 2021.

How frequently will your agency transfer these records to the National Archives? Every 2 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	300 GB	30 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

## 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
08/04/2016	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
08/07/2019	Submit for Concurrence	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
08/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/13/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/15/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist