# Request for Records Disposition Authority

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|---|---|
| Records Schedule Number | DAA-AU-2012-0010 |
| Schedule Status | Approved |
| Agency or Establishment | Department of the Army |
| Record Group / Scheduling Group | Army Undifferentiated |
| Records Schedule applies to | Major Subdivsion |
| Major Subdivision | Office of the Administrative Assistant to the Secretary of the Army |
| Minor Subdivision | Records Management and Declassification Agency |
| Schedule Subject | Army Regulation 380-40, Policy for Safeguarding and Controlling Communications Security (COMSEC) Material <br><br> Communications Security Logistics Activity Missions Applications (CSLA Mission Apps) System Master File - A two part sub-system which consist of two items Item 1 Communications Security (COMSEC) Incident Management Monitoring System (CIMMS) and Item 2 Secure File Management System (SFMS) |
| Internal agency concurrences will be provided | No |
| Background Information | Item 1 The Communications Security (COMSEC) Incident Management Monitoring System (CIMMS) application is a web-based SIPRNET database system The purpose and function of the Communications Security (COMSEC) Incident Management Monitoring System (CIMMS) application is to automate the reporting, processing, and disposition of Communications Security (COMSEC) incidents <br><br> Item 2 Secure File Management System (SFMS) allows the Communications Security (COMSEC) community to share and distribute classified (up to Secret) Communications Security (COMSEC) related documents and files |

## Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|---|---|---|---|
| 2 | 0 | 2 | 0 |

## GAO Approval

## Outline of Records Schedule Items for DAA-AU-2012-0010

| Sequence Number | |
|---|---|
| 1 | Item 1  Communications Security (COMSEC) Incident Management Monitoring System (CIMMS)<br>Disposition Authority Number  DAA-AU-2012-0010-0001 |
| 2 | Item 2  Secure File Management System (SFMS)<br>Disposition Authority Number  DAA-AU-2012-0010-0002 |

## Records Schedule Items

| Sequence Number | |
|---|---|
| 1 | **Item 1  Communications Security (COMSEC) Incident Management Monitoring System (CIMMS)** |

Disposition Authority Number        DAA-AU-2012-0010-0001

Each record contains contact information such as  name, phone number, SIPRNET e-mail, rank/grade, organization information, and details pertaining to the Communications Security (COMSEC) incident type, location, dates, description of events, list of material involved with material details such as serial number  Outputs  Consist of e-mails with a portable document format (PDF) version of the incident report as an attachment and statistical reports for internal Communications Security Logistics Activity Mission Applications (CSLA Mission Apps) use in analyzing incident report data  Inclusive date of records are from October 1, 2010 to present  The Army Materiel Command (AMC) is the proponent of the Communications Security Logistics Activity Mission Applications (CSLA Mission Apps)  Please note that the previously used Army Records Information Management System (ARIMS) RN  380-40 has been replaced with the new Records Series  300A "Security and Statistics" under the new Army Consolidated Records Schedule (ACRS)

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|---|---|
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |

| Manual Citation | Manual Title |
|---|---|
| AR 380-40 | Policy for Safeguarding and Controlling Communications Security (COMSEC) Material |

**Disposition Instruction**

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|---|---|
| Cutoff Instruction | Keep until no longer needed for conducting business |
| Retention Period | Destroy immediately after 6 years |

**Additional Information**

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|---|---|
| GAO Approval | Not Required |

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## Item 2 Secure File Management System (SFMS)

Disposition Authority Number       DAA-AU-2012-0010-0002

System contains basic user information such as  name, user name, password, phone number, and e-mail address  The system also contains information related to each file posted such as  file name, description, and size  Outputs  Consists of the file up-loaded by one user and subsequently down-loaded by another user  Inclusive date of records are from July 2006 to present  The Army Materiel Command (AMC) is the proponent of the Communications Security Logistics Activity Mission Applications (CSLA Mission Apps)  Please note that the previously used Army Records Information Management System (ARIMS) RN  380-40 has been replaced with the new Records Series  300A "Security and Statistics" under the new Army Consolidated Records Schedule (ACRS)

| | |
|---|---|
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |

| Manual Citation | Manual Title |
|---|---|
| AR 380-40 | Policy for Safeguarding and Controlling Communications Security (COMESC) Material |

## Disposition Instruction

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|---|---|
| Cutoff Instruction | Event is until the document's expiration date is reached and the document is flagged for deletion in the Secure File Management System (SFMS) Keep until the event occurs and then until no longer needed for conducting business but not longer than 1 year after the event |
| Retention Period | Destroy 1 year(s) after Event |

## Additional Information

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|---|---|
| GAO Approval | Not Required |

## 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 |
|------|--------|-----|-------|--------------|
| 07/17/2012 | Certify | Shirley KinsonJones | Management Analyst | Army - Records Management and Declassification Agency |
| 05/31/2013 | Submit for Concurrence | David Weber | for | National Archives and Records Administration - Records Management Services |
| 06/05/2013 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 06/06/2013 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 06/07/2013 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |