

## Request for Records Disposition Authority

Records Schedule Number           DAA-AU-2022-0012

Schedule Status                     Approved

  

Agency or Establishment           Department of the Army

Record Group / Scheduling Group   Army Undifferentiated

Records Schedule applies to       Agency-wide

Schedule Subject                    Department of the Army Muster Rolls

Internal agency concurrences will be provided   No

Background Information            Prior to the development of the Official Military Personnel File (OMPF) muster rolls served as the primarily administrative record for Army service members. They contain information about the subject's service history such as; assignment, promotion, training, pay grade, and injuries or wounds. The records are an excellent source of genealogical information as they provide excellent clues to military family members who may be related, in addition to validation of survival benefits.

This schedule applies to future media neutral records ranging from 1776 thru 1950 that may be identified at military installations, records holding areas, and Federal Record Centers.

Initial transfer consists of textual (bound ledger) muster rolls for the US Army 14th Infantry Regiment, the records are located at US Army Center of Military History. These records are eligible for transfer immediately after approval of this schedule.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

### GAO Approval

## Outline of Records Schedule Items for DAA-AU-2022-0012

Sequence Number	
1	Muster Rolls Disposition Authority Number: DAA-AU-2022-0012-0001

## Records Schedule Items

Sequence Number	1	
<b>Muster Rolls</b>	Disposition Authority Number <b>DAA-AU-2022-0012-0001</b>	
	Series includes information regarding the subject's pay, promotion, date of enlistment, date assigned to current unit, medical information such as injuries or wounds, special assignments, training information, departure date	
	Final Disposition	<b>Permanent</b>
	Item Status	<b>Active</b>
	Is this item media neutral?	<b>Yes</b>
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	<b>No</b>
	Manual Citation	Manual Title
	<b>25-400-2</b>	<b>THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)</b>
	<b>Disposition Instruction</b>	
	Transfer to the National Archives for Accessioning	<b>Transfer to the National Archives immediately after approval of this schedule</b>
	<b>Additional Information</b>	
	First year of records accumulation	<b>1776</b>
	End year of records accumulation	<b>1950</b>
	What will be the date span of the initial transfer of records to the National Archives?	<b>From 1866 To 1930</b>
	How frequently will your agency transfer these records to the National Archives?	<b>Unknown</b> <b>This schedule covers muster rolls that may be identified at military installations, Record Holding Area's, and Federal Records Centers</b>
		Estimated Current Volume
		Annual Accumulation
	<b>Electronic/Digital</b>	
	<b>Paper</b>	<b>8 Cubic feet</b>

Microform		
Hardcopy or Analog Special Media		

## 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
09/09/2022	Return to Submitter	Sheila Brown	Records and Information Mgmt Specialist	RMDA - RMD
09/14/2022	Certify	Carol Wiggins	Management Analyst	Office of the Administrative Assistant to the Secretary of the Army - Records Management and Declassification Agency
11/10/2022	Submit for Concurrence	Tony Williams	Archives Specialist	National Archives and Records Administration - ACRC
11/29/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/30/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/05/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office