

don't provide relevant data and information necessary to provide meaningful recommendations to Senior Leaders.

The requested changes should be retroactive on approval.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-AU-2020-0024

Sequence Number	
1	IG Inspection - Field IGs, RN 20-1a- ACRS 1000A/0-6 Disposition Authority Number: DAA-AU-2020-0024-0001
2	IG Inspections - SAIG, RN 20-1f - ACRS 1000A/6+ Disposition Authority Number: DAA-AU-2020-0024-0002
3	IG investigations and inquiries involving non-senior officials (Unsubstantiated Allegations), and Assistance cases, RN 20-1e ACRS 1000A/6+ Disposition Authority Number: DAA-AU-2020-0024-0003
4	IG investigations and inquiries - Substantiated allegations, RN 20-1h ACRS 1000A/6+ Disposition Authority Number: DAA-AU-2020-0024-0004
5	IG Screens, RN 20-1k ACRS1000A/6+ Disposition Authority Number: DAA-AU-2020-0024-0005

Records Schedule Items

Sequence Number					
1	<p>IG Inspection - Field IGs, RN 20-1a- ACRS 1000A/0-6</p> <p>Disposition Authority Number DAA-AU-2020-0024-0001</p> <p>Inspection conducted and information accumulated by Field IGs Included are inspection reports and related information pertaining to annual, general, procurement, special, technical proficiency, and Federal recognition inspection directed by the command, and similar files pertaining to inspections.</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 style="text-align: center;">25-400-2</td> <td style="text-align: center;">The Army Records Information Management System (ARIMS)</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-AU-01-26/1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction KE6: Event is 6 years after the date of the signed inspection report, to include resolution of discrepancies. Keep in CFA until event occurs, then destroy 6 years after the event. For clarification see AR 20-1.</p> <p>Retention Period Destroy 6 year(s) after after the date of the signed inspection report</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	25-400-2	The Army Records Information Management System (ARIMS)
Manual Citation	Manual Title				
25-400-2	The Army Records Information Management System (ARIMS)				
2	<p>IG Inspections - SAIG, RN 20-1f - ACRS 1000A/6+</p> <p>Disposition Authority Number DAA-AU-2020-0024-0002</p>				

IG inspections conducted and information accumulated by SAIG. Included are inspection reports and related information pertaining to annual general, procurement, special, nuclear surety, intelligence oversight, and Federal recognition inspections conducted by SAIG.

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
25-400-2	The Army Records Information Management system (ARIMS)

GRS or Superseded Authority Citation N1-AU-01-26/4

Disposition Instruction

Cutoff Instruction TE15. Event is 15 years after the date of the signed inspection report. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to Secretary of the Army Inspector General, Information Resource Management Division (SAIG-IR). SAIG-IR will destroy the record 15 years after the event.

Retention Period Destroy 15 year(s) after the date of the signed inspection report

Additional Information

GAO Approval Not Required

IG investigations and inquiries involving non-senior officials (Unsubstantiated Allegations), and Assistance cases, RN 20-1e ACRS 1000A/6+

Disposition Authority Number DAA-AU-2020-0024-0003

IG investigations and inquiries involving non-senior officials at time of investigation/ inquiry completed in which all allegations were unsubstantiated, and Assistance cases.

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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
25-400-2	The Army Records Information Management System

GRS or Superseded Authority Citation **N1-AU-01-26/3**

Disposition Instruction

Cutoff Instruction **TE10. Event is 10 years after case is closed. Keep in SAIG-IR Inspector General Information System (IGNET) databases until event occurs and then until no longer needed for conduction business, but no longer than 10 years after the event, then destroy.**

Retention Period **Destroy 10 year(s) after after case is closed**

Additional Information

GAO Approval **Not Required**

IG investigations and inquiries - Substantiated allegations, RN 20-1h ACRS 1000A/6+

Disposition Authority Number **DAA-AU-2020-0024-0004**

The Office of The Inspector General (OTIG) is the primary location for case files containing substantiated allegations and related information. Case files contain investigative reports such as preliminary inquiries and reports of investigation (ROI), and computer indices. ROIs include the authority for the investigation/ inquiry, matters investigations, narratives, summaries/excerpts of testimony given by witnesses, and appended exhibits that may include supporting documents, documentary evidence, summaries of interviews, or transcript of verbatim testimony, or other investigative information. Administrative documents include those that guide or facilitate investigative/inquiry activities in the cases and provide the opening, transfer, or closing data for the cases. Computer indices contain the names/subjects of the investigation/inquiry, opening and closing dates, function codes reflecting the type of allegations and codes designating their status and

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determination, brief synopsis of allegations and their disposition, brief summaries of allegations, case notes, locations of the investigations/inquiries, and the assigned case numbers.

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
25-400-2	The Army Records Information Management System (ARIMS)

GRS or Superseded Authority Citation N1-AU-01-26/5

Disposition Instruction

Cutoff Instruction TE15. Event is 15 years after case is closed. Keep in SAIG-IR IGMET databases until event occurs and then until no longer needed for conduction business, but no longer than 15 years after the event, then destroy

Retention Period Destroy 15 year(s) after after case is closed

Additional Information

GAO Approval Not Required

IG Screens, RN 20-1k ACRS1000A/6+

Disposition Authority Number DAA-AU-2020-0024-0005

Policies, procedures, and results of IG post- and pre-board screens. IG records are screened at the direction of the Secretary of the Army for adverse information regarding personnel selected for certain selection boards, including colonel promotion and command, lieutenant colonel command, command sergeant major, recruiter, drill sergeant, IG nominations, and those involving senior official.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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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
25-400-2	The Army Information Management System (ARIMS)

GRS or Superseded Authority Citation **N1-AU-01-26/8**

Disposition Instruction

Cutoff Instruction **TE10**

Transfer to Inactive Storage **Event is 10 years after the date of the screening report. Keep in CFA until event occurs and then until no longer needed for conducting but no longer than 10 years after the event, then destroy.**

Retention Period **Destroy 10 year(s) after the date of the screening report**

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
04/15/2020	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
04/22/2022	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
04/22/2022	Submit For Certification	Sheila Brown	Records and Information Mgmt Specialist	RMDA - RMD
04/22/2022	Certify	Sheila Brown	Records and Information Mgmt Specialist	RMDA - RMD
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