REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instruction on reverse)

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

NOTIFICATION TO AGENCY

1   FROM (Agency or establishment)

U S ARMY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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	DATE	ARCHIVIST OF THE UNITED STATES
			WITHDRAWN

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
8 Mar 02	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	OPERATIONS DATABASE (OPSDB) Background Operations Database (OPSDSB) supports the FORSCOM Operation Center and HQ FORSCOM OPSDS provides the FOC staff software to record, track and monitor current operations including world crisis, training exercises, national and regional emergencies and military deployments OPSDS is a classified system The OPSDS Message Tracking Module came on-line in 1999 The Message Tracking Module of the OPSDS provides the means to store AUTODIN messages The information contained in the database is from 2000 forward OPSDS contains AUTODIN messages, faxes, memorandums for record, e-mails, and word documents which are considered classified Authorized users retrieve stored information by querying by date and/or operation or group pick lists OPSDS is client server technology and is only available within HQ FORSCOM AUTODIN messages, faxes, memorandum for record, and word documents are grouped by operation, inbound and outbound traffic into an Oracle database for extraction as flat files and native documents which are transferred to CD-ROMs The inputs are from AUTODIN messages (depord, warnord, exord, planord sitreps, etc ,) an stored in binary or text format in the database		

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	The outputs/reports extracts the records pertaining to the particular operation, name, grouped by inbound and out bound, sorted by DTG from the database in its native form to a directory defined by the user There are three text tab delimited summary reports that get generated, One report is everything (inbound & outbound), second is inbound only and the third is outbound only The summary listing of these reports contains the extracted field information for example, original filename, pathname, operation, subject, action, dtg, date_revd, classification, declass, originator, category, section, ossn, fromri, tor, keywords and remarks These reports can be downloaded to a specific directory which the user designates to his desktop The proposed disposition instructions apply to records in all media and format Source Data for the system Information used to populate the OPSDS is gathered from inbound and outbound traffic inputs and are scheduled under file number (FN) 25-1kkk Note Use 25-1kk for source/input records, and specifications, and 25-1lll for system administrative reports, 25-1mmm for system documentation and specification, and 25-1nnn for backups		
1	FN 25-11f Title OPERATIONS DATABASE (OPSDS) Master file Authority TBD Privacy Act Not Applicable Description The Message Tracking Module of the OPSDS provides the means to store AUTODIN messages The information contained in the database is from 2000 forward OPSDS contains AUTODIN messages, faxes, memorandum for record, e-mails, and word documents which are considered classified AUTODIN messages, faxes, memorandum for record, e-mails and word documents are grouped by operation, inbound and outbound traffic into an Oracle database for extraction as flat files and native documents which are transferred to CD-ROMs Disposition Code TP Transfer to the AEA/RHA Retire to NARA in xx year blocks when record is xx years old The electronic format must meet appropriate NARA standards		— Changed per Records officer's instructions. 4/8/03 See email Sw — Changed per Records officer's instructions. 4/17/03 Sw
2	FN 25-11g Title OPERATIONS DATABASE (OPSDS) Summary Reports Authority TBD Privacy Act Not Applicable Description The outputs contain extracts from records pertaining to the particular operation name, grouped by inbound and out bound, sorted by DTG from the database in its native form to a directory defined by the user There are three text tab delimited summary reports that get generated, One report is		

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4 ~~3~~	everything (inbound & outbound), second is inbound only and the third is outbound only The summary listing of these reports contains the extracted field information for example, original filename, pathname, operation, subject, action, dtg, date_revd, classification, declass, originator, category, section, ossn, fromri, tor, keywords and remarks Disposition Code K1 Keep until no longer need for conducting business, but no longer than 1 year, then delete or destroy **WITHDRAWN** The electronic version of all records on this schedule that are created by electronic mail or word processing application will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later		*Changed per records officer's request. See email*