

## Request for Records Disposition Authority

Records Schedule Number      DAA-AU-2017-0015

Schedule Status                Approved

  

Agency or Establishment      Department of the Army

Record Group / Scheduling Group    Army Undifferentiated

Records Schedule applies to      Major Subdivision

Major Subdivision                Army Materiel Command (AMC)

Minor Subdivision                Corpus Christi Army Depot - U.S. Army Aviation and Missile Command (AMCOM)

Schedule Subject                Cape Environmental (CE) Hazardous Material Database Master File

Internal agency concurrences will be provided      No

Background Information              AR 200-1, Environmental Protection and Enhancement, implements Federal, State, and local environmental laws and DOD policies for preserving, protecting, conserving, and restoring the quality of the environment. The proponent of this regulation is the Assistant Chief of Staff for Installation Management. In support of AR 200-1, the Army Materiel Command/AMCOM, submits for disposition the Cape Environmental (CE) Hazardous Material Database Master File.

**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2017-0015

Sequence Number

- 1 Cape Environmental (CE) Hazardous Material Database, RN 200b/1200C (6+)
- 1.1 Cape Environmental (CE) Hazardous Material Database Master File, RN 200b/1200C (6+)  
Disposition Authority Number: DAA-AU-2017-0015-0001

## Records Schedule Items

Sequence Number					
1	<p>Cape Environmental (CE) Hazardous Material Database, RN 200b/1200C (6+) The CE Hazardous Material Database is a web-based product that is used to maintain an inventory of materials containing hazardous material throughout Corpus Christie Army Depot to include quantities, locations and conditions. CE Hazardous Material Database provides the capability to manage documentation in support of surveys and sampling, as well as inspections and subsequent remediation of potentially hazardous material and provides historical data on potential exposures to hazardous material. Source input data is manually input and survey information is imported to the database. 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>Cape Environmental (CE) Hazardous Material Database Master File, RN 200b/1200C (6+)</p> <p>Disposition Authority Number      DAA-AU-2017-0015-0001</p> <p>The master file includes survey data, air monitoring data, area air monitoring data, project monitoring data, bulk and air samples, and reports.</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="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;">The Army REcords Information Management System</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction                        when no longer needed for conducting business</p> <p>Retention Period                         Destroy 50 year(s) after no longer needed for conducting business</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				

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
05/17/2017	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
12/08/2017	Submit for Concurrence	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2
12/12/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/12/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist