

## Request for Records Disposition Authority

Records Schedule Number      **DAA-AU-2015-0003**  
Schedule Status                 **Approved**

Agency or Establishment        **Department of the Army**  
Record Group / Scheduling Group **Army Undifferentiated**  
Records Schedule applies to     **Department-wide**  
Schedule Subject                 **Multi-User EP Automated Review System (MEARS)**  
Internal agency concurrences will be provided      **No**

### Background Information

AR 750-1, Army Materiel Maintenance Policy, establishes policies and assigns responsibilities for the maintenance of Army materiel. It provides and defines requirements for performance and management of the materiel maintenance function. It relates to two levels of maintenance: field and sustainment. Field consists of maintenance functions formerly known as operator and/or crew (equipment operators and vehicle crews), unit, and direct support. Sustainment consists of maintenance functions formerly known as general support and depot operations of the Army maintenance system and Armywide program for commodity-unique maintenance. This regulation also applies to maintenance of all materiel owned or supported by the Army, except materiel purchased with nonappropriated funds (see AR 215-1), special intelligence property, real property, foreign materiel used for training, leased/rented materiel (unless the lease and/or rental agreement dictates otherwise), medical, materiel maintenance as implemented in AR 12-1, and those aspects of combat and materiel development that impact the materiel maintenance function. The provisions of this regulation are applicable to all Army and civil-funded property under the direct control of the U.S. Army Corps of Engineers.

The proponent of this regulation is the DCS, G-4. In support of AR 750-1, the Army Aviation and Missile Life Cycle Management (AMCOM), Army Materiel Command, submits for disposition the Multi-User EP Automated Review System (MEARS).

The MEARS application establishes an online, collaborative and virtual Configuration Control Board (CCB) and allows for concurrent, web-based creation, approval and implementation of Engineering Change Proposals (CECPs), maintenance work orders (MWOs), specification change notices (SCNs), requests for deviations (RFDs), as well as any other type of change documents.

Source input is manually entered, while allowing the user to upload documents, drawings, etc. the data originates from DoD, Army, Navy, AirForce, Missile Defense and Homeland Security. Input source documents under RN 25-1kkk

System documentation includes record layouts, specifications, and code books which are covered under RN 25-1mm.  
Backups under RN 25-1nnn  
Inclusive dates are from 1997 to present.

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-2015-0003

Sequence Number

1-

Multi-User EP Automated Review System (MEARS) Master File, RN 750-1r/ACRS  
700A/0-6

Disposition Authority Number: DAA-AU-2015-0003-0001

## Records Schedule Items

Sequence Number					
1	<p><b>Multi-User EP Automated Review System (MEARS) Master File, RN 750-1r/ACRS 700A/0-6</b></p> <p>Disposition Authority Number      <b>DAA-AU-2015-0003-0001</b></p> <p>Records maintained in MEARS are Engineering Change Proposals (ECPs), Request for Waiver (RFW), request for deviation (RFD), Specification Change Notice (SCN), Notice of Revision ((NOR), Standard Routing Form (SRF), maintenance/modification work order (MWOs), and contract data requirements list (CDRL). These records are managed by the requesting customer. MEARS maintains status accounting, version control, document, drawing archival and backups.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>AR 25-400-2</b></td> <td><b>Army Records Information Management System</b></td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>KE6. Event is when engineering change documents are voted on and approved. Keep until event occurs then destroy 6 years after the event.</b></p> <p>Retention Period                      <b>Destroy 6 year(s) after the system becomes obsolete.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>	Manual Citation	Manual Title	<b>AR 25-400-2</b>	<b>Army Records Information Management System</b>
Manual Citation	Manual Title				
<b>AR 25-400-2</b>	<b>Army Records Information Management System</b>				

### 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
10/30/2014	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
04/23/2015	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
04/27/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/27/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/30/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist