

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions 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>71-AU-06-1</i>	
1. FROM (Agency or establishment) U.S. Army		DATE RECEIVED <i>10-6-2005</i>	
2. MAJOR SUBDIVISION Office of the Administrative Assistant to the Secretary of the Army		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Division		DATE <i>10/6/05</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Betty S. Burton		ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</i>	
5. TELEPHONE 703-428-6417			

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>10/06/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Shabette 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The Army Review Boards Agency (ARBA), on behalf of the Secretary of the Army, serves as the highest administrative level for review of personnel actions taken by lower levels of command and administers the following boards:</p> <ul style="list-style-type: none"> Army Board for Correction of Military Records Army Discharge Review Board Army Active Duty Board Army Board of Review for Eliminations Army Grade Determination Review Board Security Review Board Ad Hoc Board Army Physical Disability Appeal Board Army Physical Disability Review Board Army Disability Rating Review Board Army Clemency and Parole Board <p>The ARBA headquarters is located in Arlington, VA. The ARBA's basic function is to allow soldiers to petition for specific actions concerning their career, such as requesting retirement at a higher grade. They correct errors and injustices, consider requests for discharge upgrades, adjudicate officer misconduct/performance cases, determine clemency and parole, process disability issues and provide corrections oversights. The ARBA processes in excess of 16,000 applications annually. Three of the boards are governed by Army regulations (AR 15-80 - Army Grade Determination Review Board and Grade Determinations, AR 15-185 - Army Board for Correction of Military Records and AR 15-180 - Army Discharge</p> <p><i>cc Agency NR RWM D RWMU</i></p>		

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1	<p>Review Board; while the others use the general authority of the Agency.</p> <p>The following board records are currently scheduled: 15-180a - Army Discharge Review Board Files (N1-AU-00-42) with a K6 retention, and 15-185a - Correction of Military Records (NC1-AU-83-9) with a 20-year retention. ARBA would like to standardize the retention of their record information as stated below.</p> <p>The following proposed disposition instructions apply to records in all media and formats.</p> <p>RN: 15a Title: Correction of military records case files Authority: TBD Privacy Act: TBD Description: Documents reflecting action taken by Army boards (to include Army Board for Correction of Military Records, Army Discharge Review Board, Army Active Duty Board, Army Board of Review for Eliminations, Army Grade Determination Review Board, Security Review Board, Ad Hoc Board, Army Physical Disability Appeal Board, Army Physical Disability Review Board, Army Disability Rating Review Board, and Army Clemency and Parole Board) and the Secretary of the Army, on applications for correction of military records. Included in each case are applications, transcripts of testimony; affidavits; documents considered by the Board; briefs and written arguments; findings, conclusions, and recommendations of the Board; and similar documents. Disposition: T20. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 20 years old. NOTE: Original or copy of individual case documents are retained in individual's Official Military Personnel File (OMPF) records permanently.</p>	<p>N1-AU-00-42 NC1-AU-83-9</p>	
2	<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>		