

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-AU-2021-0013

Status: APPROVED
Date Approved: 08/20/2025

General Information

Agency or Establishment	Department of the Army
Record/Scheduling Group	AU - Army Undifferentiated Scheduling Group
Records Schedule Applies To	Department-wide
Additional Agencies This Schedule Applies To	Adjutant General's Corps, Department of the Army, Office of the Chief of Support Services, Office of the Quartermaster General, U.S. Military Academy
Schedule Subject	Technical Reports
Additional Schedule Information	AR 70-31 sets policies, responsibilities, procedures, and standards for originating, preparing, reviewing, marking, and disseminating technical documentation. The proponent of this regulation is the Assistant Secretary of the Army (Acquisition, Logistics and Technology). In support of AR 70-31, the Army submits for disposition a schedule for Technical Reports. An electronic copy of each report is sent to Defense Technical Information Center (DTIC) where they are limited-access controlled and used throughout the Defense Research community for information and exchange of ideas.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-AU-2021-0013

Item #	Title	Disposition
0001	Technical Reports	Permanent

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Records Schedule Items

DAA-AU-2021-0013-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Technical Reports	
Item Description	These consist of one copy of each preliminary, progress, or final RD technical report or publication prepared or issued by a research, development, or test agency, command, installation, or activity or received from their contractors.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	AR 25-400-2, AR 70-31	
Manual Title	ARMY RECORDS MANAGEMENT PROGRAM	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-AU-86-060 / 1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:1GB per year	
Approximate first year of records covered by this authority	1945	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/1945 To: --/--/2022	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	08/20/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.