**Request for Record Disposition Authority**

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)  
Washington, DC 20408

1. From (Agency or establishment)
   Department of the Army

2. Major Subdivision
   Office of the Administrative Assistant to the Secretary of the Army

3. Minor Subdivision
   Records Management and Declassification Agency

4. Name of Person with whom to confer
   Brenda Fletcher

5. Telephone (include area code)
   703-428-6298

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 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  
   [X] is attached  
   [ ] has been requested

Signature of Agency Representative

Ricardo A. Romero, Chief, Army Records Mgmt Division

Date (mm/dd/yyyy)

7. Item Number
8. Description of Item and Proposed Disposition
   Multi-Source Assessment and Feedback (MSAF)  
   AR 350-1
   Background  The MSAF program enables assessment and feedback of Army leader development. These records concern instructing personnel in performing military functions, tasks, and exercises involving units to increase their combat readiness. Included are basic training, individual training, and military techniques, doctrines and tactics, and on-the-job training for military or civilian personnel, such as supervisory, management, first aid, security, recognition, and physical fitness. Primary identifying information is received from the Total Army Personnel Data Base (TAPDB) system. The system contains records created from July 2007 to present.

   RN  350-ltt
   Title  Multi-Source Assessment and Feedback Master File
   Authority TBD
   PA  TBD

   Description  Documents about rating each student attending leader courses. Included are student leadership evaluation reports, rating sheets, reaction test observations, and related documents

   Disposition  KEN Event is upon separation. Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after event, then delete

   Note  Use record number (RN) 25-1kkk for source input records, RN 25-1lll for automated system administrative outputs and reports; RN 25-1mm for automated system documentation and specification files, and RN-1nnn for backup files