

Request for Records Disposition Authority

Records Schedule Number: DAA-AU-2017-0020
Schedule Status: Approved
Agency or Establishment: Department of the Army
Record Group / Scheduling Group: Army Undifferentiated
Records Schedule applies to: Department-wide
Schedule Subject: Geographic Information System (GIS) Anniston Army Depot
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/TACOM, submits for disposition the Geographic Information System (GIS) Anniston Army Depot 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2017-0020

Sequence Number	
1	Geographic Information System (GIS) Anniston Army Depot
1.1	Geographic Information System (GIS) Anniston Army Depot Master File, RN 115 -13b/1200A (0-6) Disposition Authority Number: DAA-AU-2017-0020-0001

Records Schedule Items

Sequence Number

1 Geographic Information System (GIS) Anniston Army Depot
GIS-Anniston serves as a central repository of installation infrastructure information, facilitates improvements and tracks investments, increases the timeliness of data and lowers information costs, allows for automated interaction on key engineering processes, provides centralized drawing records management, and map themes modules for quick access to layer groupings of the installation. 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 Geographic Information System (GIS) Anniston Army Depot Master File, RN 115-13b/1200A (0-6)

Disposition Authority Number DAA-AU-2017-0020-0001

The master file includes but is not limited to maps such as utilities, buildings, roads, and fuel tanks; and over 25,000 documents including CAD, photos, procedures, and equipment manuals.

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. Keep until event occurs and then destroy 3 years after the event.
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
07/25/2017	Return to Submitter	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
07/26/2017	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