

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>AR 25-400-2</td> <td>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 Kinson Jones	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