

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instruction on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-AU-01-003</i>	DATE RECEIVED <i>9-29-00</i>
1. FROM (Agency or establishment) U.S. ARMY		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION U.S. TOTAL ARMY PERSONNEL COMMAND			
3. MINOR SUBDIVISION RECORDS MANAGEMENT PROGRAM DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER SHARON L. BUNTING	5. TELEPHONE (703) 806-3712	DATE <i>8-20-07</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. 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 on the ~~attached~~ 2 pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>22 Sep 00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> HOWARD N. GREENHALGH	TITLE DIRECTOR, RECORDS MANAGEMENT DIVISION
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p style="text-align: center;"><u>Environmental Compliance Assessment System (ECAS) Files</u></p> <p><u>Background information:</u> The ECAS reflects the environmental health status of all Army installations. The system is designed to centrally manage the findings from environmental compliance assessments, as well as to provide reports on these findings, create a corrective action tracking system, and facilitate Army-wide environmental trend analysis. The database is updated as audits are completed according to prescribed survey cycles (every one, three, or five years). These records are similar to those scheduled by NARA Authority Number N1-AU-96-6, for file number (FN) 200-1d, Environmental restoration remedial assessment files, except that they are in electronic format and pertain to routine environmental assessments which may or may not result in corrective/remedial action.</p> <p><u>Source of data for the system:</u> Information used to populate the ECAS is gathered from interviews conducted by Installation Environmental Coordinators and from records concerning installation master planning, site selection, and installation maintenance, and those that document activities governed by laws and regulations such as the Clean Air Act, Clean Water Act, Pollution Prevention Program, Hazardous Material Management, etc. Source information is scheduled under FN 25-1kkk, Input/Source Records.</p> <p><i>Army seeks authorization to apply the proposed disposition instructions to any recordkeeping medium.</i></p> <p>FN: 200-1g Title: Environmental Compliance Assessment System (ECAS) Master File Authority: TBD Privacy Act: Not applicable</p> <p><i>cc Agency, NAWMD, NAWME, NAWMWA</i></p>		<p><i>11/15/01 e-mail from Howard Greenhalgh TT</i></p>

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2	<p>FN: 200-1h Title: Environmental Compliance Assessment System (ECAS) Outputs and Reports Authority: TBD Privacy Act: Not applicable Description: Outputs generated by the ECAS consist of final audit (internal and external) reports and the annual Environmental Compliance Assessment Report (ECAR) which are distributed to Installation Commanders and Installation Environmental Coordinators at HQDA and MACOM levels. These reports reflect the latest audit findings and compliance with federal, state, and local environmental laws and regulations of all Army installations and civil works facilities at any given location. (Other reports pulled by authorized users for purposes such as scheduling assessments, developing management and funding plans, and monitoring or prioritizing corrective actions will be filed and disposed of along with the related records for which they were gathered.) Disposition: PERMANENT. Code TP: Keep until no longer needed for conducting business, and then retire to the RHA. The RHA will retire the record to the FRC when the record is 10 years old. Transfer the record to National Archives' custody when the record is 25 years old.</p> <p><i>*If the recordkeeping copy is electronic, retire to Army Record Information System (ARIMS). ARIMS will then transfer the record to the National Archives in a format that meets NARA standards at the time of transfer. TT</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	<p> Description: Information collected and processed by a government system designed to provide the findings of environmental compliance assessments to Installation Commanders, create a corrective action tracking system for installations and MACOMs, and facilitate Army-wide environmental trend analysis. Included are the latest two (current and prior) audits for each installation and civil works facility, CONUS and OCONUS. The audits contain data such as installation identification (name, location, facility type), assessor information (name, address, telephone number), assessment date, assessment type (internal or external), protocol manuals used, location and description of findings, finding classifications (positive or negative impact), finding categories (Class I, II, III, health, or safety), regulatory/management deficiency (federal, state or local citation), suggested corrective action, estimated cost of corrective action, and status of corrective action. Disposition: Code KE6: Event is when individual data entries are superseded by a third audit or rescinded by closure/transfer from Army control of installation or when the program the ECAS supports is discontinued. Keep in the CFA until the event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then delete. Note: Use FN 25-1kkk for source/input records, 25-1lll for system administrative reports, 25-1mmm for system documentation and specifications, and 25-1nnn for backups. </p> <p> FN: 200-1h Title: Environmental Compliance Assessment System (ECAS) Outputs and Reports Authority: TBD Privacy Act: Not applicable Description: Outputs generated by the ECAS consist of final audit (internal and external) reports and the annual Environmental Compliance Assessment Report (ECAR) which are distributed to Installation Commanders and Installation Environmental Coordinators at HQDA and MACOM levels. Other reports are pulled by authorized users on an as-needed basis (i.e., scheduling assessments, developing management and funding plans, and monitoring or prioritizing corrective actions). These reports reflect the latest audit findings and compliance with federal, state, and local environmental laws and regulations of all Army installations and civil works facilities at any given location. Disposition: PERMANENT. Code TP: Keep in the CFA until no longer needed for conducting business, and then retire to the RHA. The RHA will retire the record to the FRC when the record is 10 years old. Transfer the record to National Archives' custody when the record is 25 years old. *If the recordkeeping copy is electronic, retire to Army Record Information System (ARIMS). ARIMS will then transfer the record to the National Archives in a format that meets NARA standards at the time of transfer. TT </p>	<p style="text-align: center;"><i>as applicable</i></p>	<p style="text-align: center;"><i>Change in disposition made w/ concurrence of Army POC Sharon Bunting. 10/26/01 e-mail TT</i></p>