

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-AU-2021-0012

Status: APPROVED
Date Approved: 12/06/2023

General Information

Agency or Establishment	Department of the Army
Record/Scheduling Group	AU - Army Undifferentiated Scheduling Group
Records Schedule Applies To	Agency-wide
Schedule Subject	Cadet Command Information Management Module (CCIMM) Master File, RN 145-1s1/ARCS 600E/0-6
Additional Schedule Information	<p>AR 145-1, Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training, prescribes policies and general procedures for administering the Army's Senior Reserve Officers' Training Corps (SROTC) Program. CCIMM is maintained by the Deputy Chief of Staff for Personnel. The hardware and software is maintained by United States Army Cadet Command in Fort Knox, Kentucky and within Senior ROTC (SROTC) programs nationwide. This system contains PII.</p> <p>The Cadet Command Information Management Module (CCIMM) system is a non-public web based application that is Cadet Command's lifeline between strategic management and mission execution at Battalion level. CCIMM automates the Reserve Officer Training Corps program operations; serves as a central database of potential prospects for ROTC and Senior ROTC programs; and supports cadet training, commissioning and financial assistance. Records exist dating from 1997 to present.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-AU-2021-0012

Status: APPROVED
Date Approved: 12/06/2023

Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-AU-2021-0012

Status: APPROVED
Date Approved: 12/06/2023

Outline of Records Schedule Items for DAA-AU-2021-0012

Item #	Title	Disposition
0001	Cadet Command Information Management Module (CCIMM) Master File, RN 145-1s1/ARCS 600E/0-6	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-AU-2021-0012

Status: APPROVED
Date Approved: 12/06/2023

Records Schedule Items

DAA-AU-2021-0012-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Cadet Command Information Management Module (CCIMM) Master File, RN 145-1s1/ARCS 600E/0-6	
Item Description	The system contains cadet identifying information (name, address, SSN, rank, branch designation); scholarship application; offer, acceptance and contract; training, medical examination, interview board results, photographs, and related information; copies of appointment, commissions and initial assignment orders; school program information (address, POC, school type); and statistical reports.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	AR 25-400-2	
Manual Title	Army Records Information Management System (ARIMS)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after cadet leaves program	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-AU-2021-0012

Status: APPROVED
Date Approved: 12/06/2023

Signatory Information

Action	User	Date
Accept	Data Migration	02/05/2021
Approve	Colleen Shogan	12/06/2023