

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instruction on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-AU-06-8</i>	DATE RECEIVED <i>3-6-2006</i>
1. FROM (Agency or establishment) US ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION OFFICE OF THE ADMINISTRATIVE ASST TO THE SECY OF THE 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION US ARMY RECORDS MANAGEMENT & DECLASSIFICATION AGENCY			
4. NAME OF PERSON WITH WHOM TO CONFER VERMELL M. MATHIS, (703) 428-6418 SHIRLEY KINSON-JONES, (703) 428-6411	5. TELEPHONE	DATE <i>5/3/07</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,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>27 JAN 2008</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> JOHN A. SHARRETT-SULLIVAN	TITLE CHIEF, 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p><u>Total Army Personnel Database-Active Officer (TAPDB-AO)</u>  <u>Total Army Personnel Database-Active Enlisted (TAPDB-AE)</u>  <u>Total Army Personnel Database-Reserve (TAPDB-R)</u>  <u>Total Army Personnel Database-National Guard (TAPDB-NG)</u>  <u>Army Civilian Personnel (ACPERS) Database</u></p> <p><b>BACKGROUND:</b> Initially the Integrated Total Army Personnel Database (ITAPDB) was submitted to the National Archives and Records Administration (NARA) for processing during June 2003 and was assigned job number N1-AU-03-22. As a result of extensive coordination and a meeting with NARA, the Human Resources Command, and the Records Management and Declassification Agency, it was decided that the SF 115 would be put on hold at NARA until an SF 115 for the related TAPDB-AO, TAPDB-AE, TAPDB-R, TAPDB-NG, and ACPERS systems is received for processing, then NARA would proceed to work the ITAPDB. The records on these five Army Component information systems are created to maintain and manage military and civilian employees. They contain the same personnel data as the ITAPDB, and are the source databases that provide information to the ITAPDB as required. The agency to contact for information on the five systems is the U.S. Army Human Resources Command, Personnel Information Systems Directorate, Alexandria, VA. The disposition instructions apply to records in all media and format.</p> <p>(CONTINUED ON NEXT PAGE)</p>		

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*24 copies sent to Agency NWME*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Note: Use record number (RN) 25-1111 for automated system administrative reports; and RN 25-1111 for backup files.</p> <p><b>RN:</b> 600-8-104n  <b>Title:</b> Total Army Personnel Databases—Active Officer (TAPDB-AO), Active Enlisted (TAPDB-AE), Reserves (TABDB-R), National Guard (TAPDB-NG), Army Civilian Personnel (ACPERS) Master Files.  <b>Authority:</b> TBD  <b>Privacy Act:</b> TBD  <b>Description:</b> Human Resources (HR) data that includes names, social security numbers, and addresses. Includes other information related to orders, promotions, assignments, training, organizational alignments, readiness and deployment, and limited medical information (blood type and HIV test date).  <b>Disposition:</b> PERMANENT: Code TEP: Event is upon approval of this schedule and annually, thereafter. Keep the record in the current database until event occurs and then transfer to the AEA. The AEA will transfer a copy of the files to NARA annually.</p>		
2.	<p><b>RN:</b> 600-8-104o  <b>Title:</b> Total Army Personnel Databases—Active Officer (TAPDB-AO), Active Enlisted (TAPDB-AE), Reserves (TABDB-R), National Guard (TAPDB-NG), Army Civilian Personnel (ACPERS) Outputs and Reports.  <b>Authority:</b> TBD  <b>Privacy Act:</b> TBD  <b>Description:</b> Electronic data and hard copies of reports, tables, charts, graphic displays, catalogs, and correspondence that pertain to personnel information.  <b>Disposition:</b> TEMPORARY: Code KN: Keep until no longer need for conducting business, but not longer than 6 years, then delete.</p>		

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**RN:** 600-8-104p

**Title:** System Documentation

**Authority:** TBD

**Privacy Act:** TBD

**Description:** consists of documents created to identify, interpret, use, and maintain system electronic records. Included are user guides, codebooks, and database record layout.

Disposition: PERMANENT: Code TEP: Event is when the associated masterfile is transferred to the AEA. Keep until event occurs and then retire to the AEA. The AEA will transfer a copy of the files to NARA annually with the associated Masterfile.