

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instruction on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

71-A 2-00-29

DATE RECEIVED

7-20-2000

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

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

Luz D. Ortiz

5. TELEPHONE

(703) 806-3710

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

2-13-01

ARCHIVIST OF THE UNITED STATES

*John W. Paul*

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

18 July 2000

SIGNATURE OF AGENCY REPRESENTATIVE

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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p style="text-align: center;"><u>Acquisition Information Management and Report System (AIMARS) Files</u></p> <p>BACKGROUND AND ADDITIONAL INFORMATION: The Acquisition Information Management and Report System is the U.S. Army, Research, Development and Engineering Center (ARDEC) internal tracking system for acquisition data. The Acquisition Information Management and Report System is a database system that captures contract and procurement information and allows it to be utilized as a management tool by procurement technicians, contracting officers, and business specialists. Inputs to the system are extracted from the Standard Operation Maintenance Army Research Development System (SOMARDS) and the Standard Army Automated Contracting System (SAACONS). Consolidated quarterly and yearly reports are created only for internal business purposes.</p> <p><del>a. Source of data for the system: Record sources used to populate Acquisition Information Management and Report System are Funding Document 1095 and DD Form 350, Individual Contracting Action Report. The Acquisition Information Management and Report System source information is scheduled under file number (FN)25-1kkk.</del></p> <p style="text-align: right;"><i>Agency, NWMW, NR</i></p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

JOB NUMBER

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OF  
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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)
	<p><del>b. System Outputs: System outputs are consolidated quarterly and annual reports relating to contract award data, for use by U.S. Army, Research, Development and Engineering Center (ARDEC) general managers. Reports are prepared and maintained in electronic format as the record copy and produced in paper form for internal distribution only, then destroyed. Outputs are scheduled under FN 715f, NARA authority number NN 166 204.</del></p>		
/.	<p>FN: 715qqq                      Title: ARDEC's Acquisition Information Management and Report System (AIMARS) Master File                      Authority: TBD                      Privacy Act: NA                      Description: Information collected and processed by a government system designed to serve as an administrative management tool by procurement technicians, contracting officers, and business specialists, since 1997 to present. Data collected and used in this system is information acquired from the Standard Operation Maintenance Army Research Development System (SOMARDS) and the Standard Army Automated Contracting System (SAACONS), to internally track contracts and other procurement data at the U.S. Army Research, Development and Engineering Center (ARDEC). Database information consists of: basic contract information, contractor, fund type, type of contract, business type, specifications, contract milestones, history, obligations, user activity, customer information, control numbers, type of action, and cycle tracking.                      Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not more than 6 years, then <del>destroy</del> delete.                      Note: Use FN 25-1kkk, for source/input records, FN 25-1lll for system administrative reports, FN 25-1mmm for system documentation and specifications, and FN 25-1nnn for backups.</p>	<p><i>L. Davis                      completed                      h. General                      11-15-20</i></p>	