To National Archives and Records Administration (NIR)  Washington, DC 20408  1 From (Agency or establishment) Department of the Army  2 Major Subdivision Office of the Administrative Assistant to the Secretary of the Army  3 Minor Subdivision Records Management and Declassification Agency  4 Name of Person with whom to confer Brenda Fletcher  5 Telephone (include area code) Brenda Fletcher  703-428-6298  6 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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies  x s not required  is attached  In the Richard A Wojewoda, Chief, Records Mgmt Division  9 GRS or 104 (Splon Islaen)  105 N, err  105 Notification to Agency 105 Us C. 3033a, the disposition to Agency 107 In accordance with the provisions of 44  U.S.C. 3303a, the disposition request.  108 Description for the Secretary of the Army 109 Date (Tributes) that with the provisions of the U.S.C. and that the records proposed for disposal on the attached and that the records proposed for disposal on the attached and that the records proposed for disposal on the attached and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies  x s not required  1 as attached  1 as attached  1 bas been requested  1 page (Signature) 2 page (Signature) 2 page (Signature) 2 page (Signature) 3 page (Signature) 3 page (Signature) 4 page (Signature) 5 p				Pave Blank (NARA Use Only)		
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Department of the Army  Motification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, in- cluding amendments, is approved except for items that may be marked "disposition request, in- cluding amendments, is approved except for items that may be marked "disposition request, in- cluding amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10  Date  Archivist of the United State  Archivist of the			Date Rece	eived 2	112/	//
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Richard A Wojewoda, Chief, Records Mgmt Division    Some Superseded Number   Proposed Disposition   Proposed Dispo	for disposal on the attached 2 page(s) are no periods specified, and that written concurrence from the Guidance of Federal Agencies    X   Is not required   Is attached	ot now needed for the business of this age General Accounting Office, under the prov	ncy or will visions of T	not be need	ded after th	e retention ual for
Item Number 8 Description of Item and Proposed Disposition 9 GRS or Superseded Job Citation 10 Action taken (NARA Use Only)  735 - Property Accountability  Background The Office of the Deputy Chief of Staff for Logistics sets policies on equipment distribution and supply, and prescribes overall guidance on asset and transaction reporting systems  Through garrison organizations, the U.S. Army Installation Management Command	Signature of Agency hepterentative		ls Mamt I	Division	1	. /
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The Property Book Unit Supply Enhanced (PBUSE) system is used to manage accountable property having a unit acquisition cost in excess of \$5,000. The basic records are organizational property book accounts and custodial records of supply distribution activity. Property books also include installation accounts, individual clothing and equipment records, and hand receipt records.  Property and accountable officers use PBUSE to post changes to the property records. Posted changes are loan, loss, damage, disposal, inventory adjustments, transfer and sale. Some posting transactions are references to receiving reports, contracts, purchase orders, and invoices.  Inventory data is collected through the use of automatic identification technology devices which read and capture bar code symbols and magnetic strip information.  1 RN 735-5y  Title Property Book Unit Supply Enhanced (PBUSE) Master File Authority. TBD  PA TBD  Description Inputs to the master file consists of property books, unit level supply transactions, unit hand receipts and turn-in slips, copies of documents supporting entries to the property book, including purchase invoices, sales and procurement contracts, and, class II, IV and VII equipment requests	equipment distribution and supply, and present transaction reporting systems  Through garrison organizations, the U.S. Art (IMCOM) is accountable for installation activated accountable property having a unit acquisition records are organizational property book accountable property having a unit acquisition activity. Property books also including and equipment records, and hand result in the property and accountable officers use PBUS. Posted changes are loan, loss, damage, disposome posting transactions are references to orders, and invoices  Inventory data is collected through the use of devices which read and capture bar code syman actions are referenced authority. TBD PA TBD  Description Inputs to the master file consist transactions, unit hand receipts and turn-in stothe property book, including purchase inventors.	my Installation Management Comman evities including property book manage on cost in excess of \$5,000. The basic counts and custodial records of supply clude installation accounts, individual ceipt records.  E to post changes to the property records all, inventory adjustments, transfer an receiving reports, contracts, purchase of automatic identification technology abols and magnetic strip information.  (PBUSE) Master File.	d ement ds d sale			

## Page 2 REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION Of 2

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Outputs are inventories, property status and location reports, equipment readiness listings, and activity register reports. Inventory reports identify items by part number, nomenclature description, model number, property status, and quantity		
	Disposition KE2 Delete 2 years after the property has transferred, shipped, retired, or no longer on organization property book		
	Note Use record number (RN) 25-1kkk for source input records, RN 25-1mmm for system documentation and specification files; and RN-1nnn for backup files, use GRS 20-16 for outputs		
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