

Request for Record Disposition Authority	
(See Instructions on reverse)	
To National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment) U.S. Army	
2 Major Subdivision Office of the Admin Asst to the Sec of the Army	
3 Minor Subdivision US Army Records Mgmt & Declass Agency	
4 Name of Person with whom to confer Shirley Kinson-Jones	5 Telephone (include area code) 703-428-6411

Leave Blank (NARA Use Only)	
Job Number NI-A4-09-9	Date Received 3/10/09
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 6/15/09	Archivist of the United States <i>Shirley Kinson-Jones</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 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 <i>Donnie A. Balli</i>	Title Chief, Records Management Division	Date (mm/dd/yyyy) 02/27/2009
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Audit Services in the Department of the Army - AR 36-2 US Army Audit Agency System for Information Storage and Transmission (AAAsist) Please see continuation sheet attached.		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Background: The purpose of the US Army Audit Agency System for Information Storage and Transmission (AAAsist) is to streamline the audit process and relieve personnel of various duties in capturing and transferring information. The system provides a tracking mechanism for projects within the agency and facilitates NSPS process by tracking performance measures. It assists the agency with process management for property, security clearances, awards, rating chain, leave, ABC time accounting, and training. Historical data allows the agency to report both within and outside DOD varying information about audit efforts. The outputs are already scheduled under record number (RN) 1x1, Civilian personnel time and attendance files - Time and attendance source records and input records.</p> <p>NOTE: Use record number (RN) RN 25-1kkk for source/input records, RN 25-1lll for automated system administrative reports, RN 25-1mmm for system documentation and specification, and RN 25-1nnn for backup files.</p> <p>RN 36-2d Title: US Army Audit Agency System for Information Storage and Transmission (AAAsist) Master file Authority: TBD PA: TBD Description: The AAAsist contains information gathered and generated during agency audits. Subject matter is based on the audit and could involve any Army function, geographic location, and any time span or date coverage deemed necessary to answer the objective of the audit. Included are processes supported by the system – property, leave, training maintained for operational and historical purposes to support an employee’s history during their time with the agency. Disposition: KE3. Event is after close out of all recommendations made in the audit’s report. Keep until event occurs, then delete 3 years after the event.</p>		