

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 71. ATU. 01. 006	DATE RECEIVED 9-29-00
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 3-13-01	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
4. NAME OF PERSON WITH WHOM TO CONFER Patricia R. Martin	5. TELEPHONE (703) 806-3171		

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 25 Sep 00	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Out-Processing (OUTPROC) System</p> <p>Background and Additional Information. The Out-Processing (OUTPROC) System is used to support and facilitate the out-processing of soldiers from an installation to include permanent change of station, release from active duty discharge, retirement, transfer to the Reserve Components, or temporary duty of 90 or more days. OUTPROC is the automation of the DA Form 137-2-R, Installation Clearance Record, and the data there on. The database is updated daily as personnel are discharged, retire, transfer to the Reserve Components, or temporary duty of 90 or more days. The system does not generate reports. The outputs consist of a completed DA Form 137-2-R which is the paper copy of the completed DA Form 137-2-R. The DA Form 137-2 may be retained in the military personnel assignment file under file no. 614-200b. Source of data for the system: Information used to populate the OUTPROC System is gathered from DA Form 137-2-R. Source information is scheduled under FN 25-1kkk.</p> <p>Note: Use FN 25-1lll for system administrative reports, 25-1mmm for system documentation and specifications, and 25-1nnn for backups.</p> <p><i>Agency Number NR</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>FN: 600-8-101b Title: Out-Processing (OUTPROC) master file Authority: NN-166-204 Privacy Act: A0210-10TAPC Description: Information concerning clearance procedures for departing soldiers which has been collected by a government system from a DA Form 137-2-R, Installation Clearance Record, and the data there on. Included are clearance certificates, checklists, and related information.</p> <p>Disposition: Code KE6: Event is when individual personnel data entries are superseded by new information or rescinded by separation from active duty, retirement, transfer to the Reserve Components, or temporary duty of 90 or more days. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</p>		
2	<p>FN: 600-8-101c Title: Out-Processing (OUTPROC) Outputs Authority: NN-166-204 Privacy Act: A0210-10TAPC Description: Information collected by a government system concerning clearance for departing soldiers which has been extracted from DA Form 137-2-R, Installation Clearance Record, and the data thereon such as: name, rank, SSN, unit, and debt management. Also included are clearance certificates, checklists, and related information.</p> <p>Disposition: Code K6: Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>		<p><i>Disposition: Code KE6: Event is superation from active duty, retirement, or transfer to the Reserve Components. Keep individual record until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then delete.</i></p> <p><i>Agency request via 11/15/00 e-mail Taylor</i></p>