REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instruction on reverse)

JOB NUMBER

_NI-A74-00-38_

DATE RECEIVED

_8-17-2000_

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

1. FROM (Agency or establishment) U.S. ARMY	
2. MAJOR SUBDIVISION U.S. TOTAL ARMY PERSONNEL COMMAND	
3. MINOR SUBDIVISION RECORDS MANAGEMENT PROGRAM DIVISION	

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
SHARON L. BUNTING	(703) 806-3712	_11/11/00_	

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___ pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[✓] is not required;   [ ] is attached; or   [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
15 Aug 00	HOWARD N. GREENHALGH	DIRECTOR, RECORDS MANAGEMENT DIVISION

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<u>Army Stationing and Installation Plan (ASIP) Files</u> Background information: The ASIP is an official DA system reflecting the authorized planning populations for Army installations. The plan is designed to provide information to Army planners and programmers for use in identifying installation support requirements. The database is updated semiannually immediately preceding publication and distribution of the ASIP Installation Report to HQDA staff agencies and Major Commands. Source of data for the system: Records or sources of information used to populate the ASIP system includes data acquired from other records systems and individuals such as: Structure and Manpower Allocation System (SAMAS); The Army Authorization Documents System (TAADS); Status of Resources and Training System (SORTS); Standard Installation/Division Personnel System (SIDPERS); Army Training Requirements and Resources System (ATRRS); Other tenants (OT); and the Field Derivative Additive Authorizations Database (FDAAD). Source information is scheduled under file number (FN) 25-1kkk.		
1	FN: 5-18a Title: Army Stationing and Installation Plan (ASIP) Master File Authority: TBD Privacy Act: Not applicable Description: Information collected and processed by a government system designed to provide Army planners and programmers with the basis for which to identify current and future installation support requirements. Included are		

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	active Army installations in the U.S. and Puerto Rico, Europe, and the Pacific, Army National Guard installations, and U.S. Army Reserve installations. Data collected and used in this system is acquired from other record systems and individuals and consists of the authorized planning populations (officer, warrant officer, enlisted, U.S. civilian, and other civilian) of all units, activities, and other tenants located at these installations. It includes information at the unit identification code (UIC) level of detail for modification table of equipment and organization (MTOE), table of distribution and allowances (TDA) units and tenant activities, such as permanent contractor or dependent school personnel. ~~Disposition: Code KE6: Event is semiannually when individual data elements~~ are superseded by new information or rescinded by ~~closure/transfer~~ from Army control of installation or when ~~the program~~ the ASIP System supports is discontinued. Keep in ~~the CFA~~ until the event occurs and then until no longer needed ~~for conducting~~ business, but not more than 6 years after the event, then ~~delete.~~ Note: Use FN 25-1kkk for source/input records, 25-1lll for system administrative reports, 25-1mmm for system documentation and specifications, and 25-1nnn for backups.		TE 10. Event is following the force structure (SAMAS/TRADS) lock. Transfer to the AEA after the event occurs. The AEA will delete the file when it is 10 years old. — Amended per Shirley K. Jones' instruction 10/31/07
2	FN: 5-18b Title: Army Stationing and Installation Plan (ASIP) System Outputs and Reports Authority: TBD Privacy Act: Not applicable Description: Outputs generated by the ASIP system consist of semiannual ASIP Installation Reports which reflect the authorized planning populations of Army installations, by location, for the current and next six fiscal years (FYs). Disposition: ~~PERMANENT. Code TP: Keep in the CFA until no longer~~ needed for conducting business, but not longer than ~~10 years,~~ then retire to the FRC. The FRC will ~~transfer to National~~ Archives' custody when the record is ~~25 years old.~~		TE 25. Event is upon completion of the report and when no longer needed for business. Transfer to the RHA/AEA. The RHA/AEA will destroy the record 25 years after the event. — Amended per Shirley K. Jones instructions. 10/31/07