

## Request for Records Disposition Authority

Records Schedule Number      DAA-AU-2018-0028  
Schedule Status                 Approved  
  
Agency or Establishment        Department of the Army  
Record Group / Scheduling Group   Army Undifferentiated  
Records Schedule applies to      Agency-wide  
Schedule Subject                 Army Export Control System (SIPR) - ARMY ECS (SIPR), Master  
File, RN 12-1f /ACRS 300C (0-6)  
Internal agency concurrences will  
be provided                        No

Background Information            AR 12-1 Security Assistance, Training, and Export Policy establishes  
Army policy and prescribes responsibilities and procedures for  
the planning, integration, programming, budgeting, and execution  
of Army security assistance sales, financing, manpower, training,  
and logistics. The Army ECS (SIPR) is maintained by the Assistant  
Secretary of the Army /Acquisition, Logistics, and Technology (ASA/  
ALT), Joint Service Provider (JSP), Pentagon, Washington, DC.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2018-0028

Sequence Number	
1	Army Export Control System (SIPR) - ARMY ECS (SIPR), Master File, RN 12-1f /A CRS 300C (0-6)
1.1	Army Export Control System (SIPR) - ARMY ECS (SIPR), Master File, RN 12-1 f /ACRS 300C (0-6) Disposition Authority Number: DAA-AU-2018-0028-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Army Export Control System (SIPR) - ARMY ECS (SIPR), Master File, RN 12-1f / ACRS 300C (0-6)</b></p> <p>The ARMY ECS (SIPR) is a workflow management system for the processing of Foreign Military Sales (FMS) license applications submitted by private industry to the Department of State. The Army ECS (SIPR) is used to coordinate, develop and recommend positions to the Department of Defense, Defense Technology Security Administration on U.S. Industry direct commercial marketing and sales of U.S. military weapon systems and technology to foreign parties. The system resides on the SIPR and information is maintained at an unclassified level with the potential of classified spillage if the information at a later date is determined to be classified. The ARMY ECS (SIPR) contains personally identifiable information. A common access card is required to gain access to the SIPR. The Army ECS (SIPR) is not linked to another system. System Input: System Input: Source input is directly via keyed into the system and new data originates from the Joint Capabilities Requirements Manager (JCRM), Integrated Total Army Personnel Database (ITAP), and the Defense Readiness Reporting System – Army (DRRS-A). 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. System Output: System Output: Reports, printouts, charts, screens of information, and electronic files used for other purposes. Output records ad-hoc records are covered by DAA-GRS-2013-0001-0005 Item 30, and output data file records are covered by DA-GRS-0001-0006 Item 31. System Documentation: System documentation as defined in DA-GRS-2013-0005-0003 is covered by Item 51.</p>
1.1	<p><b>Army Export Control System (SIPR) - ARMY ECS (SIPR), Master File, RN 12-1f / ACRS 300C (0-6)</b></p> <p>Disposition Authority Number      DAA-AU-2018-0028-0001</p> <p>The Army ECS (SIPR) contents consist of the U.S. Munitions List, International Traffic in Arms Regulations (ITAR) controlled information, U.S. Industry proprietary ITAR munitions cases (export licenses), U.S. Government /Army positions on the export of U.S. weapon system (names, business address, e-mail addresses, phone numbers, user/ID passwords).</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          No</p> <p>Explanation of limitation            Electronic format enhanced the value of the records</p> <p>Do any of the records covered by this item currently exist in      Yes</p>

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**

Manual Citation	Manual Title
AR 25-400-2	Army Records Information Management System (ARIMS)

**Disposition Instruction**

Cutoff Instruction

Event is when recommendation or position is submitted to the requester. Keep in the current file until event occurs.

Retention Period

Destroy 5 year(s) after Recommendation or position is submitted to requestor.

**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
04/10/2018	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
04/11/2018	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
04/11/2018	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
08/19/2019	Submit for Concurrence	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
08/20/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/21/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/22/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist