

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-00-16	DATE RECEIVED 5-12-2000
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 3-11-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4 NAME OF PERSON WITH WHOM TO CONFER Brenda S. Bowen	5. TELEPHONE (703) 806-4391		

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 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 <i>8 May 00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE DIRECTOR, RECORDS MANAGEMENT DIVISION
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7. ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
7. 1.	<p>BACKGROUND: The Prescribing directive for these file numbers is AR 350-3, Tactical Intelligence Readiness Training Program, dated 30 Aug 95. Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p> <p><i>Army requests authorization to apply the proposed disposition instructions to any recordkeeping medium.</i></p> <p>FN. 350-3a Title: REDTRAIN Management Files Authority: Privacy Act: Not applicable Description: Rosters of Readiness Training (REDTRAIN) managers, annual REDTRAIN Planning Committee invitations and minutes, supplement correspondence, policy clarifications, policy inquiries, and similar or related information. Disposition: Code KE6. Event is supersession or rescission. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy</p> <p><i>11/19/01 e-mail from Howard Greenhalgh</i></p> <p><i>cc: Agency, NR, NWMWA</i></p>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2	<p>FN 350-3b Title: REDTRAIN Training Files Authority: Privacy Act: Not applicable Description: On-going training activities, training concepts, training status, and training opportunities. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>		
3	<p>FN: 350-3c Title: REDTRAIN Exceptions to Policy Authority: Privacy Act: Not applicable Description: Exceptions to policy of AR 350-3 with supporting correspondence. <i>of approved exception, or disapproval.</i> Disposition: Code KE6. Event is supersession or rescission. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.</p>		<p><i>All changes in disposition made w/ the concurrence of Army PDC Brenda Bowen.</i> <i>10/25/01 e-mail</i></p>
4.	<p>FN: 350-3d Title: REDTRAIN Annual Plan (CS CSGID-161) Authority: Privacy Act: Not applicable Description: REDTRAIN annual plan and background information. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code KE6. Event is <i>accepted by higher headquarters.</i> Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.</p>		
5.	<p>FN: 350-3e Title: REDTRAIN Financial Reports Authority: Privacy Act: Not applicable Description: Annual REDTRAIN report, annual REDTRAIN program report, resource status reports, report background information and general financial data. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy T3. Keep in CFA until no longer needed for conducting business, and then return to RHA. The RHA will destroy when the record is 3 years old.</p>		
6	<p>FN: 350-3f Title REDTRAIN Inspection Files Authority: Privacy Act: Not applicable Description: Inspection reports, correspondence and related background information. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code KE6. Event is <i>completion of next comparable inspection.</i> Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.</p>		