

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER 71-92-06-4	DATE RECEIVED 1-9-2006
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Administrative Assistant to the Secretary of the Army		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Betty S. Burton	5. TELEPHONE 703-428-6417	DATE 10/16/07	ARCHIVIST OF THE UNITED STATES Allen Weinstein

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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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

DATE 1/9/05	SIGNATURE OF AGENCY REPRESENTATIVE JOHN A. SHARRETS-SULLIVAN	TITLE Chief, 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Background: Since 1864, Arlington National Cemetery (ANC) has served as an official military cemetery for veterans from all of the nation's wars. The primary mission of Arlington National Cemetery is to function as the nation's premier military cemetery and shrine honoring those men and women who served in the Armed Forces. There are 25-30 funeral services per day.</p> <p>ANC has undertaken a project to fully automate and manage the interment and records of the ANC using the Total Cemetery Management System (TCMS). The Interment Scheduling System (ISS) of the TCMS is composed of the following databases: Real Property DBMS, Customer Survey DBMS, EDMS DBMS, GIS DBMS, Burial DBMS, Other Services DBMS and Reservation DBMS. The ISS supports the ANC Interment Division, which is responsible for scheduling burials for service members, as well as coordinating with each Branch of Service to provide honors associated with each service. When fully implemented, this system will contain all of the grave registration and burial card records from 1864 to present.</p> <p>Most data is entered into the system by ANC cemetery representatives while speaking with a funeral home or family to schedule a burial service. The record is later edited by cemetery representatives to add information that was not known at the time of scheduling, e.g., grave section and number. Types of data in the system include decedent data, service record data, funeral service data, interment data, and next of kin contact information from September 2003 to present. Information is never deleted.</p>		

SA 10/16/07 Copies sent to Agency, NwME, NwCT

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1	<p>A scanning and indexing initiative was contracted for the 297,000 burial cards which was completed in July 2005. Currently, scanning of the 300,000 grave registration cards (engineering data cards) has been completed and the contractor is now in the process of indexing the cards. All of the information from the cards has been/will be indexed. Photographs of the headstones will also be indexed and will become part of another database on the system. The three databases will be used together for a comparative analysis to ensure integrity of the data. The hardcopy of the cards is currently maintained alphabetically by name in a Kardex Lexitriever. These records are scheduled under 210-190d. Plans are to retain the hardcopies in the Kardex system and co-locate them with the supporting documents in the basement of the Visitor's Center. There are approximately 30 file cabinets of supporting documents. These go back to 1947. There is no intention of scanning these documents. They may be used rarely to resolve a discrepancy so they will continue to be maintained in the basement.</p> <p>System outputs consist of decedent reports printed immediately after scheduling a service which are faxed to the appropriate branch of service and hand-delivered to the military chaplain's mail box (if necessary). The daily funeral schedule report is printed two days prior to the service, so grave location and cemetery representative can be assigned to each service. Temporary grave marker reports are printed once the grave location has been selected, so each grave can be marked prior to burial.</p> <p>The proposed disposition instructions for the following new record numbers apply to records in all media and formats.</p> <p>RN: 290-5d Title: Interment Scheduling System (ISS) Authority: TBD PA: NA Description: The Interment Scheduling System is a government system that supports the Arlington National Cemetery in scheduling interments, managing burial and registration records and coordinating with other services to provide honors associated with each service. System includes information on decedent data, service record data, funeral service data, interment data, and next of kin contact information. Disposition: PERMANENT. TP. Maintain in system until no longer needed for conducting business. In coordination with HQDA (DAPE-ZXII), offer to the National Archives when no longer needed for current operations.</p>		
2	<p>RN: 290-5e Title: Interment Scheduling System Output Reports Authority: TBD PA: NA Description: Reports consists of decedent reports, daily funeral schedule reports and temporary grave marker reports. Disposition: KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>		<p><i>Upon approval of this Schedule transfer a copy of all Validated data to NARA. Thereafter, every 2-years transfer a copy of all Validated data to NARA.</i></p> <p><i>- Changed per P.O. Request. 7/23/07</i></p> <p style="text-align: right;"><i>SW</i></p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER	PAGE 3 OF 3
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3	<p>RN: 290-5f Title: Interment Scheduling System Specifications and Documentation Authority: TBD PA: NA Description: Specifications and documentation to identify, service, interpret, use and maintain computer systems, user applications, or electronic records. Included are specifications, documentation, user guides and manuals on: hardware, network, operating system, and application software; database specifications, code books, and record layouts; final reports relating to a master file or database that has been authorized for destruction by the GRS or a NARA-approved disposition schedule. Disposition: PERMANENT. TP. Transfer to the National Archives at the same time related data in master files is transferred.</p>		
4	<p>Extra copies of records on this schedule, including those that are created by electronic mail or word processing applications, will be deleted when the file copy is generated or when no longer needed for reference or updating; whichever is later.</p>	7/24/07	GRS Items 13 & 14 20 