

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2016-0072
Schedule Status Approved

Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Agency-wide
Schedule Subject Scholarship Processing
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-AU-2016-0072

Sequence Number	
1	Scholarship Processing (SP) System RN 145-1s4/ACRS 600E/6+
1.1	Scholarship Processing System Master Files RN 145-1s4/ACRS 600E/6+ Disposition Authority Number: DAA-AU-2016-0072-0002

Records Schedule Items

Sequence Number	
1	<p>Scholarship Processing (SP) System RN 145-1s4/ACRS 600E/6+ Applicants use the system to register and apply for scholarships. The cadet command uses the system to administer the scholarship program. Records exist dating from 2000 to present. 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>Scholarship Processing System Master Files RN 145-1s4/ACRS 600E/6+</p> <p>Disposition Authority Number DAA-AU-2016-0072-0002</p> <p>Data points in the master files include but are not limited to applicant identification information, graduation information, test results and scores, scholarship interview worksheets and reports, selection board results, evaluation score sheets, and related upload documents.</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? No</p> <p>GRS or Superseded Authority Citation N1-AU-00-13, RN 145-1j and 145-1k</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff annually by year of graduation or cadet leaving the program</p> <p>Retention Period Destroy 7 year(s) after graduation or cadet leaves the program</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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 KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
05/17/2017	Submit for Concurrence	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2
05/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/22/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist