

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-AU-2016-0071

## Request for Records Disposition Authority

Records Schedule Number      DAA-AU-2016-0071  
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                 Reserve Officers' Training Corps  
Internal agency concurrences will be provided      Yes

Background Information            Army Regulation 145-1 prescribes Department of Army policies, responsibilities, and procedures for managing and executing Army participation in the Senior Reserve Officers' Training Program.

### 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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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## Outline of Records Schedule Items for DAA-AU-2016-0071

| Sequence Number |  |
|-----------------|--|
| 1               | Army Cadet Portal (CP-Army) System, RN 145-1-s3/ACRS 600E/6+ Disposition Authority Number: DAA-AU-2016-0071-0001   |
| 1.1             | Army Cadet Portal System Master Files RN 145-1-s3/ACRS 600E/6+ Disposition Authority Number: DAA-AU-2016-0071-0002 |

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## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p>Army Cadet Portal (CP-Army) System, RN 145-1-s3/ACRS 600E/6+ Disposition Authority Number: DAA-AU-2016-0071-0001</p> <p>The Army Cadet Portal (CP) is a self-service application that allows cadets to apply for training and language courses on-line. It enables battalion staffs to identify and input university courses for US Army Cadet Command approval and to recommend cadets for attendance. It also enables headquarters staff to track allocations and conduct order of merit for selection. CP includes a Partnership for Youth Success reservation module. Records exist in the system dating from 2011 to present</p>   |
| 1.1             | <p>Army Cadet Portal System Master Files RN 145-1-s3/ACRS 600E/6+</p> <p>Disposition Authority Number      DAA-AU-2016-0071-0002</p> <p>Applicant data including name, place of birth, address, email, social security number, contact information, date of birth; education information including school name, grade, and test result; language information; military information such as deployment regions, scheduling, contract date, physical fitness training and security clearance; and applicant medical condition.</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?      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                      Cutoff Annually by graduation or cadet leaving the program.</p> <p>Retention Period                        Destroy 7 year(s) after TE7. Destroy 7 year(s) after graduation or cadet leaves the program.</p> <p>Additional Information</p> <p>GAO Approval                            Not Required</p> |

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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  |
|------------|-----------------------|------------------------|---------------------|---|
| 09/08/2016 | Certify               | Shirley<br>KinsonJones | Management Analyst  | Army - Records<br>Management and<br>Declassification Agency |
| 04/21/2017 | Return Without Action | Robyn Dexter           | Appraisal Archivist | National Archives and<br>Records Administration<br>- RDTP2  |

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