

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2017-0001
Schedule Status Approved

Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Department-wide
Schedule Subject The Small Business Innovation Research (SBIR) Program Records
Internal agency concurrences will be provided No

Background Information Army Regulation 700–90 implements Army objectives and policies regarding national policy and the national technology and industrial base. The proponent for AR 700-90 is the Assistant Secretary of the Army (Acquisition, Logistics and Technology). In support of AR 700-90, the Army Materiel Command, RDECOM, submits for disposition records relating to the Small Business Innovation Research (SBIR) Program.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-AU-2017-0001

Sequence Number	
1	The Small Business Innovation Research (SBIR) Program Website Records
1.1	SBIR Website Content Records (RN 700-90m/700A(6+) Disposition Authority Number: DAA-AU-2017-0001-0001
1.2	SIBR Website Operation and Management Records (RN 700-90m/700A(6+) Disposition Authority Number: DAA-AU-2017-0001-0002
2	SBIR Portal Database
2.1	SBIR Database Master Files (RN 700-90m/700A (6+) Disposition Authority Number: DAA-AU-2017-0001-0004

Records Schedule Items

Sequence Number					
1	<p>The Small Business Innovation Research (SBIR) Program Website Records The SBIR program is a Congressionally-mandated program which was established in 1982 to increase the participation of small businesses in federal research and development (R & D). SBIR allows small high-tech U.S. businesses and academia the opportunity to provide innovative research and development solutions in response to critical Army needs.</p>				
1.1	<p>SBIR Website Content Records (RN 700-90m/700A(6+)) Disposition Authority Number DAA-AU-2017-0001-0001</p> <p>HTML encoded documents relating to organization information (mission); phase schedules; SBIR program information (process overview and schedules) and transition assistance; Small Business Technology Transfer (STTR) program (general info and points of contacts); Commercialization; Awards (SBIR and STTR selection by phases); Small Business Information (FAQs and Summaries of recently completed projects), related links (DoD and Non-DoD SBIR/STTR), contact information, and suggesting a topics.</p> <p>Final Disposition Temporary Item Status Active Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes Do any of the records covered by this item exist as structured electronic data? Yes</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 Cutoff Instruction T15. Keep in the current file until no longer needed for conducting business then transfer to the Army Electronic Archives (AEA). Transfer to Inactive Storage Transfer to the AEA Retention Period Destroy immediately after 15 years</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				

1.2

Additional Information

GAO Approval **Not Required**

SIBR Website Operation and Management Records (RN 700-90m/700A(6+))

Disposition Authority Number **DAA-AU-2017-0001-0002**

The records include but are not limited to: site maps, website policies and procedures, web site organization or layout plans, and document selection, approval, and removal plans.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
Army Regulation 25-400-2	The Army Records Information Management System (ARIMS)

Disposition Instruction

Cutoff Instruction **T15. Keep until no longer needed for conducting business then retire to the Army Electronic Archives (AEA). The AEA will delete when the record is 15 years old.**

Transfer to Inactive Storage **Transfer to the AEA.**

Retention Period **Destroy immediately after 15**

Additional Information

GAO Approval **Not Required**

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SBIR Portal Database

The SBIR Portal Database serves as the focal point of topic development, proposal submission and source selection for over 500 contracts resulting from over 3000 proposals each year. These contracts are vital to the interests of the Army and the warfighter. They provide solutions for validated Army needs as well as help to support a broader small business base for solutions to future Army needs. Inputs are proposal data submitted by small businesses and are covered by GRS 5.2,

2.1

Item 20, Intermediary records. Outputs are ad hoc reports and are covered under GRS 5.2, Item 20, Intermediary records.

SBIR Database Master Files (RN 700-90m/700A (6+))

Disposition Authority Number DAA-AU-2017-0001-0004

The Master Files contain information used to create small business proposal including award information (contract number, amount, solicitation year, phase, solicitation topic code, agency tracking number, etc.), small business information (name, address, contact information, status), and a general abstract of the work to be performed.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation The electronic format enhances the value of the records

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
Army Regulation 25-400-2	Army Records and Information Management System (ARIMS)

Disposition Instruction

Cutoff Instruction T15. Keep until no longer needed for conducting business then retire to the Army Electronic Archives (AEA). The AEA will delete when the record is 15 years old.

Transfer to Inactive Storage Transfer to the AEA.

Retention Period Destroy immediately after 15 years

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
10/18/2016	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
10/18/2016	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
08/16/2019	Submit for Concurrence	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
08/20/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/21/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/22/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist