

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2016-0056
Schedule Status Approved

Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Agency-wide
Schedule Subject Third Party Request (TPR) System
Internal agency concurrences will be provided Yes

Background Information The functional category for records in this request is governed by AR 600-8, Military Human Resources Management. The Third Party Request (TPR) System enables Army Reserve soldiers to grant other individuals one-time access to selected elements from their military records. Grantees are typically a non-Army third party individual (bank employee, employer, veterans' group, etc.)

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2016-0056

Sequence Number	
1	Third Party Request (TPR) System
1.1	Third Party Request (TPR) System Master Files Disposition Authority Number: DAA-AU-2016-0056-0002

Records Schedule Items

Sequence Number	
1	<p>Third Party Request (TPR) System The TPR system is used to request and approval access to Army Reserve military personnel record. The requests concern soldier employment and similar information, approvals and authorizations. The onetime access is provided by means of a 15-character alpha-numeric personal identification number (PIN); generated by the soldier. Soldiers are guided through several steps to establish PINs and select the documents and data that can be viewed by a third party requester. Soldiers must give the PIN to the individual seeking information. This PIN is one-time use only, and expires after 30 days. Additional requests require the soldier to visit the site again and establish a new PIN. Input records covered by DAA-GRS-2013-0001-0001 Item 10 for hard copy and analog, and by DAA-GRS-2013-0001-0004 Item 20 for electronic input/source records. Output ad-hoc records are covered by DAA-GRS-2013-0001-0005 Item 30, and output data file records are covered by DAA-GRS-0001-0006 Item 31.</p>
1.1	<p>Third Party Request (TPR) System Master Files Disposition Authority Number DAA-AU-2016-0056-0002</p> <p>The master file includes but are not limited to personnel data such as date and type of enlistment/appointment; duty stations and assignments; training, qualifications, performance; administrative remarks; date and type of separation/discharge and other personnel actions.</p> <p>Final Disposition Temporary Item Status Active 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</p> <p>Disposition Instruction Cutoff Instruction Cutoff when action complete. Retention Period Destroy immediately after 3 months after cutoff</p> <p>Additional Information GAO Approval Not Required</p>

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
07/13/2016	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
07/18/2016	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
01/23/2017	Submit for Concurrence	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2: Archives II Processing Section
01/25/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/25/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/26/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist