

Request for Records Disposition Authority

Records Schedule Number **DAA-AU-2018-0015**

Schedule Status **Approved**

Agency or Establishment **Department of the Army**

Record Group / Scheduling Group **Army Undifferentiated**

Records Schedule applies to **Department-wide**

Schedule Subject **Safety of Use Messaging Management System (SOUM MS)**

Internal agency concurrences will be provided **No**

Background Information **AR 750–6 sets the policy and procedures for preparing, issuing, disseminating, tracking, managing, and responding to safety of flight, safety of use, aviation safety action, ground precautionary action, maintenance action, maintenance information messages and establishes the maintenance message process and purpose as a separate parallel notification process. The proponent of this regulation is the Deputy Chief of Staff, G–4. In support of AR 750-6, the Army Materiel Command, TACOM (Tank-automotive and Armament Command), submits for disposition the Safety of Use Messaging Management System (SOUM MS) 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2018-0015

Sequence Number	
1	Safety of Use Messaging Management System (SOUM MS) Master File, RN750-6d/700C/6+
1.1	Safety of Use Messaging Management System (SOUM MS) Master File Disposition Authority Number: DAA-AU-2018-0015-0001

Records Schedule Items

Sequence Number					
1	<p>Safety of Use Messaging Management System (SOUM MS) Master File, RN750-6d/700C/6+ SOUM MS develops and staffs safety and maintenance messages (safety of use messages, ground precautionary actions, maintenance actions and maintenance information) on TACOM managed equipment released Armywide. This includes a completed safety or maintenance message and related documents that can be issued to the Army through the Army Message Handling System for Armywide dissemination and monthly, quarterly and annual reports. 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 documentation as defined in DAA-GRS-0005-0003 is covered by Item 51.</p>				
1.1	<p>Safety of Use Messaging Management System (SOUM MS) Master File Disposition Authority Number DAA-AU-2018-0015-0001</p> <p>The master file includes messages that contain safety and maintenance information and, if applicable, documents related to those safety issues.</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="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">AR 25-400-2</td> <td style="padding: 5px;">The Army Records Information Management System</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction TE10. Event is after divestiture of the system (system is defined as type of equipment, such as tanks, jeeps, etc). Keep until the event occurs.</p> <p>Retention Period Destroy 10 year(s) after cutoff.</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
02/12/2018	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
07/18/2022	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
07/30/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/01/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/03/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office