

## Request for Records Disposition Authority

Records Schedule Number      DAA-AU-2021-0003  
Schedule Status                 Approved  
  
Agency or Establishment        Department of the Army  
Record Group / Scheduling Group   Army Undifferentiated  
Records Schedule applies to     Agency-wide  
Schedule Subject                 Integrated Logistics Support Center - PACKAGING System  
Internal agency concurrences will be provided      No

Background Information            AR 700-15 (Packaging of Materiel) prescribes overall Department of Defense packaging requirements and procedures. They establish joint policies for all DoD components by developing uniform requirements for packaging of materiel, including ordnance. They provide uniform procedures for applying packaging requirements throughout the total life cycle, including acquisition, distribution, and sustainment. In support of AR 700-15, the Army Materiel Command/ Tank-Automotive and Armaments Command (TACOM) submits for disposition the Integrated Logistics Support Center PACKAGING System (ILSC-PACKAGING).

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

0001

## Outline of Records Schedule Items for DAA-AU-2021-0003

Sequence Number	
1	Integrated Logistics Support Center-PACKAGING
1.1	Integrated Logistics Support Center- PACKAGING System Master File Disposition Authority Number: DAA-AU-2021-0003-0001

## Records Schedule Items

Sequence Number					
1	<p><b>Integrated Logistics Support Center-PACKAGING</b> TACOM Packaging Specialists use the TACOM Integrated Logistics Support Center (ILSC) Packaging Application to create, review, validate, approve and store Special Packaging Instructions (SPIs) and coded packaging data for vehicle systems and spare/repair parts.</p>				
1.1	<p><b>Integrated Logistics Support Center- PACKAGING System Master File</b> Disposition Authority Number      <b>DAA-AU-2021-0003-0001</b></p> <p>Master Files include the steps and materials needed to properly preserve and store spare and repair parts for the Army's vehicle systems. Packaging data consists of weight/ dimensions/cube of the part in its packaging (shipping dimensions, weight, cube), materials needed to package the part: preservative, wrap, cushioning, dunnage, blocking/bracing, container and procedures needed to package the part: cleaning, positioning of dunnage, and part position.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>No</b></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;">AR 25-400-2</td> <td style="text-align: center;">The Army Records Information Management System</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period                        <b>Destroy immediately upon de-commissioning of vehicle.</b></p> <p>Additional Information</p> <p>GAO Approval                            <b>Required and Received</b></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				

## 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
11/04/2020	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
11/18/2020	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
01/19/2023	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
01/24/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/25/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/28/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office