

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2017-0021

Schedule Status Approved

Agency or Establishment Department of the Army

Record Group / Scheduling Group Army Undifferentiated

Records Schedule applies to Department-wide

Schedule Subject Donations Records

Internal agency concurrences will be provided No

Background Information AR 700-131, prescribes policy and procedures for granting loans, leases, and donations of Army material to Army units and activities, non-DOD Federal agencies, civilian law enforcement officials, civilian activities, commercial contractors and industrial associations. The proponent of this regulation is the Deputy Chief of Staff, G-4. In support of AR 700-131, the Army Materiel Command, TACOM, submits for disposition the Donations System Master Files and similar paper-based donation files.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-AU-2017-0021

Sequence Number	
1	Donation Files Disposition Authority Number: DAA-AU-2017-0021-0002
2	Donations Database
2.1	Donations Master File, RN 700-131c/700A/6+ Disposition Authority Number: DAA-AU-2017-0021-0001

Records Schedule Items

Sequence Number

1

Donation Files

Disposition Authority Number **DAA-AU-2017-0021-0002**

The files contain documents related to the organization which include letters, memos, email hard copies, annual certifications, photos, legal documents w/ signatures, demilitarization/radiological certifications, police/incident reports for stolen/missing equipment, congressional inquiries, FOIA requests, IRS records, and museum documents. The files are comprised of 30,000 folders stored in 50+ legal size file cabinets. The record dates are from 1800 to the present.

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? **No**

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

Disposition Instruction

Cutoff Instruction **TE75. Event is when the donated item is returned to the Army and the item is destroyed. Keep until event occurs, and no longer needed for conducting business.**

Retention Period **Destroy 75 year(s) after the donated item is returned to the Army and the item is destroyed.**

Additional Information

GAO Approval **Not Required**

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Donations Database

The Donations database provides the Army a business tool to track customer requests, the completion of limited demilitarization, action history and accountability of approved indefinite, conditional loans of obsolete, condemned Army combat equipment and ceremonial rifles. The Army assets are under the custodianship of veteran, civilian, law enforcement, foreign, city, state and

2.1

federal government entities. The Army assets are used for static display at sites other than privately owned land such as parks, Veteran buildings, court houses, government and non-government owned museums, and cemeteries. Ceremonial rifles are issued as an indefinite, conditional loan to National Cemeteries, federal/state/local law enforcement activities and veterans groups. (Currently, the database contains 33,000+ civilian organizations, in fourteen countries, with 408,000 pieces of DOD property valued at \$2.6 billion.) 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 dates are 1800-present.

Donations Master File, RN 700-131c/700A/6+

Disposition Authority Number **DAA-AU-2017-0021-0001**

The master file includes but is not limited to customer and organization information (name, physical/ mailing address, phone number, email address, resident address), type of equipment, serial numbers, demilitarized and is noted if a Conditional Deed of Gift is on file.

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 Information Management System

Disposition Instruction

Cutoff Instruction **TE75. Destroy 75 years after event. Event is when the donated item is returned to the Army and the item is destroyed. Keep until event occurs, and no longer needed for conducting business, then destroy 75 years after the event.**

Retention Period **Destroy 75 year(s) after the donated item is returned to the Army and the item is destroyed.**

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
07/26/2017	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
07/26/2017	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
11/13/2019	Submit for Concurrence	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
11/14/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/14/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/15/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist