

AUTOMATED INFORMATION SYSTEMS (AIS) QUESTIONNAIRE

For use of this form, see AR 25-400-2; the proponent agency is AASA

SECTION I - POINTS OF CONTACT (POC)

1. Primary POC or a POC who can provide general information about the system and the program(s) it supports.

a. Last Name	b. First Name	c. Title	d. Role
e. Organization	f. COM Phone Number	g. DSN Phone Number	h. Email Address

2. System POC or a POC who can provide technical information about the system's structure and interface

a. Last Name	b. First Name	c. Title	d. Role
e. Organization	f. COM Phone Number	g. DSN Phone Number	h. Email Address

3. Records Administrator (RA) or POC who can provide retention scheduling information regarding the system.

a. Last Name	b. First Name	c. Title	d. Role
e. Organization	f. COM Phone Number	g. DSN Phone Number	h. Email Address

4. Records Manager (RM) or a POC who can provide information about the day-to-day use of the system and retention requirements for the data/record information.

a. Last Name	b. First Name	c. Title	d. Role
e. Organization	f. COM Phone Number	g. DSN Phone Number	h. Email Address

SECTION II - SYSTEM IDENTIFICATION

1. Official System Name	2. System Acronym	3. AITR#	4. DITPR#
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SECTION III - RECORDS DECLARATION

1. Does the system contain or generate **record information**? (Record information includes both the record content and associated metadata that is required to meet agency business needs and future retrieval requirements.)

- Yes
 No, Skip to question 3a.

2a. Is the record information covered under an approved *Records Schedule* in the *Army Records Information Management System (ARIMS)*?

- Yes No

2b. If "Yes" to question 2a, provide *Record Number (RN)* and Record Title in ARIMS:

2c. If "No" to question 2a, provide the following information then skip to Section IV.

(1) What media was used to manage the record information prior to the system's deployment? (e.g. paper, alternate electronic system, etc.)

(2) What Army Regulation (AR) governed the record information prior to the system's deployment?

3a. If "No" to question 1, provide justification.

3b. If "No" to question 1, sign and enter the date of completion of sections I-III below. Save and upload this form to the Army Portfolio Management Solution (APMS) using the APMS "Document Upload/Historical Comments" form. Email a copy to your POC at the Army Records Management Division and to the RMD mailbox at "usarmy.belvoir.hqda-rmda.mbx.rmda-certification@mail.mil."

Date sections I - III completed: _____

SECTION IV - System Background Information

1. Cite the Army Regulation (AR) that governs the system's operational use, data and/or reports.

2a. Where is the system installed? (i.e., physical location)	2b. Who maintains the system hardware and software?		
3. Where is the system used?			
4a. Is the system Web-based? <input type="checkbox"/> Yes <input type="checkbox"/> No	4b. If "Yes" to question 4a, enter Web URLs. (i.e., web address(es))		
5a. Does the system produce a public use version of the record information? (i.e. convenience copy for public access.) <input type="checkbox"/> Yes <input type="checkbox"/> No	5b. If "Yes" to question 5a, describe.		
6a. Does this system subsume or replace any existing or retired system(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
6b. If "Yes" to question 6a, provide system information for the subsumed/replaced system(s).			
1. Official System Name	2. System Acronym	3. AITR#	4. DITPR#
7. If "Yes" to question 6a, what happened to the data in the subsumed/replaced system(s)? (Check all that apply)			
a. <input type="checkbox"/> 100% migrated to this system	b. <input type="checkbox"/> Destroyed in accordance with an approved NARA records schedule		
c. <input type="checkbox"/> Archived off-line (provide storage location): _____	d. <input type="checkbox"/> Other _____		
8a. Does the system link to other system(s) by exporting data to, or importing data from another system(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
8b. If "Yes" to question 8a provide information on the other system(s).			
1. Official System Name	2. System Acronym	3. AITR#	4. DITPR#
9a. Are the records, or the data that make up the record information in the system, duplicated elsewhere in electronic form? <input type="checkbox"/> Yes <input type="checkbox"/> No			
9b . If "Yes" to question 9a, explain.			
10. Are there any restrictions on the records or data that make up the record information in this system? (Check all that apply)			
a. <input type="checkbox"/> Privacy Act (PA)/Personal Identifiable Information (PII)	b. <input type="checkbox"/> Freedom of Information Act (FOIA) exemption	c. <input type="checkbox"/> Encryption	d. <input type="checkbox"/> Classified
e. <input type="checkbox"/> Other _____	f. <input type="checkbox"/> None		
11. What level of security/confidentiality is required for access to the system and the record information? (e.g., security clearance, sponsor authorization, Common Access Card (CAC), business requirement related to job position, etc.)			
12. What type of documentation is available for this system? (Check all that apply)			
a. <input type="checkbox"/> User manual	b. <input type="checkbox"/> Data dictionary	c. <input type="checkbox"/> Code books	d. <input type="checkbox"/> Other _____
13. Describe the backup and update process for this system.			
14. What record information does the system contain? (e.g., SSN, contractual information, plans, research, etc.)			
15. What is the function of the system? (i.e., describe the system's primary use in detail - e.g., used to process personnel actions)			
SECTION V - System Inputs & Outputs			
1. What are the system inputs? (i.e., property receipts, reports, parts or serial numbers, etc.)			
2. What is the source of new data (i.e., where does the data originate), and is the source internal or external to the organization? (e.g., Army, DoD, Federal/State Agency, regulated community, or vendor)			
3. How is information (data/record information) input into the system? (Check all that apply)			
a. <input type="checkbox"/> Directly via keyboard	b. <input type="checkbox"/> Scanned/digitized	c. <input type="checkbox"/> Migrated from a subsumed system	d. <input type="checkbox"/> Imported from another electronic source
e. <input type="checkbox"/> Other _____			

4. What file formats does the system use? (e.g. ".txt", ".pdf", ".xls" "xml", ".tiff" etc.)

5. What are the system outputs? (e.g., reports, printouts, tables, charts, information screens, searchable metadata or electronic files exported for other use, etc.)

6. How frequently are reports generated? (Check all that apply)
a. Weekly b. Monthly c. Quarterly d. Annually e. Ad hoc (as needed) f. Other _____

7. Where are reports maintained? (Check all that apply)
a. Stand-alone PC b. Shared file server c. IT system repository d. Cloud e. Other _____

8a. Have reports generated by the system been scheduled separately in ARIMS?
 Yes No

8b. If "Yes" to question 8a, provide **Record Number (RN)** and **Record Title** in ARIMS:

SECTION VI - Master File(s) - Recommended Retention Periods & Disposition

1. What is the date range of information currently in the system? (e.g., from 2007 to present)
a. Date of oldest records: _____ b. Date of most current records: _____

2. How long are the records actively used? (How long is the record information actively retrieved for business purposes?) _____

3. What should be done with the record information when it is no longer active? (Check all that apply)
a. Destroy b. Maintain in system c. Transfer to Army Electronic Archives (AEA) d. Transfer permanent records to NARA
e. Other _____

4. How long does the information need to be retained when it is no longer active? _____

5a. Will the records and the data that make up the record information be maintained in the original system or transferred in the future?
(1) Yes, must maintain in system (2) No, transfer to Records Holding Area (3) No, transfer to Federal Records Center
(4) Other _____

5b. If maintained in the original system, is the system compliant as an Electronic Recordkeeping (ERK) System under "DoD 5015.02-STD, Design Criteria Standard for Electronic Records Management Software Applications"
 Yes No

6. If permanent provide anticipated volume information for transfers of permanent record information to NARA.
a. First year of accumulation: _____ b. Date range of initial transfer: (From) _____ (To) _____ c. Initial transfer volume (GB): _____
d. Frequency of subsequent transfers to NARA (years or months): _____ e. Anticipated annual accumulation (GB): _____

7a. Can this system export data in a software neutral file format?
 Yes No

7b. If "Yes" to question 7a, indicate which format. (Check all that apply)
(1) html (2) xml (3) pdf (4) pdf-a (5) ASCII or EBCDIC character sets
(6) CD-ROMs including fielded data files or text files that conform with the documentation requirements of 36 CFR 1235.46

7c. If "No" to question 7a, identify the type of software used, and provide the migration plan.

SECTION VII - Additional Information

SECTION VIII - Return Instructions

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Date completed: _____