Request for Records Disposition Authority

Records Schedule Number	DAA-AU-2016-0031
Schedule Status	Approved
Agency or Establishment	Department of the Army
Record Group / Scheduling Group	Army Undifferentiated
Records Schedule applies to	Department-wide
Schedule Subject	The Environmental Document System (EDS)
Internal agency concurrences will be provided	No

Background Information

AR 200-1 Environmental Protection and Enhancement implements Federal, State, and local environmental laws and DOD policies for preserving, protecting, conserving, and restoring the quality of the environment. In accordance with AR 200-1, the Assistant Chief of Staff for Installation Management establishes priorities, guidance, and procedures for installation operations, real property management, and environmental stewardship for all activities and functions within Army garrisons.

In support of AR 200-1, the Army Materiel Command submits for disposition the Environmental Document System (EDS).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-AU-2016-0031

Sequence Number	
1	The Environmental Document System (EDS) Master File, RN 200a/1200C(6+) Disposition Authority Number: DAA-AU-2016-0031-0001

Records Schedule Items

Sequence Number	
1	**The Environmental Document System (EDS) Master File, RN 200a/1200C(6+)**

Disposition Authority Number   DAA-AU-2016-0031-0001

The Environmental Document System (EDS) is an interactive storage and analysis tool developed to identify and mitigate maintenance related expendable materials and products. Specifically those containing Ozone Depleting Substances (ODS), Hazardous Chemicals and Toxic Substances as defined by Superfund Amendments and Reauthorization Act (SARA), Title III Emergency Planning and Community Right-to-Know (EPCRA) Act Section 302 and Section 313 hazardous material with the potential of harming personnel, equipment or the environment. EDS supports the Acquisition Center, ALC, PEO Aviation and PEO Missile & Space, Corpus Christi Army Depot, Letterkenny Army Depot and Warfighters during weapon system development, acquisition, fielding and sustainment. EDS serves as an analytical data source to AMCOM, AMC, and Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA)(ATL) Environmental Support Office (ESO) for developing command-level strategies for environmental compliance with state, federal and international environmental regulations. EDS does not interface with any other products. EDS creates records of potentially hazardous materials currently used and the recommended/ authorized replacements within process categories such as; bond or seal, cleaning, coating, corrosion prevention processes, lubricants, plating, solder, adhesives and sealants, cleaning compounds and solvents, energetics, functional fluids, paints and varnishes within Army and Original Equipment Manufacturers (OEM) documentation such as; Technical Manuals (TM), Depot Manuals (DM), Depot Maintenance Work Requirements (DMWR), Technical Bulletins (TB), Supply Bulletins (SB), Depot Maintenance Requirements List (DMRL), Boeing Helicopter Textron Manuals (BHT), Parts Lists (PL), Special Packing Instructions (SPI), Technical Orders (TO), Maintenance Work Order (MWO), Technical Drawing (DWG), manuals. 2: Hazardous material, recommended replacements, and concurrence/approval tracking for materials, procedures and processes evaluated. Environmental Document System (EDS) data records are kept for 50 years as a historical record of environmental mediation actions that were taken. Data records are moved from an active to archived status within the EDS when the document is rescinded or superseded by a more current version. This process allows "as needed" access to the records for research and analysis to determine future mitigation strategies. Source input is keyed into the system or electronically extracted and is approved under RN 25-1kkk/400B(0-6). System documentation includes record layouts, specifications and code books which are covered under RN 25-1mmm/400B(0-6). Output for the EDS system: Reports, printouts, tables, data queries, Excel spreadsheets, Maintenance Engineering Order (MEO) and, Recommended Changes to Publications and Blank Forms (DA Form 2028) in PDF

or Excel format. Automated system administration outputs and reports use RN 25-jjjjj/400B, Information Technology. Inclusive dates are from 1995 – Present.

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?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

Manual Citation	Manual Title
AR 25-400-2	The Army Records Information Management System (ARIMS)

Disposition Instruction

Cutoff Instruction	Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA. The RHA/AEA will destroy record when the record is 50 years old.
Retention Period	Destroy immediately after 50 years.

Additional Information

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
04/18/2016	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
04/18/2016	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
08/10/2016	Submit for Concurrence	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2: Archives II Processing Section
08/30/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
09/02/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/06/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist