

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2017-0018

Schedule Status Approved

Agency or Establishment Department of the Army

Record Group / Scheduling Group Army Undifferentiated

Records Schedule applies to Department-wide

Schedule Subject Tobyhanna Army Depot - Geographic Information System (TYAD-GIS)

Internal agency concurrences will be provided No

Background Information AR 115-13 provides policies and procedures for creating, maintaining, and managing geospatial information and services in support of the installation and environment domain.

The proponent of this regulation is the Army Assistant Chief of Staff for Installation Management. In support of AR 115-13, the Army Materiel Command, CECOM, submits for disposition the TYAD-GIS Master Files. The Geographic Information System is based on GIS-ARC software and uses satellite images to provide a baseline for the graphical representation of the installation. The system supports all geographic information for the Depot that complies with Army Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE).

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2017-0018

Sequence Number	
1	Tobyhanna Army Depot - Geographic Information System (TYAD-GIS)
1.1	Tobyhanna Army Depot - Geographic Information System (TYAD-GIS) Master File RN 115-13a/1200A (0-6) Disposition Authority Number: DAA-AU-2017-0018-0001

Records Schedule Items

Sequence Number

1 Tobyhanna Army Depot - Geographic Information System (TYAD-GIS)
The purpose of TYAD-GIS is to enable the Department of Public Works to access geographical data specific to physical features of the depot (i.e., buildings, utilities, and roadways). GIS technology allows the user to access, evaluate, manage, and display a wide variety of geographically related information to meet specific program or project needs. 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. (Rn25-1kkk/400B.) 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. (RN 25-1jjjj.) System documentation includes record layouts, standard operating procedures, specifications and code books which are covered under RN 25-1mmm/400B.

1.1 Tobyhanna Army Depot - Geographic Information System (TYAD-GIS) Master File
RN 115-13a/1200A (0-6)

Disposition Authority Number DAA-AU-2017-0018-0001

The master file includes but is not limited to locations, door numbers, building numbers, distances, latitude and longitude, size of items (e.g. pipes, buildings, etc.) and anything related to spatial data.

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

Manual Citation	Manual Title
AR 25-400-2	The Army Records Information Management System

Disposition Instruction

Cutoff Instruction KE3. Event is the disposal of a single structure or facility.

Retention Period	Destroy 3 year(s) after the disposal of a single structure or facility.
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
07/24/2017	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