

## Request for Records Disposition Authority

Records Schedule Number      DAA-AU-2017-0006  
Schedule Status                      Approved  
  
Agency or Establishment          Department of the Army  
Record Group / Scheduling Group    Army Undifferentiated  
Records Schedule applies to        Department-wide  
Schedule Subject                      Army Materiel Command Certificate of Equivalency (AMCOM-COE)  
Internal agency concurrences will be provided      No

Background Information              AR 700-143, Packaging of Hazardous Material establishes uniform policy for packaging Hazardous Materials (HAZMAT) for safe, efficient, and legal storage, handling, and transportation. The proponent of this regulation is the Deputy Chief of Staff G-4. In support of AR 700-143, AMCOM submits for disposition the AMCOM Certificate of Equivalency.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2017-0006

Sequence Number	
1	AMCOM Certificate of Equivalency (AMCOM-COE) System
1.1	AMCOM Certificate of Equivalency (AMCOM-COE) System Master File, RN 700-143a/ACRS 700A (0-6) Disposition Authority Number: DAA-AU-2017-0006-0001

## Records Schedule Items

Sequence Number					
1	<p><b>AMCOM Certificate of Equivalency (AMCOM-COE) System</b>  <b>AMCOM Certificate of Equivalency (AMCOM-COE) System</b> The purpose of the AMCOM-COE is to provide a method of accessing a complete and accurate collection of Certificate of Equivalency data, which includes a Certificate of Equivalency, Competent Authority Approvals, and Special Permits. The data is entered and updated by users via a web front-end interface. The data is stored, maintained and modified in the database, which assists in managing and maintaining the various certificates, approvals, and permits in one central repository. These forms together certify that the proposed packaging design equals or exceeds the comparable requirements of 49 CFR for the commodity being shipped and is authorized for use on international shipments if moved on a military controlled airlift. 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. System documentation as defined in DAA-GRS-2013-0005-0003 is covered by Item 51.</p>				
1.1	<p><b>AMCOM Certificate of Equivalency (AMCOM-COE) System Master File, RN 700-143a/ACRS 700A (0-6)</b></p> <p>Disposition Authority Number      DAA-AU-2017-0006-0001</p> <p>The master file includes but is not limited to Certificates of Equivalency, Competent Authority Approvals, Special Permits and memoranda.</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> <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>	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				

<b>Disposition Instruction</b>	
<b>Cutoff Instruction</b>	<b>TE6. Event is when a hazardous material item without DOT specification packaging is ready to ship, certification required. Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event.</b>
<b>Retention Period</b>	<b>Destroy 6 year(s) after a hazardous material item without DOT specification packaging is ready to ship, certification required.</b>
<b>Additional Information</b>	
<b>GAO Approval</b>	<b>Not Required</b>

### 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
01/26/2017	Return to Submitter	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
01/26/2017	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
11/01/2017	Submit for Concurrence	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2
11/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/06/2017	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist