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Request for Records Disposition Authority

Records Schedule Number DAA-AU-2018-0021
Schedule Status Appraiser Working Version

Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Department-wide
Schedule Subject 200 - Installation Management: Series 210 Installations Schedule
Internal agency concurrences will be provided No

Background Information Records of, and relating to, administrative and management functions pertaining to installations and the responsibilities of installation/ garrison commanders. Included are general administrative files and records created from the following functional areas:
Personal Commercial Solicitations on Army Installations (AR 210-7); Installation Status Report (ISR) Programs (AR 210-14); Real Property Planning for Installations (AR 210-20); Private Organizations on Department of the Army Installations (AR 210-22); Vending Facility Program for the Blind on Federal Property (AR 210-25); Laundry and Dry Cleaning Facilities (AR 210-130).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
18	2	16	0

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Outline of Records Schedule Items for DAA-AU-2018-0021

Sequence Number	
1	AR 210 General Installation Correspondence Disposition Authority Number: DAA-AU-2018-0021-0001
2	AR 210-7, Personal Commercial Solicitation on Army Installations Disposition Authority Number: DAA-AU-2018-0021-0004
3	AR 210-22, Private Organizations on Department of the Army Installation; Private Organizations Disposition Authority Number: DAA-AU-2018-0021-0012
4	AR 210-25, Vending Facility Program for the Blind on Federal Property; Vending Facility Program for the Blind on Federal Property Disposition Authority Number: DAA-AU-2018-0021-0013
5	AR 210-130, Laundry and Dry Cleaning Operations;
5.1	AR 210-130, Laundry and Dry Cleaning Operations; Station Laundry and Dry Cleaning Receipts Disposition Authority Number: DAA-AU-2018-0021-0014
5.2	AR 210-130, Laundry and Dry Cleaning Operations; Army Laundry and Dry Cleaning Surveys Disposition Authority Number: DAA-AU-2018-0021-0015
5.3	AR 210-130, Laundry and Dry Cleaning Operations; Laundry and Dry Cleaning Facility Establishment Files – Approvals and Disapproval Disposition Authority Number: DAA-AU-2018-0021-0016
5.4	AR 210-130, Laundry and Dry Cleaning Operations; Laundry and Dry Cleaning Layout Reviews Disposition Authority Number: DAA-AU-2018-0021-0017
5.5	AR 210-130, Laundry and Dry Cleaning Operations; Laundry and Dry Cleaning Program Reports Disposition Authority Number: DAA-AU-2018-0021-0018
5.6	AR 210-130, Laundry and Dry Cleaning Operations; Station Laundry and Dry Cleaning Receipts Disposition Authority Number: DAA-AU-2018-0021-0019
5.7	AR 210-130, Laundry and Dry Cleaning Operations; Station, Unit, and Organization Laundry and Dry Cleaning Files Disposition Authority Number: DAA-AU-2018-0021-0003
6	210-12 Appraisal and reappraisal of Government-owned housing Disposition Authority Number: DAA-AU-2018-0021-0049
7	AR 210-20 Real Property Master Planning for Army Installations
7.1	AR 210-20, Real Property Master Planning for Army Installations

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7.2	Disposition Authority Number: DAA-AU-2018-0021-0009 AR 210-20, Real Property Master Planning for Army Installations; Master Plans – Installation to which the plan pertains: If not listed in the National Register of Historical Places
7.3	Disposition Authority Number: DAA-AU-2018-0021-0020 AR 210-20, Real Property Master Planning for Army Installations; Master Plans – Installation to which the plan pertains: If listed in the National Register of Historical Places
7.4	Disposition Authority Number: DAA-AU-2018-0021-0021 AR 210-20, Real Property Master Planning for Army Installations: Military Construction Projects – Listed in the National Register of Historic Places or qualified for such listing
7.5	Disposition Authority Number: DAA-AU-2018-0021-0022 AR 210-20, Real Property Master Planning for Army Installations; Master Plans – Office of the Chief of Engineers and offices other than installation to which the plan pertains
7.6	Disposition Authority Number: DAA-AU-2018-0021-0008 AR 210-20, Real Property Master Planning for Army Installations; Military Construction (MILCON) Project – Offices of the Army Staff, Army Commands, Army Service Component Commands, Direct Reporting Units, and command HQ offices Disposition Authority Number: DAA-AU-2018-0021-0002

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Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 980 411">AR 210 General Installation Correspondence</p> <p data-bbox="345 432 1122 464">Disposition Authority Number DAA-AU-2018-0021-0001</p> <p data-bbox="345 489 1521 978">Records relating to routine comments on regulations, directives, or other publications submitted to office with chief responsibility; routine or general requests for information and replies; reference copies of records maintained by action officers and offices of record; informal reports with related information; general recommendations and suggestions with all types of transmittals; information received requiring no action; cards, listings, indexes, or other items which are created solely to facilitate or control work; reference copies of records maintained by action officers and offices of record; informal reports with related information; general recommendations and suggestions with all types of transmittals; information received requiring no action; cards, listings, indexes, or other items which are created solely to facilitate or control work; and other transactions of a general, routine, and administrative nature. (This does not include instructions files. See record numbers 25-30i1, 25-30i2, 25-30q1 or 25-30q2).</p> <p data-bbox="345 999 915 1031">Final Disposition Temporary</p> <p data-bbox="345 1052 878 1083">Item Status Pending</p> <p data-bbox="345 1104 818 1136">Is this item media neutral? Yes</p> <p data-bbox="345 1157 818 1283">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="345 1304 818 1398">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1434 659 1465">Disposition Instruction</p> <p data-bbox="345 1493 1500 1877">Cutoff Instruction KE .25 - 2 / K .25 - 2. (Keep until Event/Keep) Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 2 years after the event, then destroy. Retention after 2 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.</p>

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2	Retention Period	Temporary. Destroy 1 month after business use, but no longer than 2 years after event has occurred.
	Additional Information	
	GAO Approval	Not Required
	AR 210-7, Personal Commercial Solicitation on Army Installations	
	Disposition Authority Number	DAA-AU-2018-0021-0004
	<p>Records of personal commercial solicitation on Army installations not covered by suspensions, revocations, or other actions taken against agents or companies for violations of regulations. Included are all types of insurance on military installations or joint bases that are sold or solicited by dealers, tradesmen and their agents. Records covered relating to suspensions, barred, banned, revocations, or other actions taken against agents or companies for violations of regulations. Include are all types of insurance on military installations or joint bases that are sold or solicited by dealers, tradesmen and their agents. Other pertinent information includes brochures, pamphlets, questionnaires, and lists on the qualifications and experience of firms and individuals soliciting services. Counseling and financial assistance is offered to personnel on consumer credit transactions, education, and procedures for investigative and enforcement actions.</p>	
	Final Disposition	Temporary
	Item Status	Pending
	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	
GRS or Superseded Authority Citation	NC1-AU-84-43 / 1/A NC1-AU-84-43 / 1/B NN-166-204 / 1502-09 NN-166-204 / 1510-14	
Disposition Instruction		
Cutoff Instruction	Keep records for 6 years.	
Retention Period	K6-15: Destroy 6 years after business use, but no longer than 15 years. Longer retention to 15 years is authorized only if required. Retention after 15 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.	

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3	Additional Information	
	GAO Approval	Not Required
	AR 210-22, Private Organizations on Department of the Army Installation; Private Organizations	
	Disposition Authority Number	DAA-AU-2018-0021-0012
	Records relating to private organizations that are authorized to operate on Army installations under AR 210-22. The records are maintained by the authorizing installation. Included are private organization checklist, charter or constitution and bylaws, requests for permission to operate, including support documentation and installation approval letter, annual revalidation, and related information.	
	Final Disposition	Temporary
	Item Status	Pending
	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
	GRS or Superseded Authority Citation	[RN: 210-22a] N1-AU-01-13 / 24
	Disposition Instruction	
	Cutoff Instruction	KE6-15 (Keep until Event) Event is after private organization ceases to operate on the installation. Keep records for 6 years. Longer retention to 15 years is authorized only if required. Retention after 15 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.
Retention Period	KE6-15. Destroy 6 years after business use, but no longer than 15 years.	
Additional Information		
GAO Approval	Not Required	
4	AR 210-25, Vending Facility Program for the Blind on Federal Property; Vending Facility Program for the Blind on Federal Property	
	Disposition Authority Number	DAA-AU-2018-0021-0013

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Records of, or relating to, the implementation of the Randolph-Sheppard Act in accordance with AR 210-25. Included are identification of suitable sites; applications; approved permits; correspondence concerning operation of the vending facilities, such as complaints or requests for stockage, or facility conditions; and reports.

Final Disposition Temporary

Item Status Pending

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

GRS or Superseded Authority Citation [RN: 210-25a] N1-AU-01-13 / 27

Disposition Instruction

Cutoff Instruction KE6-15. (Keep until Event) Event is after termination of service or denial of application. Keep records for 6 years. Longer retention to 15 years is authorized only if required. Retention after 15 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.

Retention Period KE6-15. Destroy 6 years after business use, but no longer than 15 years.

Additional Information

GAO Approval Not Required

5 AR 210-130, Laundry and Dry Cleaning Operations; Laundry and Dry Cleaning Operations; Station Laundry and Dry Cleaning Receipts; Laundry and Dry Cleaning Program Reports

5.1 AR 210-130, Laundry and Dry Cleaning Operations; Station Laundry and Dry Cleaning Receipts

Disposition Authority Number DAA-AU-2018-0021-0014

Records of, and relating to, receipt and control of laundry and dry cleaning. Data is abstracted from cash receipt and workload accounting. Included are laundry and dry cleaning lists, roster and statements, abstracts of laundry or dry cleaning organizational work, machine tapes and similar information.

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	Final Disposition	Temporary
	Item Status	Pending
	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
	GRS or Superseded Authority Citation	[RN: 210-130c] N1-AU-01-13 / 47
	Disposition Instruction	
	Cutoff Instruction	K6-15. Keep records for 6 years. Longer retention to 15 years is authorized only if required. Retention after 15 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.
	Retention Period	KE6-15. Destroy 6 years after business use, but no longer than 15 years.
	Additional Information	
	GAO Approval	Not Required
5.2	AR 210-130, Laundry and Dry Cleaning Operations; Army Laundry and Dry Cleaning Surveys	
	Disposition Authority Number	DAA-AU-2018-0021-0015
	Records of, and relating to, the actions taken to evaluate and improve the overall Laundry and Dry cleaning Program. Included are staff studies, survey and test reports, coordinating actions, and related papers.	
	Final Disposition	Temporary
	Item Status	Pending
	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

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	GRS or Superseded Authority Citation	[RN: 210-130d] N1-AU-01-13 / 48
	Disposition Instruction	
	Cutoff Instruction	KE6-15. (Keep until Event) Event is after next comparable survey. Keep records for 6 years. Longer retention to 15 years is authorized only if required. Retention after 15 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.
	Retention Period	KE6-15. Destroy 6 years after business use, but no longer than 15 years.
	Additional Information	
	GAO Approval	Not Required
5.3	AR 210-130, Laundry and Dry Cleaning Operations; Laundry and Dry Cleaning Facility Establishment Files – Approvals and Disapproval	
	Disposition Authority Number	DAA-AU-2018-0021-0016
	Records relating to the review, approval, and disapproval of recommendations for the establishment, change in capacity, or discontinuance of laundry and dry cleaning facilities. Included are recommendations for establishment, change in capacity, or discontinuance, justification data, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance.	
	Final Disposition	Temporary
	Item Status	Pending
	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
	GRS or Superseded Authority Citation	[RNs: 210-130e1, 210-e2] N1-AU-01-13 / 49 [RNs: 210-130e1, 210-e2] N1-AU-01-13 / 50
	Disposition Instruction	
	Cutoff Instruction	KE6-15. (Keep until Event) Event is discontinuance or disapproval of facility. Keep records for 6 years. Longer retention to 15 years is authorized only if required. Retention after 15 years must be authorized

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5.4	Retention Period	by Records Management and Declassification Agency (RMDA) or subsidiary agency. KE6-15. Destroy 6 years after business use, but no longer than 15 years.
	Additional Information	
	GAO Approval	Not Required
	AR 210-130, Laundry and Dry Cleaning Operations; Laundry and Dry Cleaning Layout Reviews	
	Disposition Authority Number	DAA-AU-2018-0021-0017
	Records of, or relating to, the technical review of layout plans for the construction of, significant modification to, or deviation from standard plans for laundry and dry cleaning facilities and associated equipment. Included are preliminary drawings, plans and equipment layout sketches, site plans, and recommendations resulting from the review.	
	Final Disposition	Temporary
	Item Status	Pending
	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
	GRS or Superseded Authority Citation	[RN: 210-130f] DAA-GRS-2016-0011-0006
	Disposition Instruction	
	Cutoff Instruction	KE6-15. (Keep until Event) Event is when superseded or after the structure or object has been retired from service. Keep records for 6 years. Longer retention to 15 years is authorized only if required. Retention after 15 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.
Retention Period	KE6-15. Destroy 6 years after business use, but no longer than 15 years.	
Additional Information		
GAO Approval	Not Required	

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5.5	<p>AR 210-130, Laundry and Dry Cleaning Operations; Laundry and Dry Cleaning Program Reports</p> <p>Disposition Authority Number DAA-AU-2018-0021-0018</p> <p>Records of, or relating to, supervision, rendering assistance and advice, and review and analysis of the Laundry and Dry cleaning Program.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation [RN: 210-130g] N1-AU-01-13 / 51</p> <p>Disposition Instruction</p> <p>Cutoff Instruction K6-15. Keep records for 6 years. Longer retention to 15 years is authorized only if required. Retention after 15 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.</p> <p>Retention Period KE6-15. Destroy 6 years after business use, but no longer than 15 years.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
5.6	<p>AR 210-130, Laundry and Dry Cleaning Operations; Station Laundry and Dry Cleaning Receipts</p> <p>Disposition Authority Number DAA-AU-2018-0021-0019</p> <p>Records of, or relating to, receipt and control of laundry and dry cleaning. Data is abstracted from cash receipt and workload accounting. Included are laundry and dry cleaning lists, roster and statements, abstracts of laundry or dry cleaning organizational work, machine tapes and similar information.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</p>

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	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
	GRS or Superseded Authority Citation	[RN: 210-130c] N1-AU-01-13 / 47
	Disposition Instruction	
	Cutoff Instruction	KE6-15. (Keep until Event) Event is after next comparable survey. Keep records for 6 years. Longer retention to 15 years is authorized only if required. Retention after 15 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.
	Retention Period	KE6-15. Destroy 6 years after business use, but no longer than 15 years.
	Additional Information	
	GAO Approval	Not Required
5.7	AR 210-130, Laundry and Dry Cleaning Operations; Station, Unit, and Organization Laundry and Dry Cleaning Files	
	Disposition Authority Number	DAA-AU-2018-0021-0003
	Records of, or relating to, a station, unit or organization controlling and reflecting the receipt, delivery, and collects payment in the laundry and dry cleaning operations. Included are laundry and dry cleaning collection and delivery sheets, hospital transport, roster and statements, organization laundry lists, abstracts of laundry work for individual patrons; abstracts of enlisted and organizational laundry and dry cleaning (with and without cash reimbursement); cash collection and adjustment vouchers, periodic reports, and similar information.	
	Final Disposition	Temporary
	Item Status	Pending
	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

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	GRS or Superseded Authority Citation	NN-166-204 / 1410-35 NN-166-204 / 1410-36
	Disposition Instruction	
	Cutoff Instruction	K.25-2. (Keep) Keep records for one month . Longer retention to 2 years is authorized only if required. Retention after 2 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.
	Retention Period	Destroy 1 month after business use, but no longer then 2 years after event has occurred.
	Additional Information	
	GAO Approval	Not Required
6	210-12 Appraisal and reappraisal of Government-owned housing	
	Disposition Authority Number	DAA-AU-2018-0021-0049
	Information on the appraisal and reappraisal of Government-owned housing rented to civilians. Included are rental schedules, copies of appraisal reports, and similar information. Information gathered by appraisers responsible for preparation of appraisal reports, such as notes, background information, copies of reports, and such source data. List of persons or firms approved by Department of Justice to qualify as abstractors. [AR 210-12a; AR 210-12b; AR 210-12c]	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	
	GRS or Superseded Authority Citation	NN-166-204 II-NNA-242
	Disposition Instruction	
	Cutoff Instruction	Keep in CFA until event occurs.
	Retention Period	KEN. Event is on supersession, obsolescence, or when the installation to which they relate is declared excess and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
	Additional Information	
	GAO Approval	Not Required
7	AR 210-20 Real Property Master Planning for Army Installations	

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7.1

AR 210-20, Real Property Master Planning for Army Installations

Disposition Authority Number DAA-AU-2018-0021-0009

A. Records of, or relating to the planning, design, and construction of specific projects or properties. Covered are the records held by the field offices to which the military construction project records pertain. Included are authorizations, justifications, tests, investigations, geological investigations, cement and concrete reports, logbooks, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, inspection reports, and completion reports. This instruction is not authorized for military construction projects that are listed in the National Register of Historic Places or qualified for such listing. B. Information gathered by offices of the Army Staff which receive and pass along site selection reports to offices in charge of the review and approval of the reports. These files include communications forwarding the reports and copies of the reports. C. Records relating to locating and disposing of unexploded ammunition on firing ranges at installations. Included are maps of the installation; returned copies of certificates of decontamination attesting to the removal of high explosives from specified areas and the examination of scrap metal salvaged therefrom; statements in place of certificates of decontamination; daily reconnaissance reports showing type of ammunition discovered, location, and disposition effected and initial and final reports on the dud disposal program; and on decontamination in general.

Final Disposition Temporary

Item Status Pending

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

GRS or Superseded Authority Citation [RN: 210-20b3] NC1-AU-78-92 / 1

Disposition Instruction

Cutoff Instruction KE6-15/KEN. KE6-15: Event is after completion of project. Keep records in CFA for 6 years, then retire to RHA/AEA. The RHA/AEA will destroy the record no more than 15 years after the event, except the analysis of design. KEN: The analysis of design will be retained until project is abandoned or passes from DOD control.

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7.2	Retention Period	KE6-15/KEN. (Keep until Event/Keep until event, time period not known) K6-15: Destroy 6 years after business use, but no longer than 15 years after event occurs. KEN: Destroy analysis of design after the project is abandoned or passes from DOD control.
	Additional Information	
	GAO Approval	Not Required
	AR 210-20, Real Property Master Planning for Army Installations; Master Plans – Installation to which the plan pertains: If not listed in the National Register of Historical Places	
	Disposition Authority Number	DAA-AU-2018-0021-0020
	Records of, or relating to, the preparation, development, review, approval, and revision of master plans for permanent Army installations. Covered are the records held by the Installation to which the master plan pertains: If not listed in the National Register of Historical Places. Included is the master plan, which consists of basic information maps, analysis of existing facilities reports, tabulation of existing and required facilities, preliminary land use plans, and plans for future development (which include the general site plan, analytical report, background material, and related correspondence).	
	Final Disposition	Temporary
	Item Status	Pending
	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
	GRS or Superseded Authority Citation	NC1-AU-81-34 / 1
	Disposition Instruction	
Cutoff Instruction	TE20-30. (Transfer upon Event) Event is after supersession or after the installation is transferred from Army control. Keep records in CFA for 20 years, then transfer to RHA/AEA. Longer retention to 30 years is authorized only if required. The RHA/AEA will destroy the records 20-30 years after the event. Retention after 30 years must be authorized by	

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7.3		Records Management and Declassification Agency (RMDA) or subsidiary agency.
	Retention Period	TE20-30. Destroy 20 years after business use, but no longer than 30 years after event occurs.
	Additional Information	
	GAO Approval	Not Required
	AR 210-20, Real Property Master Planning for Army Installations; Master Plans – Installation to which the plan pertains: If listed in the National Register of Historical Places	
	Disposition Authority Number	DAA-AU-2018-0021-0021
	Records of, relating to, the preparation, development, review, approval, and revision of master plans for permanent Army installations. Covered are the records held by the Installation to which the master plan pertains, if the installation is not listed in the National Register of Historical Places. Included is the master plan, which consists of basic information maps, analysis of existing facilities reports, tabulation of existing and required facilities, preliminary land use plans, and plans for future development (which include the general site plan, analytical report, background material, and related correspondence).	
	Final Disposition	Permanent
	Item Status	Pending
	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
	Disposition Instruction	
Cutoff Instruction	TEP. (Transfer upon Event - Permanent) Event is upon closure of the installation or on revision of the master plan as a result of mission changes. Keep in CFA until event occurs, then transfer to RHA/AEA.	
Transfer to Inactive Storage	The RHA/AEA will transfer to the National Archives 25 years after event.	
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after event.	
Additional Information		

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First year of records accumulation 1826

What will be the date span of the initial transfer of records to the National Archives? From 1826 To 1991

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown, as event is based on a closure.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	400 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

7.4

AR 210-20, Real Property Master Planning for Army Installations: Military Construction Projects – Listed in the National Register of Historic Places or qualified for such listing

Disposition Authority Number DAA-AU-2018-0021-0022

Records relating to the planning, design, and construction of specific projects or properties having architectural or historical significance. Covered are the records listed in the National Register of Historic Places or qualified for such listing to which the military construction project records pertain. Included are buildings essentially original in design, building representative of a basic design for each variant of a standard design, buildings which embody the distinguishing characteristics of either a period or regional architectural style, buildings which include architectural or engineering innovations, buildings associated with major functions of the Federal government (executive departments, agencies and bureaus) and the major activities of the various Federal agencies (post offices, customs houses, court houses, forts, hospitals), buildings associated with events or persons who represent the broad history of the country, drawings by noted architects or engineers of both proposed and constructed buildings, and buildings which were involved in controversy in regards to their design, construction, or utilization. Information includes authorizations, justifications, tests, investigations, geological data, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, inspection reports and similar information.

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Final Disposition Permanent

Item Status Pending

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

Disposition Instruction

Cutoff Instruction TEP/T25. (Transfer upon Event - Permanent/ Transfer at 25 years) Event is upon closure of the installation or on revision of the master plan as a result of mission changes. Keep records retained by the generating office in active file area or in an automated information system until event.

Transfer to Inactive Storage Transfer to AEA/RHA after event. AEA/RHA will transfer records to National Archives 25 years after event.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after closure of the installation or on revision of the master plan as a result of mission changes

Additional Information

First year of records accumulation 1824

What will be the date span of the initial transfer of records to the National Archives? From 1825 To 1991

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown, the event is based on a closure.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	400 Cubic feet	10 Cubic feet
Microform		

PENDING - NOT APPROVED FOR USE

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Hardcopy or Analog Special Media		
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7.5

AR 210-20, Real Property Master Planning for Army Installations; Master Plans – Office of the Chief of Engineers and offices other than installation to which the plan pertains

Disposition Authority Number DAA-AU-2018-0021-0008

Records relating to the preparation, development, review, approval, and revision of master plans for permanent Army installations. Covered are the records held by the U.S. Army Corps of Engineers, the garrison commanders, and other tenant units; and tenant organizations and supported activities to which the master plan pertains. Included is the master plan, which consists of basic information maps, are analysis of existing facilities reports, tabulation of existing and required facilities, preliminary land use plans, and plans for future development (which include the general site plan, analytical report, background material, and related correspondence).

Final Disposition Temporary

Item Status Pending

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

GRS or Superseded Authority Citation NC1-AU-81-34 / 2
NC1-AU-81-34 / 3

Disposition Instruction

Cutoff Instruction KE6-15/KEN. (Keep until Event/Keep Until Event, time period not known) KE6-15: Event is on supersession or when the installation is transferred from Army control, whichever is first, except master plan. Keep records for 6 years. Longer retention to 15 years is authorized only if required. Retention after 15 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency. KEN: Keep master plan until supersession or discontinuance of installation or facility.

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7.6	Retention Period	KE6-15: Destroy 6 years after business use, but no longer than 15 years after event occurs. KEN: Master plan will be destroyed upon supersession or discontinuance of facility.
	Additional Information	
	GAO Approval	Not Required
	AR 210-20, Real Property Master Planning for Army Installations; Military Construction (MILCON) Project – Offices of the Army Staff, Army Commands, Army Service Component Commands, Direct Reporting Units, and command HQ offices	
	Disposition Authority Number	DAA-AU-2018-0021-0002
	Records relating to the planning, design, and construction of specific projects or properties. Covered are records held by the Army components to which the military construction project records pertain. Included are authorizations, justifications, tests, investigations, geological investigations, cement and concrete reports, logbooks, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, inspection reports, and completion reports.	
	Final Disposition	Temporary
	Item Status	Pending
	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	
GRS or Superseded Authority Citation	NC1-AU-78-92 / 1/B	
Disposition Instruction		
Cutoff Instruction	KE2. (Keep until Event) Event is after completion of project. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 2 years after the event, then destroy. Retention after 2 years must be authorized by Records Management and Declassification Agency (RMDA) or subsidiary agency.	
Retention Period	Destroy 2 year(s) after completion of project.	

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Additional Information

GAO Approval

Not Required

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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
03/07/2018	Certify	Shirley KinsonJones	Management Analysis t	Army - Records Management and Declassification Agency

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Executive Summary

Summary

The Department of the Army requests disposition authority for records relating to the administration and management of installations including laundry and dry cleaning operations, commercial solicitations, vending facilities, and related documents. These records are temporary as they have little or no research value. Proposed for permanent retention are construction and planning records for historic structures. These records are permanent because they have high potential research value.

Permanent Item Numbers	0021, 0022
Federal Register Notice	Required
Publication Date	2018-06-05
Copies Requested	0
Comments Received	0

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