

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-AU-00-46	DATE RECEIVED 9-11-00
1 FROM (Agency or establishment) U S ARMY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION U S TOTAL ARMY PERSONNEL COMMAND		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION RECORDS MANAGEMENT PROGRAM DIVISION		DATE 12-23-02	
4 NAME OF PERSON WITH WHOM TO CONFER SHARON L BUNTING	5 TELEPHONE (703) 806-3712	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
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 <del>attached</del> <u>2</u> page(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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 1-Sep-00	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> HOWARD N GREENHALGH	TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
I	<p><u>Central Site Artifact Management System (CSAMS) Files</u></p> <p><u>Background information.</u> The CSAMS reflects the accountability of all Army historical property. The system is designed to centrally manage the Army's Historical and Art Central Collections, as well as to provide reports on the status of all items within these collections. The database is updated continuously as items are donated, issued, transferred, stored, or loaned. These records are similar to those scheduled by NARA Authority Number N1-AU-99-10, for file number (FN) 870-20a, Historical property accounts, except that they are in electronic format and contain summarized information.</p> <p><u>Source of data for the system.</u> Records or sources of information used to populate the CSAMS includes data acquired from other records systems and individuals such as Universal Site Artifact Management System (USAMS), Historical property accounts (FNs 870-20a1 and 870-20a2), DA Forms 2609 (Historical Property Catalog), 5572-R (Gift Agreement), 5573-R, (Loan Agreement), 5574-R (Assurance of Compliance), 5575-R (Outgoing Loan Agreement), and other inventory management and property accountability forms. Source information is scheduled under FN 25-1kkk, Input/Source Records.</p> <p>FN: 870-20c Title: Central Site Artifact Management System (CSAMS) Master File Authority: TBD Privacy Act: A0870-5DAMH Description: Information collected and processed by a government system <i>Cl Agency, NR NWM D NWM E NWM A</i></p>		

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>designed to provide an accounting of all Army historical property to commanders and supervisors of Army museums, museum activities or historical collections and to the Center of Military History (CMH) for management purposes. This includes all artifacts and works of art in the custody of these museums (including provisional museums), museum activities, and historical collections (including those belonging to the U S. Army Reserve and Army National Guard), and those items stored at the U.S. Army Historical Clearinghouse. Information on these items include identification data (description, condition, appraisal, registration, etc.), source (donor), and disposition (loan, location, exhibit, etc.)</p> <p><del>Disposition: PERMANENT. Code TP. Keep in the CFA until no longer needed for conducting business, then transfer a copy of the initial file to National Archives' custody when the record is 30 years old. Thereafter, transfer copies of significantly altered data by the CMH Museum Division in 5-year blocks when the latest record is 30 years old. Note: Use FN 25-1kkk for source/input records, 25-1lll for system administrative reports, 25-1nnn for backups, and 870-20c for system documentation and specifications.</del></p>		
2	<p>FN: 870-20d            Title Central Site Artifact Management System (CSAMS) Outputs and Reports            Authority: TBD            Privacy Act: A0870-5DAMH            Description Outputs generated by the CSAMS consist of a variety of reports on the status of registered items in the Army's Historical &amp; Art Central Collections. The reports are pulled by authorized users when needed (i.e., biennial/cyclic property (artifact, weapons, and sensitive items (other than weapons)) inventories, monitoring loan agreements (due-in/due-out dates), cataloging, asset/activity reporting, and collection management) These reports reflect the current (real-time) status of all historical properties within these collections at any given time or location</p> <p><del>Disposition: Code K6. Keep in the CFA until no longer needed for conducting business, but not more than 6 years, then delete or destroy</del></p>		
3	<p><del>FN: 870-20e            Title Central Site Aruifact Management System (CSAMS) Documentation and Specifications Files            Authority: TBD            Privacy Act: NA            Description Specifications and documentation to identify, service, interpret, use, and maintain the computer system, user applications, or electronic records for the CSAMS. Included are specifications, documentation, user guides and manuals on the hardware, network, operating system, and application software, database specifications, codebooks, and record layouts.            Disposition: PERMANENT. Code TP. Keep in the CFA until no longer needed for conducting business, then transfer a copy of the files with the initial CSAMS master file (see FN 870-20c) to National Archives' custody when 30 years old. Thereafter, transfer any changes to the documentation with subsequent transfers of the data for this system.</del></p>		

Disposition Code TE7 Event is when individual data entries are superseded by new information or rescinded by permanent transfer, salvage, or other final disposition of the property, unless otherwise directed by the Chief of Military History. Keep until the event occurs and then until no longer needed for business, then transfer to the RHA/AEA. The RHA/AEA will destroy or delete the record when it is 7 years old. 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. [Amended by R Wire per S Bunting, 10/30/2002]

Disposition: Code T7 Keep until no longer needed for business and then transfer to the RHA/AEA. The RHA/AEA will destroy or delete the record when it is 7 years old [Amended by R Wire per S Bunting, 10/30/2002]

*Item 3  
Withdrawn*