

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2019-0023

Schedule Status Approved

Agency or Establishment Department of the Army

Record Group / Scheduling Group Army Undifferentiated

Records Schedule applies to Department-wide

Schedule Subject Training Resource Model Information System (TRMIS) Master File

Internal agency concurrences will be provided No

Background Information TRMIS is governed by AR 350-1, Army Training and Leader Development, which provides the policies, procedures, and responsibilities for developing, managing, and conducting Army training and leader development. TRMIS is a web application hosted in Cloud Army.

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-2019-0023

| Sequence Number | |
|-----------------|---|
| 1 | Training Resource Model Information System (TRMIS) Master File |
| 1.1 | Training Resource Model Information System (TRMIS) Master File Disposition Authority Number: DAA-AU-2019-0023-0001 |

Records Schedule Items

| Sequence Number | | | | | |
|-----------------|--|-----------------|--------------|-------------|--|
| 1 | <p>Training Resource Model Information System (TRMIS) Master File The Headquarters, Department of the Army (HQDA) Deputy Chief of Staff Operations, Directorate for Training G-3/7, is the functional proponent for Army Training and for strategic resourcing within the framework of the Planning, Programming, Budgeting, and Execution (PPBE) process. To accomplish this, HQDA G-3/7 uses TRMIS to generate, analyze, and review Army Schoolhouse cost, Army Air Operating Tempo (OPTEMPO) cost, Army Modified Table of Organization and Equipment (MTOE) Unit OPTEMPO cost, training requirements and mileage/hourly execution. TRMIS provides career program managers with the ability to identify necessary training to enhance and/or advance a DA Civilian professionally.</p> | | | | |
| 1.1 | <p>Training Resource Model Information System (TRMIS) Master File Disposition Authority Number DAA-AU-2019-0023-0001</p> <p>Information in the system reflects budget estimates for requirements related to Army Training resulting from training strategies, emerging requirements, manpower authorizations and obligations.</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="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>AR 25-400-2</td> <td>Army Records Information Management System (ARIMS)</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy 10 year(s) after creation of record.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> | Manual Citation | Manual Title | AR 25-400-2 | Army Records Information Management System (ARIMS) |
| Manual Citation | Manual Title | | | | |
| AR 25-400-2 | Army Records Information Management System (ARIMS) | | | | |

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 |
|------------|--------------------------|---------------------|---|---|
| 02/24/2020 | Return to Submitter | Shirley KinsonJones | Management Analyst | Army - Records Management and Declassification Agency |
| 03/12/2020 | Return to Submitter | Shirley KinsonJones | Management Analyst | Army - Records Management and Declassification Agency |
| 03/12/2020 | Certify | Shirley KinsonJones | Management Analyst | Army - Records Management and Declassification Agency |
| 08/17/2022 | Return for Revision | Carly Docca | Archives Specialist | National Archives and Records Administration - ACRA |
| 08/31/2022 | Submit For Certification | Sheila Brown | Records and Information Mgmt Specialist | RMDA - RMD |
| 09/09/2022 | Certify | Sheila Brown | Records and Information Mgmt Specialist | RMDA - RMD |
| 01/30/2023 | Submit for Concurrence | Elysia Hamelin | Archives Specialist | National Archives and Records Administration - ACR1 |
| 01/30/2023 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 01/31/2023 | Concur | Laurence Brewer | Chief Records Officer | National Records and Archives Administration - National Records and Archives Administration |
| 02/02/2023 | Approve | Debra Wall | Deputy Archivist | National Archives and Records Administration - ND Archives I Office |