

# Request for Record Disposition Authority

(See Instructions on reverse)

To: **National Archives and Records Administration (NIR)**  
**Washington, DC 20408**

1. From: (Agency or establishment)  
**Department of the Army**

2. Major Subdivision  
**Office of the Administrative Assistant to the Secretary of the Army**

3. Minor Subdivision  
**Records Management and Declassification Agency**

4. Name of Person with whom to confer  
**Shirley Kinson-Jones**

5. Telephone (include area code)  
**703-428-6411**

Leave Blank (NARA Use Only)

Job Number  
**NI-A4-09-30**

Date Received  
**4/20/09**

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date **12/05** Archivist of the United States **[Signature]**

**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 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       has been requested

Signature of Agency Representative

Title

Date (mm/dd/yyyy)

**[Signature]**

**Ricardo A. Romero, Chief, Records Management Division**

**15 Apr 09**

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
7.	<p style="text-align: center;"><b>Defense Casualty Information Processing System (DCIPS)</b>  <b>AR 600-8-1 ARMY CASUALTY PROGRAM</b></p> <p>Background: The system provides the four military service casualty and mortuary affairs offices with a single and standard automated support capability. The system allows for on-line receipt of casualty messages, provides cross-functional case management of casualties to include, casualty incident, disposition of remains, mortuary affairs, prior conflicts and wars, personal effects, remains tracking and permits interactive update and data exchange with casualty assistance centers, mortuaries, Service casualty offices, Defense Manpower Data Center (DMDC), other DoD components and formulates required documents and reports. DCIPS interfaces with Service personnel databases and DMDC by retrieving personnel data and providing DoD with official casualty statistics. DCIPS supports the Army, Marines, Navy, and Air Force casualty and mortuary affairs missions. Governing documents include AR 600-8-1, Army Casualty, AR 600-8-4, Line of Duty Policy, Procedures, and Investigations, AR 638-2, Care and Disposition of Remains and Disposition of Personal Effects, AR 210-190, Post Cemeteries.</p> <p>Note: Use record number (RN) 25-1kkk for source/input records, RN 25-111 for automated system administrative reports, <del>RN 25-1mmmm</del> for system documentation and specification, and RN 25-1nnn for backup files.</p>	<p><b>GRS 20, item 2</b></p>	<p><b>4/20/09</b> <b>[Signature]</b></p>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><del>Justification: All cases in DCIPS remain open indefinitely.</del>            Information is needed to provide for the present and future needs of service members and their next of kin. All information is critical to ensure benefits and entitlements are provided for the present and the future. Records are maintained from World War I to the present.</p> <p>RN: 600-8-1p            Title: Defense Casualty Information Processing System (DCIPS)                  Master File            Authority: TBD            PA: TBD</p> <p>Description: Database contains casualty and mortuary affairs information on service members, family members, civilians, and other interested persons for Army, Marines, Navy and Air Force.            Disposition: PERMANENT. TP. Keep until no longer needed for conducting business, then retire to the AEA. The AEA will transfer to the National Archives when the record is 25 years old.</p> <p style="text-align: center;"><i>— See Attached —</i></p>	<p><i>Changed per Shirley K. Jones request. See email dated 9/22/09. SMD 9/23/09</i></p>	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Justification: All cases in DCIPS remain open indefinitely. Information is needed to provide for the present and future needs of service members and their next of kin. All information is critical to ensure benefits and entitlements are provided for the present and the future. Records are maintained from World War I to the present.</p> <p>RN: 600-8-1p  Title: Defense Casualty Information Processing System (DCIPS) Master File  Authority: TBD  Description: Database contains casualty and mortuary affairs information on service members, civilians, and other interested persons for Army, Marines, Navy, and Air Force.</p> <p>Disposition: Permanent. TP. Transfer a snapshot of the DCIPS Master File to the AEA annually at the end of the fiscal year. The AEA will transfer a snapshot of DCIPS to the National Archives and Records Administration (NARA) one year after the signature by the Archivist of the United States. Thereafter, the AEA will transfer a snap shot of DCIPS to NARA every two years. Legal custody of each snap-shot will transfer to NARA when the record is 25 years old.</p>		