

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2018-0021
Schedule Status Approved

Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Department-wide
Schedule Subject 200 - Installation Management: Series 210 Installations Schedule
Internal agency concurrences will be provided No

Background Information Records of, and relating to, administrative and management functions at Department of the Army installations and the responsibilities of installation/garrison commanders. Included are general administrative files and records created from the following functional areas: Personal Commercial Solicitations on Army Installations (AR 210-7); Installation Status Report (ISR) Programs (AR 210-14); Real Property Planning for Installations (AR 210-20); Private Organizations on Department of the Army Installations (AR 210-22); Vending Facility Program for the Blind on Federal Property (AR 210-25); Laundry and Dry Cleaning Facilities (AR 210-130).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	1	10	0

GAO Approval

Outline of Records Schedule Items for DAA-AU-2018-0021

Sequence Number	
1	AR 210 General Installation Correspondence Disposition Authority Number: DAA-AU-2018-0021-0001
2	AR 210-7, Personal Commercial Solicitation on Army Installations Disposition Authority Number: DAA-AU-2018-0021-0004
3	210-12 Appraisal and reappraisal of Government-owned housing Disposition Authority Number: DAA-AU-2018-0021-0049
4	AR 210-20 Real Property Master Planning for Army Installations
4.1	AR 210-20, Real Property Master Planning for Army Installations; Military Construction (MILCON) Project – Offices of the Army Staff, Army Commands, Army Service Component Commands, Direct Reporting Units, and command HQ offices Disposition Authority Number: DAA-AU-2018-0021-0002
4.2	AR 210-20, Real Property Master Planning for Army Installations; Master Plans - Office of the Chief of Engineers and offices other than installation to which the plan pertains; Site Selection Reports Informational Files; Range Clearances Disposition Authority Number: DAA-AU-2018-0021-0009
4.3	AR 210-20, Real Property Master Planning for Army Installations; Master Plans – Installation to which the plan pertains: If not listed in the National Register of Historical Places Disposition Authority Number: DAA-AU-2018-0021-0020
4.4	AR 210-20, Real Property Master Planning for Army Installations: Military Construction Projects – Listed in the National Register of Historic Places or qualified for such listing Disposition Authority Number: DAA-AU-2018-0021-0022
5	AR 210-22, Private Organizations on Department of the Army Installation; Private Organizations Disposition Authority Number: DAA-AU-2018-0021-0012
6	AR 210-25, Vending Facility Program for the Blind on Federal Property; Vending Facility Program for the Blind on Federal Property Disposition Authority Number: DAA-AU-2018-0021-0013
7	AR 210-130, Laundry and Dry Cleaning Operations;
7.1	AR 210-130, Laundry and Dry Cleaning Operations; Station, Unit, and Organization Laundry and Dry Cleaning Files Disposition Authority Number: DAA-AU-2018-0021-0003
7.2	AR 210-130, Laundry and Dry Cleaning Operations; Station Laundry and Dry Cleaning Receipts Disposition Authority Number: DAA-AU-2018-0021-0014

Records Schedule Items

Sequence Number	
1	<p data-bbox="367 417 979 449">AR 210 General Installation Correspondence</p> <p data-bbox="367 470 1117 502">Disposition Authority Number DAA-AU-2018-0021-0001</p> <p data-bbox="367 523 1497 853">Records relating to routine comments on regulations, directives, or other publications submitted to office with chief responsibility; routine or general requests for information and replies; reference copies of records maintained by action officers and offices of record; informal reports with related information; general recommendations and suggestions with all types of transmittals; information received requiring no action; cards, listings, indexes, or other items which are created solely to facilitate or control work; and other transactions of a general, routine, and administrative nature. (This does not include instructions files. See record numbers 25-30i1, 25-30i2, 25-30q1 or 25-30q2).</p> <p data-bbox="367 874 919 906">Final Disposition Temporary</p> <p data-bbox="367 927 854 959">Item Status Active</p> <p data-bbox="367 981 821 1012">Is this item media neutral? Yes</p> <p data-bbox="367 1034 821 1151">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 data-bbox="367 1172 821 1257">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="367 1278 992 1332">GRS or Superseded Authority Citation N1-AU-02-22 / 1</p> <p data-bbox="367 1374 670 1406">Disposition Instruction</p> <p data-bbox="367 1427 1479 1576">Cutoff Instruction (Keep until Event/Keep) Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies.</p> <p data-bbox="367 1598 1487 1853">Retention Period KE .25 - 2 / K .25 - 2. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 2 years after the event, then destroy. Retention after 2 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.</p> <p data-bbox="367 1885 667 1917">Additional Information</p>

2

GAO Approval Not Required

AR 210-7, Personal Commercial Solicitation on Army Installations

Disposition Authority Number DAA-AU-2018-0021-0004

Records of personal commercial solicitation on Army installations not covered by suspensions, revocations, or other actions taken against agents or companies for violations of regulations. Included are all types of insurance on military installations or joint bases that are sold or solicited by dealers, tradesmen and their agents. Records covered relating to suspensions, barred, banned, revocations, or other actions taken against agents or companies for violations of regulations. Other pertinent information includes brochures, pamphlets, questionnaires, and lists on the qualifications and experience of firms and individuals soliciting services. Counseling and financial assistance is offered to personnel on consumer credit transactions, education, and procedures for investigative and enforcement actions. [RN: 210-7a2; RN: 210-7b; RN: 210-7c]

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

GRS or Superseded Authority Citation
NC1-AU-84-43 / 1/A
NC1-AU-84-43 / 1/B
NN-166-204 / 1502-09
NN-166-204 / 1510-14

Disposition Instruction

Cutoff Instruction Keep records for 6 years.

Retention Period K6-15: Destroy 6 years after business use, but no longer than 15 years. Longer retention to 15 years is authorized only if required. Retention after 15 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.

Additional Information

GAO Approval Not Required

3

210-12 Appraisal and reappraisal of Government-owned housing

Disposition Authority Number DAA-AU-2018-0021-0049

Information on the appraisal and reappraisal of Government-owned housing rented to civilians. Included are rental schedules, copies of appraisal reports; information gathered by appraisers responsible for preparation of appraisal reports, such as notes, background information, copies of reports, and such source data. List of persons or firms approved by Department of Justice to qualify as abstractors. [RN: 210-12a; RN: 210-12b; RN: 210-12c]

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

GRS or Superseded Authority Citation NN-166-204 / 1503-10
 NN-166-204 / 1503-12
 II-NNA-242 / 1

Disposition Instruction

Cutoff Instruction Keep in CFA until event occurs. Event is on supersession, obsolescence, or when the installation to which they relate is declared excess.

Retention Period KEN. Until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

Additional Information

GAO Approval Not Required

4 **AR 210-20 Real Property Master Planning for Army Installations**
Real property master planning for army installations; master plans – Office of the Chief of Engineers and offices other than installation to which the plan pertains; master plans – Installation to which the plan pertains If not listed in the National Register of Historical Places disposition authority; military construction projects – listed in the National Register of Historic Places or qualified for such listing: Military Construction (MILCON) Project – Offices of the Army Staff, Army Commands, Army Service component commands, direct reporting units, and command HQ offices.

4.1 **AR 210-20, Real Property Master Planning for Army Installations; Military Construction (MILCON) Project – Offices of the Army Staff, Army Commands,**

Army Service Component Commands, Direct Reporting Units, and command HQ offices

Disposition Authority Number DAA-AU-2018-0021-0002

Records relating to the planning, design, and construction of specific projects or properties. Covered are records held by the Army components to which the military construction project records pertain. Included are authorizations, justifications, tests, investigations, geological investigations, cement and concrete reports, logbooks, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, inspection reports, and completion reports.

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

GRS or Superseded Authority Citation NC1-AU-78-92 / 1/B

Disposition Instruction

Cutoff Instruction KE2. (Keep until Event) Event is after completion of project. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 2 years after the event, then destroy. Retention after 2 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.

Retention Period Destroy 2 year(s) after completion of project.

Additional Information

GAO Approval Not Required

4.2

AR 210-20, Real Property Master Planning for Army Installations; Master Plans - Office of the Chief of Engineers and offices other than installation to which the plan pertains; Site Selection Reports Informational Files; Range Clearances

Disposition Authority Number DAA-AU-2018-0021-0009

Records of, or relating to the planning, design, and construction of specific projects or properties. Covered are the records held by the field offices to which the military construction project records pertain. Included are authorizations, justifications,

tests, investigations, geological investigations, cement and concrete reports, logbooks, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, inspection reports, and completion reports. This instruction is not authorized for military construction projects that are listed in the National Register of Historic Places or qualified for such listing. Information gathered by offices of the Army Staff which receive and pass along site selection reports to offices in charge of the review and approval of the reports. These files include communications forwarding the reports and copies of the reports. Records relating to locating and disposing of unexploded ammunition on firing ranges at installations. Included are maps of the installation; returned copies of certificates of decontamination attesting to the removal of high explosives from specified areas and the examination of scrap metal salvaged therefrom; statements in place of certificates of decontamination; daily reconnaissance reports showing type of ammunition discovered, location, and disposition effected and initial and final reports on the dud disposal program; and on decontamination in general. Records relating to the preparation, development, review, approval, and revision of master plans for permanent Army installations. Covered are the records held by the U.S. Army Corps of Engineers, the garrison commanders, and other tenant units; and tenant organizations and supported activities to which the master plan pertains. Included is the master plan, which consists of basic information maps, are analysis of existing facilities reports, tabulation of existing and required facilities, preliminary land use plans, and plans for future development (which include the general site plan, analytical report, background material, and related correspondence). [RN: 210-20b3; RN: 210-20c; RN: 210-20e]

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

GRS or Superseded Authority Citation
NC1-AU-78-92 / 1/C
NC1-AU-81-34 / 2
NC1-AU-81-34 / 3
II-NN-3358 / 1
N1-AU-01-13 / 26

Disposition Instruction

Cutoff Instruction The analysis of design will be retained until project is abandoned or passes from DOD control.

4.3

Transfer to Inactive Storage	Keep records in CFA for 6 years, then retire to RHA/AEA.
Retention Period	KE6-15/KEN. (Keep until Event/Keep until event, time period not known) Destroy 6 years after business use, but no longer than 15 years after event occurs. Event is after completion of project. The RHA/AEA will destroy the record no more than 15 years after the event, except the analysis of design.
Additional Information	
GAO Approval	Not Required
AR 210-20, Real Property Master Planning for Army Installations; Master Plans – Installation to which the plan pertains: If not listed in the National Register of Historical Places	
Disposition Authority Number	DAA-AU-2018-0021-0020
Records of, or relating to, the preparation, development, review, approval, and revision of master plans for permanent Army installations. Covered are the records held by the Installation to which the master plan pertains. Included is the master plan, which consists of basic information maps, analysis of existing facilities reports, tabulation of existing and required facilities, preliminary land use plans, and plans for future development (which include the general site plan, analytical report, background material, and related correspondence). [RN: 210-20a4]	
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
GRS or Superseded Authority Citation	NC1-AU-81-34 / 1/B
Disposition Instruction	
Cutoff Instruction	(Transfer upon Event) Event is after supersession or after the installation is transferred from Army control.
Transfer to Inactive Storage	Keep records in CFA for 20 years, then transfer to RHA/AEA.

	<p>Retention Period</p> <p>Additional Information</p> <p>GAO Approval</p> <p>4.4 AR 210-20, Real Property Master Planning for Army Installations: Military Construction Projects – Listed in the National Register of Historic Places or qualified for such listing</p> <p>Disposition Authority Number</p> <p>Final Disposition</p> <p>Item Status</p> <p>Is this item media neutral?</p> <p>Do any of the records covered by this item currently exist in</p>	<p>KE20-30. Destroy 20 years after business use, but no longer than 30 years after event occurs. Longer retention to 30 years is authorized only if required. The RHA/AEA will destroy the records 20-30 years after the event. Retention after 30 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.</p> <p>Not Required</p> <p>DAA-AU-2018-0021-0022</p> <p>Records relating to the planning, design, and construction of specific projects or properties having architectural or historical significance. Covered are the records listed in the National Register of Historic Places or qualified for such listing to which the military construction project records pertain. Included are buildings essentially original in design, building representative of a basic design for each variant of a standard design, buildings which embody the distinguishing characteristics of either a period or regional architectural style, buildings which include architectural or engineering innovations, buildings associated with major functions of the Federal government (executive departments, agencies and bureaus) and the major activities of the various Federal agencies (post offices, customs houses, court houses, forts, hospitals), buildings associated with events or persons who represent the broad history of the country, drawings by noted architects or engineers of both proposed and constructed buildings, and buildings which were involved in controversy in regards to their design, construction, or utilization. Information includes authorizations, justifications, tests, investigations, geological data, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, inspection reports and similar information. Included is the master plan, which consists of basic information maps, analysis of existing facilities reports, tabulation of existing and required facilities, preliminary land use plans, and plans for future development (which include the general site plan, analytical report, background material, and related correspondence). [RN: 210-20b4]</p> <p>Permanent</p> <p>Active</p> <p>Yes</p> <p>Yes</p>
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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **(Transfer upon Event) - Event is upon closure of the installation or on revision of the master plan as a result of mission changes.**

Transfer to Inactive Storage **Keep records retained by the generating office in active file area or in an automated information system until event. Transfer to AEA/RHA after event. AEA/RHA will transfer records to National Archives 25 years after event.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after closure of the installation or on revision of the master plan as a result of mission changes**

Additional Information

First year of records accumulation **1824**

What will be the date span of the initial transfer of records to the National Archives? **From 1825 To 1991**

How frequently will your agency transfer these records to the National Archives? **Unknown
Unknown, the event is based on a closure.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	400 Cubic feet	10 Cubic feet
Microform		
Hardcopy or Analog Special Media		

5 **AR 210-22, Private Organizations on Department of the Army Installation; Private Organizations**

Disposition Authority Number **DAA-AU-2018-0021-0012**

Records relating to private organizations that are authorized to operate on Army installations under AR 210-22. The records are maintained by the authorizing installation. Included are private organization checklist, charter or constitution and bylaws, requests for permission to operate, including support documentation and installation approval letter, annual revalidation, and related information. [RN: 210-22a]

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

GRS or Superseded Authority Citation N1-AU-01-13 / 24

Disposition Instruction

Cutoff Instruction (Keep until Event) Event is after private organization ceases to operate on the installation. Keep records for 6 years.

Retention Period KE6-15. Destroy 6 years after business use, but no longer than 15 years. Longer retention to 15 years is authorized only if required. Retention after 15 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.

Additional Information

GAO Approval Not Required

AR 210-25, Vending Facility Program for the Blind on Federal Property; Vending Facility Program for the Blind on Federal Property

Disposition Authority Number DAA-AU-2018-0021-0013

Records of, or relating to, the implementation of the Randolph-Sheppard Act in accordance with AR 210-25. Included are identification of suitable sites; applications; approved permits; correspondence concerning operation of the vending facilities, such as complaints or requests for stockage, or facility conditions; and reports. [RN: 210-25a]

Final Disposition Temporary

6

	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
	GRS or Superseded Authority Citation	N1-AU-01-13 / 27
	Disposition Instruction	
	Cutoff Instruction	(Keep until Event) - Event is after termination of service or denial of application.
	Retention Period	KE6-15. Destroy 6 years after business use, but no longer than 15 years. Keep records for 6 years. Longer retention to 15 years is authorized only if required. Retention after 15 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.
	Additional Information	
	GAO Approval	Not Required
7	AR 210-130, Laundry and Dry Cleaning Operations; Laundry and dry cleaning operations; station laundry and dry cleaning receipts; laundry and dry cleaning program reports; laundry and dry cleaning layout reviews	
7.1	AR 210-130, Laundry and Dry Cleaning Operations; Station, Unit, and Organization Laundry and Dry Cleaning Files	
	Disposition Authority Number	DAA-AU-2018-0021-0003
	Records of, or relating to, a station, unit or organization controlling and reflecting the receipt, delivery, and collects payment in the laundry and dry cleaning operations. Included are laundry and dry cleaning collection and delivery sheets, hospital transport, roster and statements, organization laundry lists, abstracts of laundry work for individual patrons; abstracts of enlisted and organizational laundry and dry cleaning (with and without cash reimbursement); cash collection and adjustment vouchers, periodic reports, and similar information.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes

	<p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>Do any of the records covered by this item exist as structured electronic data?</p> <p>GRS or Superseded Authority Citation</p> <p>Disposition Instruction</p> <p>Cutoff Instruction</p> <p>Retention Period</p> <p>Additional Information</p> <p>GAO Approval</p> <p>AR 210-130, Laundry and Dry Cleaning Operations; Station Laundry and Dry Cleaning Receipts</p> <p>Disposition Authority Number</p> <p>Records of, and relating to, receipt and control of laundry and dry cleaning. Data is abstracted from cash receipt and workload accounting. Included are laundry and dry cleaning lists, roster and statements, abstracts of laundry or dry cleaning organizational work, machine tapes and similar information. Actions taken to evaluate and improve the overall Laundry and Dry cleaning Program. Included are staff studies, survey and test reports, coordinating actions, and related papers. Records relating to the review, approval, and disapproval of recommendations for the establishment, change in capacity, or discontinuance of laundry and dry cleaning facilities. Included are recommendations for establishment, change in capacity, or discontinuance, justification data, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance. Records of the technical review of layout plans for the construction of, significant modification to, or deviation from standard plans for laundry and dry cleaning facilities and associated equipment. Included are preliminary drawings, plans and equipment layout sketches, site plans, and recommendations resulting from the review. Records on the supervision, rendering assistance and advice, and review and analysis of the Laundry and Dry cleaning Program. [RN: 210-130c; RN: 210-130d; RN: 210-130e1; RN: 210-130e2; RN: 210-130f; RN: 210-130g]</p> <p>Final Disposition</p>	<p>Yes</p> <p>Yes</p> <p>NN-166-204 / 1410-35 NN-166-204 / 1410-36</p> <p>Keep records for one month . Longer retention to 2 years is authorized only if required.</p> <p>K.25-2. (Keep) Destroy 1 month after business use, but no longer then 2 years after event has occurred.Retention after 2 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.</p> <p>Not Required</p> <p>DAA-AU-2018-0021-0014</p> <p>Temporary</p>
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7.2

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
GRS or Superseded Authority Citation	N1-AU-01-13 / 47 N1-AU-01-13 / 48 N1-AU-01-13 / 49 N1-AU-01-13 / 50 N1-AU-01-13 / 51
Disposition Instruction	
Cutoff Instruction	Keep records for 6 years.
Retention Period	KE6-15. Destroy 6 years after business use, but no longer than 15 years. Longer retention to 15 years is authorized only if required. Retention after 15 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.
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
03/07/2018	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
09/07/2018	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/12/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/12/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/13/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist