

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-AU-04-8	DATE RECEIVED 6-7-2004
1. FROM (Agency or establishment) U.S. ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. ARMY HUMAN RESOURCES 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 U.S. ARMY RECORDS MANAGEMENT & DECLASSIFICATION AGENCY			
4. NAME OF PERSON WITH WHOM TO CONFER MRS. VERMELL M. MATHIS	5. TELEPHONE (703) 428-6412	DATE 12-22-04	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 _____ 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 5-17-04	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Snarets Sullivan</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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: 25-1fff Title: Quality Information Controls Authority: TBD Privacy Act: A0025 JDIM Description: Documents accumulated for control purposes in responding to claims of affected persons to seek and obtain correction of information maintained and disseminated by the agency. Included are registers and similar records listing date, nature, and purpose of request; contact information of claimant; and claim reports and 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>		

12/23/04 Copies sent to Agency, numerous NR

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>RN: 25-1gggg Title: Quality Information Administration Files Authority: TBD Privacy Act: Not Applicable Description: Information pertaining to the general management of the Quality Information Program. Included are routine correspondence, memorandums, notices, procedures, standards, guidelines, and related information. Disposition: Code: KEN: Event is when superseded. 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>		
3	<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>		