

**Request for Record Disposition Authority**

(See Instructions on reverse)

**Leave Blank (NARA Use Only)**

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  
 Lois A Holden

5 Telephone (include area code)  
 703-428-6393

Job Number  
*NFA4-09-34*

Date Received  
*5/7/09*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date  
*17 JAN 2010*

Archivist of the United States  
*[Signature]*

**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       has been requested

Signature of Agency Representative  
*[Signature]*

Title  
 Ricardo A. Romero, Chief, Records Management Division

Date (mm/dd/yyyy)  
*4/30/2009*

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p align="center"><b>Civilian Mobilization Tracking System (CIVTRACKS)</b>                      AR 600-8-104</p> <p>Background Civilian Mobilization Tracking System (CIVTRACKS) provides a quick and efficient way to track movements of Army civilian employees and contractors during mobilization situations</p> <p>NOTE Use record number (RN) 25-111 for automated system administrative reports, RN 25-1kkk for source/input records, RN 25-1mmm for system documentation and specification, and RN 25-1nnn for backup files</p> <p>RN 600-8-104r                      Title Civilian Mobilization Tracking System (CIVTRACKS) Master File                      Authority TBD                      Description Data consists of mobilization records, one record per employee and or contractor, per movement occurrence System contains records created from 1998 to the present Primary key is the employee identifier number plus the movement dates Information includes employee identifier or SSN, and name data entered manually by the user is supplemented with selected data for the employee retrieved from the HQ ACPERS database                      Disposition TE20 Event is after personnel accountability and statistical trend analysis Keep until no longer needed for conducting business, then retire to AEA The AEA will delete the record 20 years after the event</p>		

**RECOMMENDATION TO THE ARCHIVIST ON  
RECORDS DISPOSITION REQUEST**

Job No. N1-AU-09-34

Item Count: 1

**SUMMARY**

The Department of the Army requests disposition authority for the Civilian Mobilization Tracking System (CIVTRACKS) Master Files

The files contain information on all Army civilians and contractors deployed to a theater of operations such as identification information (name, grade, SSN), location in theater, and next of kin contact information. The files are routine and facilitative and have little or no research value. Substantive records relating to civilian duty status is captured in permanent records under Job Number N1-AU-03-13, Total Army Personnel Database (TAPDB)—Army Civilian Personnel Component Database (APERS) Substantive records relating to tracking contractors in theater are scheduled for permanent retention under Job Number N1-AU-07-5, Synchronized Personnel Operational Tracker (SPOT) System Master File

**RECOMMENDATION**

- 1 APPROVED FOR DISPOSAL The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government
- 2 APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government The agency will transfer these records to the National Archives as specified
- 3 DISPOSITION NOT APPROVED The records described under the following item or items are not approved for disposition
- 4 WITHDRAWN The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

**FEDERAL REGISTER NOTICE**

Not required.

Required — Publication Date December 9, 2009  
Copies Requested 0  
Comments Received 0

SIGNATURE	TITLE	SIGNATURE	DATE
Appraisal <i>[Signature]</i> 1/12	Appraiser	<i>[Signature]</i>	11 Jan 2010
	NWML	<i>Laurence n. Zinner</i>	1-12-2010
Concurrences	NWM	<i>[Signature]</i>	1-2-2010
	NW	<i>Michael J. Kentz</i>	1-13-09