

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) B601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-AR-04-7</i>	
1. FROM (Agency or establishment) U.S. ARMY		DATE RECEIVED <i>6-7-2004</i>	
2. MAJOR SUBDIVISION U.S. ARMY HUMAN RESOURCES COMMAND		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION U.S. ARMY RECORDS MANAGEMENT & DECLASSIFICATION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER MRS. VERMELL M. MATHIS	5. TELEPHONE (703) 428-6412	DATE <i>12-8-04</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 _____ 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 <i>5-17-04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> JOHN A. SHARRETT SULLIVAN	TITLE CHIEF, 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>BACKGROUND: The new recordkeeping requirements include records relating to the Quality of Information Program (QIP) prescribed in Army Regulation 25-1, Army Information Management. The QIP establishes policy and procedures for ensuring and maximizing the quality, objectivity, and integrity of information disseminated to the public by the Army. This information means any communication or representation of knowledge such as facts or data, in any medium or form. The information must be secure from corruption and falsification and presented in an accurate, clear, complete, and unbiased manner. The QIP establishes administrative procedures for affected individuals to seek and obtain correction of information, as well as receive and resolve complaints regarding information that does not comply with the quality standards. The disposition instructions apply to records regardless of media in which produced.</p> <p>RN: 25-1cccc Title: Quality Information Claims - Information Corrected Authority: TBD Privacy Act: A0025 JDIM Description: Original claims which resulted in information being changed. Included are requests for information corrections, copies of information in question, analytical results, coordination documents, and replies. Also includes claims submitted but not processed, i.e, frivolous claims; those made in bad faith; pertaining to information products not subject; or refer to issues addressed and resolved through prior complaints. (Continued on next page) <i>cc Agency NR numw</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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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)
2	<p>Disposition: Code KE2: Event is date of final action. Keep in CFA until event occurs, then destroy 2 years after the event.</p> <p>RN: 25-1dddd Title: Quality Information Claims - Information Not Changed Authority: TBD Privacy Act: A0025 JDIM Description: Original claims where all or some of the information was not changed. Included are requests for information corrections, copies of information in question, analytical results, coordination documents, unappealed refusals, replies, and related supporting documents. Disposition: Code KE6: Event is date of final action. Keep in CFA until event occurs, then destroy 6 years after the event.</p>		
3	<p>RN: 25-1eeee Title: Quality Information Appeals and Final Adjudication Authority: TBD Privacy Act: A0025 JDIM Description: Information relating to administrative appeals under the provisions of the Quality Information Program. Included are appellants' letters, copies of replies, copies of information in question, and related supporting documents. Disposition: Code KE6: Event is date of final action. Keep in CFA until event occurs, then destroy 6 years after the event.</p>		
4	<p>The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.</p>		