# REQUEST FOR RECORDS DISPOSITION AUTHORITY
## (See instruction on reverse)

JOB NUMBER

*71.A4.01.005*

DATE RECEIVED

*9-29-00*

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 | 5. TELEPHONE |
|---|---|
| Patricia R. Martin | (703) 806-3171 |

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | ARCHIVIST OF THE UNITED STATES |
|---|---|
| 3-13-01 | *John W. Carl* |

## 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 |
|---|---|---|
| 25 Sep 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
|---|---|---|---|
| | **In-Processing (INPROC) System**<br><br>**Background and Additional Information:** The Military In-Processing (INPROC) system automates procedures for ensuring that a soldier and family members are correctly and efficiently in-processed at the installation and to review and correct all soldiers readiness and emergency data requirements. This system is used Armywide in every installation. The processing system was designed to automate the procedures required to accomplish the functions and task identified in Army Regulation 600-8-101. The information consists of scheduling in-processing appointments and producing DA Form 5123-1-R Personnel In-processingRecord. The INPROC is the automation of DA Form 5123-1-R, In-Processing Personnel Record and the data there on. The outputs consist of the completed DA Form 5123-1-R which is sent electronically to the Standard Installation Division Personnel System (SIDPERS) as a transaction. The output is kept on file at the soldier's unit/battalion PAC. Source of data for the system: Information used to populate the INPROC System is gathered from DA Form 5123-1-R. Source information is scheduled under File number (FN) 25-1kkk.<br><br>Note: Use 25-1mmm for system documentation and specifications, and 25-1nnn for backups. | | |

*Agency NWMW NR*

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|---|---|---|---|
| 1 | FN: 600-8-101d<br>Title: In-Processing (INPROC) Master File<br>Authority: TBD<br>Privacy Act: TBD<br>Description: Information concerning the in-processing of incoming soldiers and their readiness status which has been collected by a government system from a DA Form 5123-1-R, Personnel In-Processing Record, and the data thereon. INPROC in-processes, reviews and corrects all soldiers' readiness information.<br>Disposition: Code KE6: Event is when transaction of individual personnel data entries are superseded by new information and confirmed by Standard Installation Division Personnel System (SIPDERS). 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. | | |
| 2 | FN: 600-8-101e<br>Title: In-Processing (INPROC) Outputs<br>Authority: TBD<br>Privacy Act: TBD<br>Description: Completed information consisting of scheduling in-processing appointments, which has been collected by a government system from a DA Form 5123-1-R, Personnel In-Processing Record. The INPROC system generates a hard copy of the DA Form 5123-1-R which is kept on file at the soldier's Unit/battalion.<br>Disposition: Code K6: Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. | | |