

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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

Job Number
N1-AU-11-2

1. From (Agency or establishment)

Department of the Army

Date Received
10/13/10

2. Major Subdivision

Office of the Administrative Assistant to the Secretary of the 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. Minor Subdivision

Records Management and Declassification Agency

Date _____ Archivist of the United States
WITHDRAWN

4. Name of Person with whom to confer

Shirley Kinson-Jones

5. Telephone (include area code)

703-428-6411

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 3 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)

Richard A. Wojewoda, Chief, Records Management Division

09/17/2010

Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p>DEPLOYMENT OCCUPATIONAL AND ENVIRONMENTAL HEALTH RISK MANAGEMENT (AR 11-35)</p> <p>Background: The Knowledge-Based Corporate Reporting System (KBCRS) is a web-enabled application whose purpose is to provide online access to corporate information about environmental programs and activities within the Department of Defense (DoD) and its component organizations. KBCRS contains three modules, each serving separate purposes:</p> <p>1) Cleanup Module: A primary objective of the Cleanup module is to collect, validate, summarize, and report environmental site restoration data collected from the DoD Components (Army, Navy, Air Force, DLA, FUDS, DTRA) to generate the Defense Environmental Programs (DEP) Annual Report to Congress (ARC). A secondary purpose is to make the detailed data underlying the various ARCs available to authorized personnel via the web. An equally important objective is to provide authorized knowledge workers with access to a wide range of tools for extracting environmental and/or installation information according to their own individual needs. KBCRS Cleanup users consist of various authorized environmental personnel working for the DoD Components and the DoD.</p> <p>2) MMRP Module: The Military Munitions Response Program (MMRP) module provides access to authorized users to the currently-approved end-of-fiscal-year list of MMRP sites from the Cleanup module. Users are in two classes, reviewers, and viewers. Reviewers include state and federal EPA staff, state and federal land managers, and selected representatives of Native American tribes. Viewers include Cleanup installation POCs and users from the DoD's Environmental Management Office (EMO).</p> <p>3) Solid Waste Module: The Solid Waste (SW) module provides online data entry for solid waste statistics collected from each Component at the Component level, and green procurement data also collected from the Components. Components include the Army, Navy, Marine Corps, Air Force, and DLA.</p>		

The solid waste module generates an Integrated Non-Hazardous Solid Waste report which provides data for the DEP ARC and also generates a green procurement report which addresses the requirements of the Resource Conservation and Recovery Act (RCRA) Section 6002. Users include authorized members of the Component and DoD environmental management staff. Agency programs or units supported by the system include US Congress, All services-DoD Environment, Safety and Occupational Health Community, Federal executive agencies (EPA etc.), Native American Tribal communities, State and Federal Land Managers, General Public (published DEP ARC data only), DoDD 4715.1E, Resource Conservation and Recovery Act (RCRA) Section 6002. All input is electronic format source data consisting of format conformed, validated bulk data extracts from component environmental management systems and manual entry via web forms. Raw input is retained for data Validation and Verification purposes. The principal system output is the Defense Environmental Programs Annual Report to Congress (DEP ARC), generated annually via manual processes from KBCRS data as a PDF file and published to the public on the DENIX system. The proponent of this regulation is the Assistant Secretary of the Army Installations and Environment (ASA I&E).

Note: Use record number (RN) 25-1kkk for source/input records, RN 25-1111 for automated system administrative reports, and RN 25-1nnn for backup files.

RN: 11-35a

Title: Knowledge Based Corporate Reporting System (KBCRS) Master File

Authority: TBD

PA: NA

Description: KBCRS contains DoD wide environmental data generated and maintained by Component organizations.

Cleanup Module: Data is for environmental cleanup sites by installation, cleanup phase and contaminant, funding and cost from 1997 to present.

MMRP module: Data contains site-specific expert commentary and annotations from 2002 to present.

Solid Waste Module: Data for solid waste statistics collected from each Component at the Component level, and green procurement data collected from the Components.

~~**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.~~ *Changed per RO's request*

Disposition: PERMANENT. TP. Upon approval of this schedule transfer a pre-accession copy along with related documentation to the National Archives. Thereafter, annually transfer a pre-accession copy along with related documentation to the National Archives. Transfer legal custody to the National Archives when the records are 25 years old.

RN: 11-35b

Title: Knowledge Based Corporate Reporting System (KBCRS) Specification and Documentation

Authority: TDB

PA: TDB

CRS 20 Item 11

~~**Description:** Included are user guides and manuals relating to the system architecture, indexing criteria (for retrieval), field definitions, records layout, data elements, and code books that identify and interpret all codes used to record data.~~

~~**Disposition:** PERMANENT. TP. Transfer to the National Archives at the same time related data in the master file is transferred to NARA.~~

Justification: The records contained in KBCRS comprise the DoD Enterprise system of record and authoritative data source for DoD corporate environmental reporting data. As such, the official finalized records would need to be retained permanently to permit long term trend analysis and determine DoD's success in meeting federal mandated environmental compliance goals.

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